STATE OF MICHIGAN
ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **4**
to
Contract Number **MA180000000558**

CONTRACTOR	
	ADVANCED TECHNOLOGIES GROUP, LLC
	1601 48th Street, Suite 200
	West Des Moines IA 50266
	Atul Gupta
	515-221-0095
	atulg@a-t-g.com
	CV0053510

STATE			
	Program Manager	Various	Various
	Contract Administrator	Patrick Russell	DTMB
		(517) 648-7767	
		russellp2@michigan.gov	

CONTRACT SUMMARY			
Corrections Offender Management System			
INITIAL EFFECTIVE DATE	**INITIAL EXPIRATION DATE**	**INITIAL AVAILABLE OPTIONS**	**EXPIRATION DATE BEFORE**
June 20, 2018	June 19, 2028	10 - 12 Months	June 19, 2028
PAYMENT TERMS		**DELIVERY TIMEFRAME**	
Net 45		N/A	
ALTERNATE PAYMENT OPTIONS		**EXTENDED PURCHASING**	
☐ P-Card ☐ Direct Voucher (PRC) ☐ Other		☒ Yes ☐ No	
MINIMUM DELIVERY REQUIREMENTS			
N/A			

DESCRIPTION OF CHANGE NOTICE				
OPTION	**LENGTH OF OPTION**	**EXTENSION**	**LENGTH OF EXTENSION**	**REVISED EXP. DATE**
☐		☐		
CURRENT VALUE	**VALUE OF CHANGE NOTICE**	**ESTIMATED AGGREGATE CONTRACT VALUE**		
$37,814,723.80	$3,332,107.45	$41,146,831.25		

DESCRIPTION

Effective 03/25/2025, the parties hereby agree to the attached Statement of Work to transition (6) Michigan Department of Corrections (MDOC) legacy Staff Applications from MDOC legacy platforms to Advance Technology Group's (ATG) Corrections Offender Management System (COMS) Platform. The total cost of this project is $3,332,107.45.

All other terms, conditions, specifications, and pricing remain the same. Per contractor and agency agreement, DTMB Central Procurement Services approval, and State Administrative Board approval on 03/25/2025.

Program Managers

for

Multi-Agency and Statewide Contracts

AGENCY	NAME	PHONE	EMAIL
MDOC	Kevin Burtovoy	517-648-0337	BurtovoyK@michigan.gov
DTMB	David Enslin	517-930-6332	enslind@michigan.gov

STATEMENT OF WORK -
IT CHANGE NOTICE

Project Title: Staff Applications for COMS Platform	**Period of Coverage:** 4/1/25-5/1/2026
Requesting Department: MDOC	**Date**: 2/18/2025
Agency Program Manager: Kevin Burtovoy	**Phone**: 517-648-0337
DTMB Program Manager: David Enslin	**Phone**: 517-930-6332

Brief description of services to be provided:

BACKGROUND:

Technology Modernization: Replace six (6) Michigan Department of Corrections (MDOC) legacy employee management applications on antiquated platforms. These applications are no longer on the State of Michigan (SOM) Technology Roadmap. This is the completion step to replace MDOC's legacy Sybase and PowerBuilder platforms.

Application Rationalization: Consolidating multiple legacy applications into a single, existing, vendor supported commercial off the shelf (COTS) or Software as a Service (SaaS) application will reduce the ever-increasing operational costs for maintenance and support staff with rare skills while allowing new business needs to be met in a timelier manner.

Citizen Centric Government: MDOC’s employees and supervised offenders are citizens too. These employee management functions support MDOC’s ability manage employee data system security access, employee computer asset management, alleged employee misbehavior investigations as well as resulting disciplinary actions and litigation tracking. New applications that streamline and facilitate these functions will lead to lower administrative costs and could potentially result in more employee satisfaction and engagement as well as lower turnover through cleaner, more transparent processes.

Cybersecurity: Legacy applications do not allow use of modern security techniques and controls. Antiquated platforms have limited audit capabilities and are inflexible due to thick client nature.

PROJECT OBJECTIVE:

The objective of this project is to transition 6 (Six) MDOC legacy Staff Applications from MDOC legacy platforms to Advance Technology Group's (ATG) Corrections Offender Management System (COMS) Platform.

SCOPE OF WORK:

Develop Staff Applications that can be utilized on the existing COMS platform managed by ATG for MDOC. Scope of work includes but is not limited to:

- All development and gap analysis of 6 Staff Applications to be used on the COMS platform by MDOC staff and identified users.
- The 6 Staff Applications will be hosted in the current COMS environment. Similar to other applications on the COMS platform, the 6 new Staff Applications will be accessible only from State of Michigan (SOM), authentication managed by MiLogin, access control by COMS Security (COMSSec), data backup and protection governed by current COMS rules.
- No data from these systems will be in the "ad hoc database".
- Current applications with structured data, with the exception of Facility Entrance Clearence Tracking (FECT), will be migrated to corresponding fields in the new developed app. Contractor will migrate data into new applications' database, after MDOC reviews and updates data from current systems.
- Contractor will provide training sessions for each application release to User Acceptance Testing (UAT). Contractor will also provide train-the-trainer sessions for each application release.
- Post deployment maintenance and support of these six staff applications.
- Future enhancements related to these 6 applications will be eligible to utilize the existing accrued development hours "bucket of hours" as the Agency Program Manager approves. Refer to Schedule A - Statement of Work (SOW), section C. of master contract.

