

ATTACHMENT A.2

DELIVERABLE ACCEPTANCE PROCESS

FOR

AUTOMATED BIOMETRIC IDENTIFICATION SYSTEM (ABIS)

1. **Notifying County of an Expected Delivery** - At least one week prior to the time that a Deliverable is to be delivered to the County, in accordance with the PCD project schedule, Contractor must notify the County via email of the planned delivery, indicating the name of the Deliverable, the Deliverable number as listed in the Statement of Work (which is also identified for invoicing), the item number as listed in the work breakdown structure in the PCD, the version number, and the expected date of delivery. Contractor may include or attach a list of recommended criteria for the County to use in reviewing the Deliverable, although the County reserves the right to use different criteria as it deems appropriate within the agreed-upon scope of this project. Contractor may skip this step for Deliverables that are maintained on an ongoing basis or regularly submitted on a monthly or more frequent basis, such as status reports and schedule updates.
2. **Preparing the Deliverables**
 - a. Document Deliverables - Contractor must prepare the document as an electronic MS Word file (unless otherwise stated in the subject Task), with the file name as follows: XXX System Deliverable [name of deliverable] version [version number] Contractor must also deliver five paper copies of any charts or tables that exceed 8 ½ x 14 inches.
 - b. Desktop-software Deliverables - such as large data tables, Microsoft Project or Excel files, System mock-ups, etc., where the Deliverable cannot be fully reviewed as a PDF file but can be opened or executed on a Department desktop computer, Contractor must prepare a file using the same file-naming convention as for document Deliverables.
 - c. Software or data Deliverables to be installed into the System - Contractor must prepare the file(s) in accordance with a naming convention and change-control procedure to be determined.
 - d. Continuous Deliverables - Contractor must prepare a written description of the Deliverable when the initial version of the Deliverable is ready for review (such as ongoing logs, etc.).
3. **Transmitting the Deliverable**
 - a. Document and Desktop-software Deliverables - Contractor must email the Deliverable to the County. The email is required to have the Deliverable's name and version number in the email's subject line, and the body of the email must serve as a cover letter indicating that this is a formal delivery. If a file is too large to send via email attachment, Contractor must place the file on the project's SharePoint site (or similar arrangement) and insert the link to that specific file into the body of the email.
 - b. Software or data Deliverables to be installed into the System - Contractor must electronically load and install the files into the test environment through a formal change-control process. Contractor must notify the County by email as soon as the software has been delivered, with the Deliverable's name and version number in the email's subject line. When the Deliverable is transmitted, Contractor must also submit a Task/Deliverable Acceptance Certificate in accordance with

Paragraph 3.8 (Approval of Work) of the Contract. County Project Manager and County Project Director will sign this form when the Deliverable is accepted.

4. **Reviewing the Deliverable** - A Deliverable is considered “out of sequence” when preceding Deliverables (based on the sequence shown in the PCD’s project schedule) have not yet been delivered and accepted. The County may, at its discretion, postpone its review of an out-of-sequence Deliverable until all preceding Deliverables have been accepted.
 - a. Document Deliverables - All delivered documents are considered DRAFT submissions, subject to review and approval by County Project Manager. The County must distribute copies of the Deliverable to designated reviewers, who will identify any deficiencies and needs for improvement.
 - b. Software or data Deliverables to be installed into the System – The County will, with Contractor assistance, exercise or test the System with the delivered software installed, and make detailed notes of any deficiencies, anomalies, and needs for improvement.
 - c. Other Deliverables – The County may require Contractor to conduct a demonstration or walkthrough of the Deliverable as part of its review.
5. **Preparing the Deliverable Response** – The County will consolidate and integrate reviewer notes into a well-organized written Deliverable Response that clearly explains what in particular is deficient, questionable, or needs improvement, and if relevant, references any specific requirements or criteria. The Deliverable Response will indicate either that (a) the Deliverable is accepted, or (b) the Deliverable needs to be revised and go through another review cycle.
 - a. Transmitting the Deliverable Response – The County will email the Deliverable Response to Contractor, and/or hold a conference to present and discuss the Deliverable Response.
 - b. Discussing the Deliverable Response - If desired, Contractor may discuss the Deliverable Response with the County, and the County may revise the Deliverable Response.
 - c. Revising and Resubmitting the Deliverable - If the Deliverable Response indicated that the Deliverable needs to go through another review cycle, Contractor is required to revise the Deliverable based on the County’s feedback in the Deliverable Response. Contractor must submit the revised Deliverable using sequential version numbers (or release number) to identify each revision submitted, along with the revised Deliverable. The County reserves the right to ignore or make retroactive changes to any item where a change has not been clearly and completely called out. Each time a revised version of the Deliverable is submitted, it must again go through all the steps in this Process.
 - i. Contractor must submit a **Response Tracking Sheet** which indicates how each item on the Deliverable Response was addressed in revising the Deliverable.
 - ii. Contractor must maintain a **Deliverable Change Log** which clearly points out (a) what has changed since the previous version of the Deliverable, and (b) all cumulative changes from the initial version that was submitted.

