

To: Kelvin Lewis
Chatham County

From: Tom Maureau
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Date: May 29, 2020 v7

Subject: Chatham County CAD/RMS – Project Schedule to Contract Signed

Project Schedule

Start Date	Due Date	Task	Completed
02/13/20	04/30/20	CAD/RMS RFP published	02/13/20
03/04/20	N/A	Evaluation and Scoring Process Workshop	03/04/20
03/04/20	04/30/20 Thursday	All evaluation and scoring information completed <ul style="list-style-type: none"> • SME Committee’s meet on their own to complete scoring criteria • Major categories and sub-categories for RFP scoring criteria • Approve/modify Reference Check questions • Approve/modify Company Experience criteria • Assignment of points for RFP scoring category 	
03/13/20	03/18/20	St. Patrick’s Week Blackout	N/A
N/A	04/09/20	Scripted Demonstration workshop – 8 hours	04/09/20
02/13/20	04/30/20	Last day for vendor questions	04/30/20
N/A	05/05/20	Public Safety GIS Master Plan – County Management Approval	N/A
N/A	05/07/20	Public Safety GIS Master Plan <ul style="list-style-type: none"> • Draft Phase 1/30-Day Plan • GIS SME Team start assignments 	TBD
03/04/20	05/29/20	All scripted demos tasks completed <ul style="list-style-type: none"> • SME Committee’s meet on their own to complete scripted scenarios • Project Team identify location for all scenarios to be completed • Meta data completed for all scenarios • GIS data for Chatham County prepared to send to Phase 2 vendors 	

N/A	05/15/20	CAD/RMS proposals due	
N/A	05/18/20	Proposal validation process – Winbourne Consulting review and provide input to County Purchasing and PMO	
N/A	05/25/20 Monday	Memorial Day Holiday	
05/26/20	05/29/20	Possible/TBD - Company Information Review – Company #1 <ul style="list-style-type: none"> • SME group review and discussion • Project Team/Evaluation Committee discussion 	
05/26/20	05/27/20	Schedule GIS Education Workshops <ul style="list-style-type: none"> • County/City Leadership • PSAP/Police/Fire/EMS/OEM Leadership • Public Safety Operations 	
N/A	05/27/20	County Purchasing and PMO approve scoring criteria	
N/A	05/29/20	Initial scripted scenarios completed	
05/29/20	07/02/20	Start Reference Check Process <ul style="list-style-type: none"> • Winbourne will manage the process • Reference checks will be completed via SurveyMonkey • The Project Team will approve the survey prior to publishing it • Winbourne will provide a weekly status reports on reference check progress 	
06/01/20	06/05/20	Initial assessment and discussion of Company #1 - CentralSquare <ul style="list-style-type: none"> • Monday <ul style="list-style-type: none"> ○ PDF sent to SME Committees to start individual review of primary sections • Tuesday <ul style="list-style-type: none"> ○ Committees members complete individual review of primary section • Wednesday <ul style="list-style-type: none"> ○ Morning - SME Committees discussion of primary section ○ Afternoon - Review Company Experience and Project management • Thursday <ul style="list-style-type: none"> ○ SME Committees complete review process ○ SME Committees discussion for draft grading 	

		<ul style="list-style-type: none"> ○ Complete scoring template ○ Review previous draft scores and modify as needed ● Friday <ul style="list-style-type: none"> ○ WebEx/Conf Call – All SME Committees <p>Each team discusses draft scoring</p>	
N/A	06/08/20	FRMS RFP – Draft RFP from Purchasing to Fire/EMS SME Committee for review and input	
N/A	06/09/20	<p>CentralSquare Proposal SWOT discussion</p> <ul style="list-style-type: none"> ● Full project team ● SME committees provide SWOT presentation 	
N/A	06/10/20	<p>Public Safety GIS Master Plan Workshops</p> <ul style="list-style-type: none"> ● County/City Executive Leadership ● Public Safety Leadership ● Operations/end-users 	
N/A	06/15/20	<p>Public Safety GIS Master Plan</p> <ul style="list-style-type: none"> ● Phase I/30-day Status Report ● Initial cost estimates 	
06/11/20	06/17/20	<p>Initial assessment and discussion of Company #2 – Hexagon</p> <ul style="list-style-type: none"> ● Monday <ul style="list-style-type: none"> ○ PDF sent to SME Committees to start individual review of primary sections ● Tuesday <ul style="list-style-type: none"> ○ Committees members complete individual review of primary section ● Wednesday <ul style="list-style-type: none"> ○ Morning - SME Committees discussion of primary section ○ Afternoon - Review Company Experience and Project management ● Thursday <ul style="list-style-type: none"> ○ SME Committees complete review process ○ SME Committees discussion for draft grading ○ Complete scoring template ○ Review previous draft scores and modify as needed ● Friday <ul style="list-style-type: none"> ○ WebEx/Conf Call – All SME Committees 	