TASKS:

Technical support is required to assist with the following tasks:

- User Acceptance Testing (UAT) processes.
- Integration with MiLogin (if applicable).
- Interfacing to include but not limited to the following:
    - Human Resource Management Network (HRMN)
    - Other third-party vendors (i.e. Tracy Inc.)

- Ensuring adherence to the States Policies, Standards, and Procedures (PSPs).

DELIVERABLES:

Deliverables will not be considered complete until the Agency and DTMB Program Managers have formally accepted them. Deliverables for this project include:

A. Employee Discipline Applications

1. Administrative Investigations Management (AIM)

    a. The purpose of the AIM system is to have a state-wide database to record allegations of employee misconduct and Prisoner Rape Elimination Act (PREA) category allegations. AIM is intended to assist in efficient tracking of allegations of misconduct and provide consistency in the data entry process.

2. Litigation Tracking System (LTS)

    a. LTS is a legal case management system that manages all information relating to cases where the MDOC, its employees, and offenders are involved.

3. Personnel Actions Tracking System (PATS)

    a. PATS also referred to as Professional Standards Tracking, monitors and tracks all personnel actions administered in relation to employee discipline, investigation, grievances, and/or arbitration. It is used by both the MDOC and the Michigan Civil Service Commission (MCSC).

B. Outside Workers in Correctional Facility Applications

1. Facility Entrance Clearance Tracking (FECT)

    a. Some contractors and employees of MDOC's vendor companies enter correctional facilities to perform their contractual duties. FECT is an internal MDOC system that provides functionality to maintain contractor / vendor employee profiles, LEIN and other check results, entrance clearance approval, and history of visits for each contractor / vendor employee.

2. Volunteer Facility Entrance Clearance Tracking (VFECT)

    a. Volunteers such as ex-MDOC employees, professors, educators, clergy, and other type of volunteers visit correctional facilities to provide volunteer services. VFECT is an internal MDOC system that provides functionality to maintain volunteer profiles, LEIN and other check results, and history of visits for each volunteer. In addition, VFECT system also allows users to print a volunteer pass for the visit.

C. Human Resources Application

1. Corrections Human Resources Information System (CHRIS)

a. CHRIS is a centralized employee and related human resource information system for MDOC. The system interfaces with MCSC – Human Resource Management Network (HRMN) to read employee and location master data. CHRIS stores the feed from HRMN and provides functionality needed to manage the feed. In addition to the HRMN feed received, HR team at DOC updates employee records to add data specific to MDOC. Users create and manage contractor, vendor, and volunteer profiles in the system. CHRIS serves as the source of information to its downstream systems for their employee, contractor, vendor, volunteer, and location master data.

ACCEPTANCE CRITERIA:

See section 1.501 of the contract.

PROJECT CONTROL AND REPORTS:

A bi-weekly progress report must be submitted to the Agency and DTMB Project Managers throughout the life of this project. This report may be submitted with the billing invoice. Each bi-weekly progress report must contain the following:

1. **Hours**: Indicate the number of hours expended during the past two weeks, and the cumulative total to date for the project. Also state whether the remaining hours are sufficient to complete the project.
2. **Accomplishments**: Indicate what was worked on and what was completed during the current reporting period.
3. **Funds**: Indicate the amount of funds expended during the current reporting period, and the cumulative total to date for the project.

PAYMENT SCHEDULE:

Payment will be made once each application is develop and delivered to User Acceptance Testing (UAT), and approved by MDOC and DTMB Program Managers. DTMB will pay CONTRACTOR upon receipt of properly completed invoice(s) which shall be submitted to the billing address on the State issued purchase order not more often than monthly. DTMB Accounts Payable area will coordinate obtaining Agency and DTMB Project Manager approvals. All invoices should reflect actual work completed by payment date and must be approved by the Agency and DTMB Project Manager prior to payment. The

invoices shall describe and document to the State's satisfaction a description of the work performed, the progress of the project, and fees. When expenses are invoiced, receipts will need to be provided along with a detailed breakdown of each type of expense.

Payment shall be considered timely if made by DTMB within forty-five (45) days after receipt of properly completed invoices.

