ITG Request 45 – Appellate Courts Enterprise Content Management System (ECMS)

Project Update

Martin Kravik, Project Manager

February 22, 2013

Recent Activities

- ✓ RFP was reviewed by the AC-ECMS Executive Steering Committee on November 16, 2012
- ✓ RFP was released on November 26, 2012
- ✓ Approximately ten vendors provided letters of intent to bid
- ✓ Two proposals were received by January 4, 2013
  - o Neither proposal met minimum qualifications

Recent Activities

- ✓ Debriefings occurred with vendors and three reasons were given for low rate of proposal submissions:
  - o Cost cap
  - o Timing over the holidays
  - o Some requirements were unclear to vendors
- ✓ RFP was revised and released again on January 29, 2013
  - o Removed cost cap
  - o Tightened up requirements

Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
0	0	0

Significant Risk Status

Risk	Probability/Impact	Mitigation

Active Project Issues

Total Project Issues			
Low Urgency	Medium Urgency	High Urgency	Closed
0	0	1	5

Significant Issues Status

Issue	Urgency/Impact	Action
Uncertainty in Vendor Pricing	High/High	Removed cost cap, revised requirements, re-released RFP

Next Steps

Milestone	Date
✓ RFP approval by the project Executive Steering Committee (ESC)	January 2013
✓ Release the RFP	January 2013
JISC funding request	February 22, 2013
Vendor proposals due	March 2013
Evaluate vendor proposals and forward results to the ESC	March 2013
Vendor demonstrations completed	April 2013
Selection of Apparent Successful Vendor (ASV) by ESC	April 2013
Recommendation of the ASV to the JISC by the ESC	April 26, 2013
Approval of the ASV by the JISC	April 26, 2013
Contract execution	May 2013
Develop the project implementation schedule	30 days after contract execution

Decision Point