|  |  |  |
| --- | --- | --- |
|  | **Project Status Report**  **Develop RFP for ERP System**  As of **08/12/2022** | **Project Manager:** Arshad Waheed  **Project Sponsor:** Jeff Vail  **Business Owner:** Matt Doyle |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** | | | **YELLOW = 1 Issue** | | | **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 | | | 08/29/2022 |  |  | Assigned resources: Jeff Vail and Kerri Stewart  Status: (Evaluation in process) | | | |
| Announce intent to award contract | | | 09/02/2022 | | | 09/02/2022 |  |  | Assigned resources: Jeff Vail and Kerri Stewart | | | |

| **Key Risks** | **Probability** | **Impact** | **Status** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Decisions** | **Decided by** | **Outcome** | **Status** |
| Arshad Waheed was replaced with Kerry Stewart in the evaluation team | Jeff Vail | Completed |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Issues** | **Impact** | **Priority** | **Status** |