Milestone	Date	Invoice Amount
CHRIS - Gap Analysis Document Complete and Approved	4/15/2025	
CHRIS - UAT	6/15/2025	
CHRIS - UAT Walkthrough and MDOC Acceptance	6/16/2025	$ 508,760.15
AIM - Gap Analysis Document Complete and Approved	5/15/2025	
AIM - UAT	9/1/2025	
AIM - UAT Walkthrough and MDOC Acceptance	9/2/2025	$ 945,471.25
LTS - Gap Analysis Document Complete and Approved	7/16/2025	
LTS - UAT	12/1/2025	
LTS - UAT Walkthrough and MDOC Acceptance	12/2/2025	$ 634,908.89
PATS - Gap Analysis Document Complete and Approved	10/16/2025	
PATS - UAT	3/1/2026	
PATS - UAT Walkthrough and MDOC Acceptance	3/2/2026	$ 729,022.12
VFECT - Gap Analysis Document Complete and Approved	5/16/2025	
VFECT - UAT	10/1/2025	
VFECT - UAT Walkthrough and MDOC Acceptance	10/2/2025	$ 239,282.26
FECT - Gap Analysis Document Complete and Approved	9/15/2025	
FECT - UAT	2/1/2026	
FECT - UAT Walkthrough and MDOC Acceptance	2/2/2026	$ 274,662.78
Total:		$ 3,332,107.45

Maintenance/Support Costs for Staff Applications

Month	COMS Maint/Support	UAT Rollout	Maint %	EAMP Maint/Support
1/1/2025	$274,166.67		0.0%	$-
2/1/2025	$274,166.67		0.0%	$-
3/1/2025	$274,166.67		0.0%	$-
4/1/2025	$274,166.67		0.0%	$-
5/1/2025	$274,166.67		0.0%	$-
6/1/2025	$274,166.67		0.0%	$-
7/1/2025	$274,862.75	CHRIS	2.0%	$5,497.26
8/1/2025	$274,862.75		2.0%	$5,497.26

9/1/2025	$274,862.75		2.0%	$5,497.26
10/1/2025	$274,862.75	AIM	5.0%	$13,743.14
11/1/2025	$274,862.75	VFECT	5.5%	$15,117.45
12/1/2025	$274,862.75		5.5%	$15,117.45
1/1/2026	$274,862.75	LTS	6.0%	$16,491.77
2/1/2026	$274,862.75		6.0%	$16,491.77
3/1/2026	$274,862.75	FECT	7.0%	$19,240.39
4/1/2026	$274,862.75	PATS	7.5%	$20,614.71
5/1/2026	$274,862.75		7.5%	$20,614.71
6/1/2026	$274,862.75		7.5%	$20,614.71
7/1/2026	$275,567.50		7.5%	$20,667.56
8/1/2026	$275,567.50		7.5%	$20,667.56
9/1/2026	$275,567.50		7.5%	$20,667.56
10/1/2026	$275,567.50		7.5%	$20,667.56
11/1/2026	$275,567.50		7.5%	$20,667.56
12/1/2026	$275,567.50		7.5%	$20,667.56
1/1/2027	$275,567.50		7.5%	$20,667.56
2/1/2027	$275,567.50		7.5%	$20,667.56
3/1/2027	$275,567.50		7.5%	$20,667.56
4/1/2027	$275,567.50		7.5%	$20,667.56
5/1/2027	$275,567.50		7.5%	$20,667.56
6/1/2027	$275,567.50		7.5%	$20,667.56
7/1/2027	$319,166.08		7.5%	$23,937.46
8/1/2027	$319,166.08		7.5%	$23,937.46
9/1/2027	$319,166.08		7.5%	$23,937.46
10/1/2027	$319,166.08		7.5%	$23,937.46
11/1/2027	$319,166.08		7.5%	$23,937.46
12/1/2027	$319,166.08		7.5%	$23,937.46
1/1/2028	$319,166.08		7.5%	$23,937.46
2/1/2028	$319,166.08		7.5%	$23,937.46

3/1/2028	$319,166.08		7.5%	$23,937.46
4/1/2028	$319,166.08		7.5%	$23,937.46
5/1/2028	$319,166.08		7.5%	$23,937.46
6/1/2028	$319,166.02		7.5%	$23,937.45

EXPENSES:

The State will NOT pay for any travel expenses, including hotel, mileage, meals, parking, etc.

PROJECT CONTACTS:

The designated Agency Program Manager is:

Name: Kevin Burtovoy
Department: MDOC
Area: ADSS
Building/Floor: Grand View Plaza, 2nd floor.
Address: 206 E. Michigan Ave.
City/State/Zip: Lansing MI 48933
Phone Number: 517-648-0337
Email Address: burtovoyk@michigan.gov

The designated DTMB Program Manager is:

Name: David Enslin
Department: DTMB
Area: Agency Services
Building/Floor: St Joe Office Building
Address: 3111 W. St. Joseph St.
City/State/Zip: Lansing MI 48917
Phone Number:517-930-6332
Email Address: enslind@michigan.gov

AGENCY RESPONSIBILITIES:

A. MDOC is responsible for cleaning and extracting data from current systems.

B. User Acceptance Testing.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:
All work to be completed by Contractor staff shall be completed at Contractor owned or leased buildings.