6. **Accepting the Deliverable** - When the Deliverable Response indicates that the Deliverable is accepted, County Project Manager and County Project Director will sign the Task/Deliverable Acceptance Certificate and the Process ends. A copy of the signed Task/Deliverable Acceptance Certificate will be provided to Contractor. For **document deliverables**, the word “final” is added to end of the file name.

7. **Maintaining the Deliverable**

- a. For one-time Deliverables - after a Deliverable has been accepted, any further changes must be made in accordance with the Change Notice process (refer to Paragraph 10.2 of the Contract). The County will own the Deliverable and may incorporate its contents, or portions thereof, into any subsequent work products as the County deems fit. Contractor is required to keep a copy of the final Deliverable, and any amendments, in its project records.
- b. For continuous Deliverables - Ongoing Project Management (Task X): Contractor must maintain, administer, and update the Deliverable(s) in accordance with applicable specifications and purposes. The County may from time to time review the status of the Deliverable(s) and will indicate to Contractor any deficiencies that require re-working.

8. **Deliverable List**

Deliverable	Pay Points	Cost
Deliverable 1 – Completed Project Control Document		
Deliverable 2 – Ongoing Project Management		
Deliverable 3.1 – Requirements Review		
Deliverable 3.2 – Completed Requirements Review and Demonstration/Gap Analysis		
Deliverable 4 – Completed Infrastructure and Technical Assessment		
Deliverable 5 – Completed Implementation Assessment Document		
Deliverable 6 – Completed Customized COTS Solution Design Review and Final Design		
Deliverable 7.1 – Pre-Production Environment Established		
Deliverable 7.2 – Contractor’s Customized COTS Solution Completed		
Deliverable 7.3 – Contractor’s Customized COTS Solution Reviewed/Approved/Certified		
Deliverable 8.1 – Initial Data Conversion Completed and Certified		
Deliverable 8.2 – Ongoing Data Conversion and Cleansing		
Deliverable 9.1 – Pre-Production Test Plan Finalized		
Deliverable 9.2 – System Interfaces Tested and Certified		
Deliverable 9.3 – Completed Integration Tests and Certification		
Deliverable 9.4 – Completed Initial Operational Readiness Tests and Certification		
Deliverable 9.5 – Completed Performance Tests and Certification		
Deliverable 9.6 – Completed and Certified Acceptance Tests and Certification		
Deliverable 10.1 – Test/Training Environment Established		
Deliverable 10.2 – Final Training Plan		
Deliverable 10.3 – Solution and User Documentation Completed		
Deliverable 10.4 – Training Completed		
Deliverable 11.1 – Cloud-Based Environment Established		

Deliverable	Pay Points	Cost
Deliverable 11.2 – Certification of Production Solution		
Deliverable 12 – ABIS Go-Live Completed		
Deliverable 13.1 – Warranty Period: Maintenance and Support Completed		
Deliverable 13.2 – Transfer of Solution Administration Responsibilities		
Deliverable 14 – Post-Implementation Support		
Deliverable 15 – Post-Implementation Training Conducted		

ATTACHMENT A.3

PROJECT CONTROL DOCUMENT (TO BE DETERMINED)

ATTACHMENTS A.4 - A.5

**CONFIDENTIAL
(NOT ATTACHED)**

**TO BE DISTRIBUTED DURING MANDATORY
PROPOSERS' CONFERENCE**