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|  | **Project Status Report**  **Develop RFP for ERP System**  **As of 09/02/2022** | **Project Manager:** Kerri Stewart  **Project Sponsor:** Jeff Vail  **Business Owner:** Matt Doyle |

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| **Initiative Number: 195** | | **ETSC Priority:** High | | | **Project Scheduled Completion Date:** June 16, 2023 (Estimated) | | | | | | **Project Lifecycle:**  Pre-initiation | |
| **Project Description:** Select a qualified and experienced vendor (Consulting company) to evaluate ERP needs of the Districts and help develop an RFP for selection of an ERP system. After separation from the County of Sacramento, the Districts may not be able to continue the use of COMPASS and shall need its own ERP system for its business. | | | | | | | | | | | | |
| **Scope:** | **GREEN = No Issues** | | | **Schedule:** | | | **GREEN = No Issues** | | | **Resources:** | | **Green = No Issues** |
| **Milestones** | | | **Start Date** | | | **End Date** | **Actual**  **End Date** | **% Complete** | **Actions/Comments** | | | |
| Prepare RFP for procurement of outside consulting services | | | 05/16/2022 | | | 06/15/2022 | 06/14/2022 | 100% | Assigned resources: Arshad Waheed  Task status: Completed | | | |
| RFP issued for procurement of consulting services | | | 06/15/2022 | | | 06/15/2022 | 06/15/2022 | 100% | Assigned resources: Arshad Waheed  Task status: Completed | | | |
| Bidders Conference | | | 06/30/2022 | | | 06/30/2022 | 06/30/2022 | 100% | Assigned resources: Arshad Waheed  Task status: Completed | | | |
| Eight (8) Bids/Proposals received | | | 07/20/2022 | | | 07/20/2022 | 07/20/2022 | 100% | Assigned resources: Arshad Waheed  Task status: Completed | | | |
| Perform and complete Evaluation | | | 08/01/2022 | | | 09/30/2022 |  | 25% | Assigned resources: Kerri Stewart  Status: (Evaluation in process)  New evaluators added. Evaluation team: Kerri Stewart, Arshad Waheed, Patrick Schroeder, Helen Hu, John Hough and David Ocenosak | | | |
| Announce intent to award contract | | | 10/03/2022 | | | 10/03/2022 |  |  | Assigned resources: Kerri Stewart  Arshad modified the online RFP schedule to extend the Notice of Intent to Award to 10/03/2022. Also followed up with email to companies with submitted proposals. | | | |

| **Key Risks** | **Probability** | **Impact** | **Status** |
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| **Key Decisions** | **Decided by** | **Outcome** | **Status** |
| Arshad Waheed was replaced with Kerri Stewart in the evaluation team | Jeff Vail | Completed |  |
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| **Key Issues** | **Impact** | **Priority** | **Status** |