- 1601 48th Street, Suite 200, West Des Moines, IA 50266
- City of Lansing Michigan.
- MDOC Grand View Plaza, 600 E. Michigan Ave. Lansing MI 48933
- St Joe Office Building, 3111 W. St. Joseph St. Lansing MI 48917
- Constitution Hall, 525 W Allegan St, Lansing, MI 48933

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

No overtime will be permitted.

This delivery order is a release from Contract Number 180000000558. This delivery order, statement of work, and the terms and conditions of Contract Number 180000000558 constitute the entire agreement between the State and the Contractor.

PROJECT PLAN:

Task Name	Duration	Start	Finish	Resource Names
EAMP - Post Vendor Selection	**318 days?**	**Tue 4/1/25**	**Fri 5/29/26**	
CHRIS - Phase 1 - Pass through	**141 days?**	**Tue 4/1/25**	**Tue 10/7/25**	
PreGap Analysis Preparation	12 days	Tue 4/1/25	Wed 4/16/25	ATG-Greg
Gap Analysis	22 days?	Thu 4/17/25	Wed 5/14/25	
Draft Gap Analysis document sent to MDOC	6 days?	Thu 4/17/25	Thu 4/24/25	ATG-Greg
Gap Analysis Document Complete and Approved	0 days	Thu 5/15/25	Thu 5/15/25	
Pre-UAT Tasks	**86 days?**	**Thu 2/20/25**	**Sun 6/15/25**	Includes MDOC Tasks
Data Migration	47 days?	Tue 4/15/25	Sat 6/14/25	
Data Migration Requirements	22 days	Thu 2/20/25	Fri 3/21/25	MDOC Task
Export to Bridge Data Migration to UAT	30 days	Mon 3/24/25	Fri 5/2/25	MDOC Task
ATG Migration Data	5 days?	Mon 5/5/25	Fri 5/9/25	

Data Migration Testing	10 days?	Mon 5/12/25	Fri 5/23/25	
Test plan	16 days	Tue 4/15/25	Mon 5/5/25	
Test case development	22 days	Tue 4/15/25	Mon 5/12/25	
ATG development, documentation & testing	44 days?	Thu 4/17/25	Fri 6/13/25	
Development complete and move to UAT	1 day?	Fri 5/2/25	Fri 5/2/25	
Dev Change Window (if needed)	14 days	Tue 5/27/25	Fri 6/13/25	
UAT Release Planning	**13 days**	**Sun 6/1/25**	**Sun 6/15/25**	
Confirm UAT Release Date with ATG	5 days	Mon 6/2/25	Fri 6/6/25	
Complete Internal Approval Request	2 days	Mon 6/9/25	Tue 6/10/25	
Add Notification to Project Calendar	1 day	Wed 6/11/25	Wed 6/11/25	
Security Updates	6 days	Thu 6/12/25	Tue 6/17/25	
UAT Release	0 days	Sun 6/15/25	Sun 6/15/25	
ATG - UAT Walkthrough and Acceptance	0 days	Mon 6/16/25	Mon 6/16/25	
Business Process Testing Begins	1 day?	Mon 6/16/25	Mon 6/16/25	
Test Execution	**34 days**	**Sun 6/15/25**	**Wed 7/30/25**	
Training Planning	**13 days**	**Tue 7/15/25**	**Thu 7/31/25**	
Complete/Update Training Material	12 days	Tue 7/15/25	Wed 7/30/25	
ATG Train-the-trainer sessions	1 day	Thu 7/31/25	Thu 7/31/25	
Training	16 days	Mon 8/11/25	Mon 9/1/25	
Production Release Planning	**13 days**	**Mon 8/4/25**	**Wed 8/20/25**	
Confirm production release date with ATG	1 day	Mon 8/4/25	Mon 8/4/25	
Complete Internal Approval Request	1 day	Tue 8/5/25	Tue 8/5/25	
Approve Production Release	2 days	Wed 8/6/25	Thu 8/7/25	
Request RFC	2 days	Mon 8/4/25	Tue 8/5/25	
Create RFC	2 days	Wed 8/6/25	Thu 8/7/25	
Obtain LCAB approval	1 day	Mon 8/18/25	Mon 8/18/25	
Add notification to Project Calendar	1 day	Tue 8/19/25	Tue 8/19/25	