		<ul style="list-style-type: none"> ○ Each team discusses draft scoring 	
06/08/20	06/15/20	FRMS RFP – Fire/EMS SME Committee input due to Purchasing	
06/18/20	06/24/20	<p>Initial assessment and discussion of Company #3 - Motorola</p> <ul style="list-style-type: none"> • Monday <ul style="list-style-type: none"> ○ PDF sent to SME Committees to start individual review of primary sections • Tuesday <ul style="list-style-type: none"> ○ Committee members complete individual review of primary section • Wednesday <ul style="list-style-type: none"> ○ Morning - SME Committees discussion of primary section ○ Afternoon - Review Company Experience and Project management • Thursday <ul style="list-style-type: none"> ○ SME Committees complete review process ○ SME Committees discussion for draft grading ○ Complete scoring template ○ Review previous draft scores and modify as needed • Friday <ul style="list-style-type: none"> ○ WebEx/Conf Call – All SME Committees ○ Each team discusses draft scoring 	
N/A	06/22/20	FRMS RFP – Purchasing publish the FRMS RFP. Proposals due July 13 (Three weeks)	
N/A	06/22/20	<p>Reference Check status discussion</p> <ul style="list-style-type: none"> • Potential for the County to contact any agencies that have not responded 	
06/25/20	07/01/20	<p>Initial assessment and discussion of Company #4 – Tyler Technologies</p> <ul style="list-style-type: none"> • Monday <ul style="list-style-type: none"> ○ PDF sent to SME Committees to start individual review of primary sections • Tuesday <ul style="list-style-type: none"> ○ Committee members complete individual review of primary section • Wednesday 	

		<ul style="list-style-type: none"> ○ Morning - SME Committees discussion of primary section ○ Afternoon - Review Company Experience and Project management ● Thursday <ul style="list-style-type: none"> ○ SME Committees complete review process ○ SME Committees discussion for draft grading ○ Complete scoring template ○ Review previous draft scores and modify as needed ● Friday <ul style="list-style-type: none"> ○ WebEx/Conf Call – All SME Committees ○ Each team discusses draft scoring 	
07/02/20	07/06/20	Evaluation and Scoring Committee and SME committee’s comparative analysis. SME groups prepare SWOT presentations	
N/A	07/02/20	Reference Check process and report completed	
N/A	07/03/20 Friday	July 4 Holiday	
07/06/20	07/09/20	<ul style="list-style-type: none"> ● SME committees SWOT presentations to the Evaluation and Scoring Committee ● Phase 1 scoring (first 85%) 	
N/A	07/13/20	<ul style="list-style-type: none"> ● Cost Proposal – Discussion and score added – All categories (100%) scored ● Evaluation and Scoring Committee Phase 1 scoring – Initial ranking. Determine if two or three vendors will be invited to the scripted demonstration process ● Phase 1 scores and initial ranking to EAB 	
N/A	07/13/20	FRMS RFP – Proposals due	
N/A	07/14/20	FRMS RFP <ul style="list-style-type: none"> ● Fire/EMS SME’s start proposal review process ● Complete by 08/14/20 (prior to start of CAD/RMS scripted demonstrations) 	
N/A	07/14/20	Notify scripted demonstration companies and schedule accordingly. Allow four weeks for companies to prepare	
07/14/20	07/17/20	Complete scripted scenarios and data to send to the top 2/3 companies	

N/A	08/14/20	FRMS RFP <ul style="list-style-type: none"> • SWOT presentations • Phase 1 scoring • Schedule onsite scripted demonstration 	
08/17/20	08/21/20	<ul style="list-style-type: none"> • Scripted Demonstration #1 • Start Best and Final Offer (BAFO) time period – 10 days 	
08/24/20	08/28/20	SME group meetings – Notes and draft scores for Scripted Demonstration #1	
08/31/20	09/04/20	<ul style="list-style-type: none"> • Scripted Demonstration #2 • Start Best and Final Offer (BAFO) time period – 10 days 	
09/07/20	09/09/20	SME group meetings – Notes and draft scores for Scripted Demonstration #2	
09/14/20	09/18/20	<ul style="list-style-type: none"> • Scripted Demonstration #3 • Start Best and Final Offer (BAFO) time period – 10 days 	
09/21/20	09/22/20	SME group meetings – Notes and draft scores for Scripted Demonstration #3	
N/A	09/23/20	<ul style="list-style-type: none"> • SME groups prepare SWOT presentations • BAFO/Cost Proposal re-score 	
N/A	09/24/20	<ul style="list-style-type: none"> • SME group SWOT presentations • Final Evaluation and Scoring Committee Score • Final ranking • Notify EAB 	
N/A	09/25/20	Notify #1 company	
N/A	TBD	FRMS RFP – Scripted demonstrations	
09/25/20	11/13/20	CAD/RMS Contract negotiation process. Contract signed	
N/A	TBD	FRMS contract negotiations process. Contract signed	