

Attachment 10

Project Expectations

Please answer all of the questions below by providing

Type of Agreement

Question	Yes	No	Comments
Software license is based on enterprise licenses/subscription (i.e., not user based)			
Software license/subscription price is fixed for a minimum of five years			
Software license/subscription price increases are based on an index			
Pricing for professional services is fixed fee and milestone based			
Payment for professional services is based on acceptance of deliverables identified in the SOW			
Functional requirements process maps are attached to agreement and used to provide accountability for scope			
Vendor does not constrain fixed fee contract for professional services with configuration quantities or other characteristics of the government (employees, funds, etc.)			

Project Management

Question	Response	Comment
What is the split of on-site/off-site work?		
Approximate number of projects (including this one) will the project manager be working on besides this proposed project		
Approximate number of hours per month will project manager serve this project		
Approximate number of trips per month for project manager		
Frequency of status reports		

Deliverables

Question	Yes	No	Assumption of Responsibility (Client/Vendor)
Project Management			
Project Plan is a Deliverable			
Project Plan Deliverable includes:			
Project Tasks			
Project Schedule			
Project Resources			
Project Dependencies			
Project Deliverables			
Project Milestones			
Status Reports are a Deliverable			
Status Report Deliverable includes:			
Schedule Compliance			
Issues Log			
Vendor Staffing Plan			
Is client participation tracked during project?			
Organizational Change Management			
Organizational Change Management is a Deliverable			
Organizational Change Management Deliverable includes:			
Stakeholder Assessment			
Communications Plan			
Documentation of New Business Processes			
A dedicated resource is assigned for Organizational Change Management			
Knowledge Transfer			
Training Plan is a Deliverable			
Training Plan Deliverable includes:			
Stakeholder Identification			
Training Scope			
Training Schedule			
Training Materials Plan			
Training materials are customized for client			
System Design			
Requirements Traceability is a Deliverable			
Requirements Traceability Deliverable includes:			
Update to Functional Requirements			
Report specifications are documented			
Interface specifications are documented			
Build			
As-Built/Design Documentation is a Deliverable			

Question	Yes	No	Assumption of Responsibility (Client/Vendor)
Conversion			
Conversion Plan is included as a Deliverable			
Conversion Data Acceptance is included as a Deliverable			
Testing			
Testing Plan is included as a Deliverable			
Testing Plan deliverable addresses:			
Testing Tools			
Testing Schedule			
Unit Testing			
Integration Testing			
User Acceptance Testing			
Performance Testing			
Regression Testing			
Test Scripts are included as a Deliverable			
Go-Live and Support			
Cutover Plan is included as Deliverable			
Cutover Plan includes:			
Plan for Open Issues			
Requirements traceability matrix is updated			
Post Go-Live Support Plan			
Final Acceptance Documentation is included as Deliverable			

Contract Terms

Please indicate whether your firm will agree to the following project terms. Use the Flow Down columns to indicate the same for any third-party proposed products or services.

Term	Primary Agreement		Flow Down Agreement	
	Yes	No	Yes	No
Limitation of Liability is 2.5 times the contract fee				
Requirements are warranted for 12 months for each Go-Live				
All licenses for software (including project management tools) are included in the project				
Key personnel will not be removed from project without client’s approval unless key personnel terminates from the vendor				
Remedies for failure to meet service level agreements included				



Data cannot be collected from the project to re-sell the product outside of LOGIS to LOGIS Members				
Vendor must have LOGIS permission to contact LOGIS members				
Conditional Acceptance is included				
Final Acceptance is included				