Draft GOVDelivery Message	1 day	Wed 8/20/25	Wed 8/20/25	
Release Date	0 days	Sun 9/7/25	Sun 9/7/25	
Security Updates	1 day?	Mon 9/8/25	Mon 9/8/25	
Post production verification and documentation	**14 days**	**Wed 9/9/26**	**Mon 9/28/26**	
Verify production release	2 days	Wed 9/9/26	Thu 9/10/26	
Request closure of RFC	1 day	Fri 9/11/26	Fri 9/11/26	
Close RFC	5 days	Mon 9/14/26	Fri 9/18/26	
Update and close tickets	6 days	Mon 9/21/26	Mon 9/28/26	
AIM	**214 days?**	**Tue 4/1/25**	**Mon 1/12/26**	
PreGap Analysis Preparation	12 days	Tue 4/1/25	Wed 4/16/25	
Gap Analysis	46 days?	Thu 4/17/25	Sun 6/15/25	
Draft Gap Analysis	7 days?	Wed 5/7/25	Wed 5/14/25	
Gap Analysis Document Complete and Approved	0 days	Sun 6/15/25	Sun 6/15/25	
Pre-UAT Tasks	**48 days?**	**Thu 5/15/25**	**Thu 7/17/25**	
Data Migration	34 days	Thu 5/15/25	Fri 6/27/25	
Test plan	16 days	Thu 5/15/25	Thu 6/5/25	
Test case development	22 days	Thu 5/15/25	Fri 6/13/25	
ATG development, documentation & testing	22 days	Thu 5/15/25	Fri 6/13/25	
UAT Release Planning	**12 days**	**Fri 8/15/25**	**Mon 9/1/25**	
Confirm UAT Release Date with ATG	2 days	Fri 8/15/25	Mon 8/18/25	
Complete Internal Approval Request	2 days	Tue 8/19/25	Wed 8/20/25	
Add Notification to Project Calendar	1 day	Thu 8/21/25	Thu 8/21/25	
Security Updates	6 days	Fri 8/22/25	Fri 8/29/25	
UAT Release	0 days	Fri 8/29/25	Fri 8/29/25	
UAT Release	0 days	Mon 9/1/25	Mon 9/1/25	
ATG - UAT Walkthrough and Acceptance	0 days	Tue 9/2/25	Tue 9/2/25	
Test Execution	**45 days**	**Mon 9/1/25**	**Thu 10/30/25**	

Training Planning	**5 days**	**Sat 11/1/25**	**Thu 11/6/25**	
Complete/Update Training Material	12 days	Wed 10/15/25	Thu 10/30/25	
ATG Train-the-trainer sessions	1 day	Mon 11/3/25	Mon 11/3/25	
Training	26 days	Mon 11/10/25	Fri 12/12/25	
Production Release Planning	**13 days**	**Mon 11/17/25**	**Wed 12/3/25**	
Confirm production release date with ATG	1 day	Mon 11/17/25	Mon 11/17/25	
Complete Internal Approval Request	1 day	Tue 11/18/25	Tue 11/18/25	
Approve Production Release	2 days	Wed 11/19/25	Thu 11/20/25	
Request RFC	2 days	Mon 11/17/25	Tue 11/18/25	
Create RFC	2 days	Wed 11/19/25	Thu 11/20/25	
Obtain LCAB approval	1 day	Mon 12/1/25	Mon 12/1/25	
Add notification to Project Calendar	1 day	Tue 12/2/25	Tue 12/2/25	
Draft GOVDelivery Message	1 day	Wed 12/3/25	Wed 12/3/25	
Release Date	0 days	Sun 12/14/25	Sun 12/14/25	
Security Updates	1 day?	Mon 12/15/25	Mon 12/15/25	
Post production verification and documentation	**14 days**	**Sun 12/14/25**	**Wed 12/31/25**	
Verify production release	2 days	Sun 12/14/25	Mon 12/15/25	
Request closure of RFC	1 day	Tue 12/16/25	Tue 12/16/25	
Close RFC	5 days	Wed 12/17/25	Tue 12/23/25	
Update and close tickets	6 days	Wed 12/24/25	Wed 12/31/25	
Litigation (LTS)	**216 days?**	**Sun 6/1/25**	**Sun 3/15/26**	
PreGap Analysis Preparation	12 days	Sun 6/1/25	Sat 6/14/25	
Gap Analysis	22 days?	Tue 6/17/25	Wed 7/16/25	
Draft Gap Analysis	5 days?	Wed 7/9/25	Tue 7/15/25	
Gap Analysis Document Complete and Approved	0 days	Wed 7/16/25	Wed 7/16/25	
Pre-UAT Tasks	**46 days?**	**Tue 7/15/25**	**Mon 9/15/25**	
Data Migration	34 days	Tue 7/15/25	Fri 8/29/25	

Test plan	16 days	Tue 7/15/25	Tue 8/5/25	
Test case development	22 days	Tue 7/15/25	Wed 8/13/25	
ATG development, documentation & testing	44 days	Tue 7/15/25	Thu 9/11/25	
UAT Release Planning	**12 days**	**Sat 11/15/25**	**Mon 12/1/25**	
Confirm UAT Release Date with ATG	2 days	Sat 11/15/25	Mon 11/17/25	
Complete Internal Approval Request	2 days	Tue 11/18/25	Wed 11/19/25	
Add Notification to Project Calendar	1 day	Thu 11/20/25	Thu 11/20/25	
Security Updates	6 days	Fri 11/21/25	Fri 11/28/25	
UAT Release	0 days	Mon 12/1/25	Mon 12/1/25	
ATG - UAT Walkthrough and Acceptance	0 days	Tue 12/2/25	Tue 12/2/25	
Test Execution	**45 days**	**Mon 12/1/25**	**Wed 1/28/26**	
Training Planning	**5 days**	**Sun 2/1/26**	**Thu 2/5/26**	
Complete/Update Training Material	6 days	Thu 1/22/26	Thu 1/29/26	
ATG Train-the-trainer sessions	1 day	Mon 2/2/26	Mon 2/2/26	
Training	5 days	Mon 2/9/26	Fri 2/13/26	
Production Release Planning	**13 days**	**Mon 2/2/26**	**Wed 2/18/26**	
Confirm production release date with ATG	1 day	Mon 2/2/26	Mon 2/2/26	
Complete Internal Approval Request	1 day	Tue 2/3/26	Tue 2/3/26	
Approve Production Release	2 days	Wed 2/4/26	Thu 2/5/26	
Request RFC	2 days	Mon 2/2/26	Tue 2/3/26	
Create RFC	2 days	Wed 2/4/26	Thu 2/5/26	
Obtain LCAB approval	1 day	Mon 2/16/26	Mon 2/16/26	
Add notification to Project Calendar	1 day	Tue 2/17/26	Tue 2/17/26	
Draft GOVDelivery Message	1 day	Wed 2/18/26	Wed 2/18/26	
Release Date	0 days	Sun 3/15/26	Sun 3/15/26	
Security Updates	1 day?	Mon 3/16/26	Mon 3/16/26	
Post production verification and documentation	**14 days**	**Sun 3/15/26**	**Wed 4/1/26**	

Verify production release	2 days	Sun 3/15/26	Mon 3/16/26	
Request closure of RFC	1 day	Tue 3/17/26	Tue 3/17/26	
Close RFC	5 days	Wed 3/18/26	Tue 3/24/26	
Update and close tickets	6 days	Wed 3/25/26	Wed 4/1/26	
PATS	**179 days?**	**Mon 9/1/25**	**Sun 4/26/26**	
PreGap Analysis Preparation	12 days	Mon 9/1/25	Mon 9/15/25	
Gap Analysis	22 days?	Wed 9/17/25	Thu 10/16/25	
Draft Gap Analysis	5 days?	Thu 10/9/25	Wed 10/15/25	
Gap Analysis Document Complete and Approved	0 days	Thu 10/16/25	Thu 10/16/25	
Pre-UAT Tasks	**45 days?**	**Wed 10/15/25**	**Fri 12/12/25**	
Data Migration	34 days	Wed 10/15/25	Thu 11/27/25	
Test plan	16 days	Wed 10/15/25	Tue 11/4/25	
Test case development	22 days	Wed 10/15/25	Wed 11/12/25	
ATG development, documentation & testing	44 days	Wed 10/15/25	Thu 12/11/25	
UAT Release Planning	**12 days**	**Sun 2/15/26**	**Sun 3/1/26**	
Confirm UAT Release Date with ATG	2 days	Mon 2/16/26	Tue 2/17/26	
Complete Internal Approval Request	2 days	Wed 2/18/26	Thu 2/19/26	
Add Notification to Project Calendar	1 day	Fri 2/20/26	Fri 2/20/26	
Security Updates	6 days	Mon 2/23/26	Sun 3/1/26	
UAT Release	0 days	Sun 3/1/26	Sun 3/1/26	
ATG - UAT Walkthough and Acceptance	0 days	Mon 3/2/26	Mon 3/2/26	
Test Execution	**30 days**	**Sun 3/1/26**	**Wed 4/8/26**	
Training Planning	**6 days**	**Fri 5/1/26**	**Thu 5/7/26**	
Complete/Update Training Material	6 days	Thu 4/2/26	Thu 4/9/26	
ATG Train-the-trainer sessions	1 day	Fri 4/10/26	Fri 4/10/26	
Training	5 days	Fri 4/3/26	Thu 4/9/26	
Production Release Planning	**12 days**	**Mon 4/6/26**	**Tue 4/21/26**	

Confirm production release date with ATG	1 day	Mon 4/6/26	Mon 4/6/26	
Complete Internal Approval Request	1 day	Tue 4/7/26	Tue 4/7/26	
Approve Production Release	2 days	Wed 4/8/26	Thu 4/9/26	
Request RFC	2 days	Mon 4/6/26	Tue 4/7/26	
Create RFC	2 days	Wed 4/8/26	Thu 4/9/26	
Obtain LCAB approval	1 day	Mon 4/20/26	Mon 4/20/26	
Add notification to Project Calendar	1 day	Tue 4/21/26	Tue 4/21/26	
Draft GOVDelivery Message	1 day	Wed 4/22/26	Wed 4/22/26	
Release Date	0 days	Sun 4/26/26	Sun 4/26/26	
Security Updates	1 day?	Mon 4/27/26	Mon 4/27/26	
Post production verification and documentation	**14 days**	**Sun 4/26/26**	**Tue 5/12/26**	
Verify production release	2 days	Sun 4/26/26	Mon 4/27/26	
Request closure of RFC	1 day	Tue 4/28/26	Tue 4/28/26	
Close RFC	5 days	Wed 4/29/26	Mon 5/4/26	
Update and close tickets	6 days	Tue 5/5/26	Tue 5/12/26	
VFECT	**213 days?**	**Tue 4/1/25**	**Sun 1/11/26**	
PreGap Analysis Preparation	12 days	Tue 4/1/25	Wed 4/16/25	
Gap Analysis	24 days?	Thu 4/17/25	Fri 5/16/25	
Draft Gap Analysis	6 days?	Fri 5/9/25	Thu 5/15/25	
Gap Analysis Document Complete and Approved	0 days	Fri 5/16/25	Fri 5/16/25	
Pre-UAT Tasks	**46 days?**	**Thu 5/15/25**	**Tue 7/15/25**	
Data Migration	34 days	Thu 5/15/25	Fri 6/27/25	
Test plan	16 days	Thu 5/15/25	Thu 6/5/25	
Test case development	22 days	Thu 5/15/25	Fri 6/13/25	
ATG development, documentation & testing	22 days	Thu 5/15/25	Fri 6/13/25	
UAT Release Planning	**12 days**	**Mon 9/15/25**	**Tue 9/30/25**	

Confirm UAT Release Date with ATG	2 days	Mon 9/15/25	Tue 9/16/25	
Complete Internal Approval Request	2 days	Wed 9/17/25	Thu 9/18/25	
Add Notification to Project Calendar	1 day	Fri 9/19/25	Fri 9/19/25	
Security Updates	6 days	Mon 9/22/25	Mon 9/29/25	
UAT Release	0 days	Wed 10/1/25	Wed 10/1/25	
ATG - UAT Walkthrough and Acceptance	0 days	Thu 10/2/25	Thu 10/2/25	
Test Execution	**45 days**	**Wed 10/1/25**	**Fri 11/28/25**	
Training Planning	**5 days**	**Mon 12/1/25**	**Fri 12/5/25**	
Complete/Update Training Material	12 days	Wed 11/12/25	Wed 11/26/25	
ATG Train-the-trainer sessions	1 day	Mon 12/1/25	Mon 12/1/25	
Training	26 days	Mon 12/8/25	Fri 1/9/26	
Production Release Planning	**12 days**	**Wed 12/17/25**	**Thu 1/1/26**	
Confirm production release date with ATG	1 day	Mon 12/15/25	Mon 12/15/25	
Complete Internal Approval Request	1 day	Tue 12/16/25	Tue 12/16/25	
Approve Production Release	2 days	Wed 12/17/25	Thu 12/18/25	
Request RFC	2 days	Mon 12/15/25	Tue 12/16/25	
Create RFC	2 days	Wed 12/17/25	Thu 12/18/25	
Obtain LCAB approval	1 day	Mon 12/29/25	Mon 12/29/25	
Add notification to Project Calendar	1 day	Tue 12/30/25	Tue 12/30/25	
Draft GOVDelivery Message	1 day	Wed 12/31/25	Wed 12/31/25	
Release Date	0 days	Sun 1/11/26	Sun 1/11/26	
Security Updates	1 day?	Sun 1/11/26	Sun 1/11/26	
Post production verification and documentation	**14 days**	**Sun 1/11/26**	**Wed 1/28/26**	
Verify production release	2 days	Sun 1/11/26	Mon 1/12/26	
Request closure of RFC	1 day	Tue 1/13/26	Tue 1/13/26	
Close RFC	5 days	Wed 1/14/26	Tue 1/20/26	
Update and close tickets	6 days	Wed 1/21/26	Wed 1/28/26	

FECT	**206 days?**	**Fri 8/1/25**	**Sun 5/3/26**	
PreGap Analysis Preparation	12 days	Fri 8/1/25	Mon 8/18/25	
Gap Analysis	22 days?	Mon 8/18/25	Mon 9/15/25	
Draft Gap Analysis	5 days?	Mon 9/8/25	Fri 9/12/25	
Gap Analysis Document Complete and Approved	0 days	Mon 9/15/25	Mon 9/15/25	
Pre-UAT Tasks	**45 days?**	**Mon 9/15/25**	**Thu 11/13/25**	
Data Migration	34 days	Mon 9/15/25	Thu 10/30/25	
Test plan	38 days	Mon 9/15/25	Tue 11/4/25	
Test case development	22 days	Mon 9/15/25	Tue 10/14/25	
ATG development, documentation & testing	66 days	Mon 9/15/25	Thu 12/11/25	
UAT Release Planning	**12 days**	**Thu 1/15/26**	**Fri 1/30/26**	
Confirm UAT Release Date with ATG	2 days	Thu 1/15/26	Fri 1/16/26	
Complete Internal Approval Request	2 days	Mon 1/19/26	Tue 1/20/26	
Add Notification to Project Calendar	1 day	Wed 1/21/26	Wed 1/21/26	
Security Updates	6 days	Thu 1/22/26	Thu 1/29/26	
UAT Release	0 days	Sun 2/1/26	Sun 2/1/26	
ATG - UAT Walkthrough and Acceptance	0 days	Mon 2/2/26	Mon 2/2/26	
Test Execution	**45 days**	**Sun 2/1/26**	**Tue 3/31/26**	
Training Planning	**5 days**	**Wed 4/1/26**	**Tue 4/7/26**	
Complete/Update Training Material	6 days	Mon 3/23/26	Mon 3/30/26	
ATG Train-the-trainer sessions	3 days	Wed 4/1/26	Fri 4/3/26	
Training	20 days	Mon 4/6/26	Thu 4/30/26	
Production Release Planning	**12 days**	**Wed 6/3/26**	**Thu 6/18/26**	
Confirm production release date with ATG	1 day	Mon 4/13/26	Mon 4/13/26	
Complete Internal Approval Request	1 day	Tue 4/14/26	Tue 4/14/26	
Approve Production Release	2 days	Wed 4/15/26	Thu 4/16/26	
Request RFC	2 days	Mon 4/13/26	Tue 4/14/26	

Create RFC	2 days	Wed 4/15/26	Thu 4/16/26	
Obtain LCAB approval	1 day	Mon 4/20/26	Mon 4/20/26	
Add notification to Project Calendar	1 day	Tue 4/21/26	Tue 4/21/26	
Draft GOVDelivery Message	1 day	Wed 4/22/26	Wed 4/22/26	
Release Date	0 days	Sun 5/3/26	Sun 5/3/26	
Security Updates	1 day?	Mon 5/4/26	Mon 5/4/26	
Post production verification and documentation	**14 days**	**Sun 5/3/26**	**Wed 5/20/26**	
Verify production release	2 days	Sun 5/3/26	Mon 5/4/26	
Request closure of RFC	1 day	Tue 5/5/26	Tue 5/5/26	
Close RFC	5 days	Wed 5/6/26	Tue 5/12/26	
Update and close tickets	6 days	Wed 5/13/26	Wed 5/20/26	

ATG – Requirements List

1) Administrative Investigations Management (AIM)

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
Incident	A Worksite Administrator approves an allegation complaint received at his/her location. Upon approval, a Data Entry Designee enters the same into the System. System then assigns it a unique identification number called AIM Number (For example: 12345). MDOC staff also receives complaints directly (via email, postal mail etc..) and create Incidents in the System for the same. Such complaints are called IA Mail Log Incidents. When created, System assigns a unique number to it which is different from AIM number (For example, m1234). A Mail Log Number upon review by Internal Affairs Office may get turned into an AIM Number which then follows AIM Incident workflow. If stays as a Mail Log Incident, follows Mail Log Workflow. The process difference between these two is that an investigation may be assigned to an AIM Incident, if need be, but not for a Mail Log Incident.	
Search	Search Incident(s): User searches existing Incidents	
1	The system allows its user to enter selection criteria and search existing Incidents. **Additional Information:** Following are the Selection Criteria fields: MDOC Nor, HRMN Number, Last Name, First Name, Reference Type (single select, AIM Number, Mail Log Number, Location Number), Reference Type Number.	**M**
1.1	The system allows its user to enter selection criteria to search existing Incidents. **Additional Information:** Incident Description Note: This is a long text field and is not one of the existing AIM search criteria fields. It is just a nice-to-have feature for the future system.	**O**
2	The system performs 'contains' type search per user entered search criteria.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
3	The system searches Incidents that match any of the entered search criteria. **Additional Information:** If any additional business logic that needs to be applied for search function, will be provided at the time of implementation.	**R**
4	The system displays a message when no matching results found for entered search criteria.	**R**
5	The system provides functionality to clear entered search criteria.	**R**
6	The system presents search results in standard grid format with pagination. **Additional Information:** The pagination details such as maximum number of rows per page and such related details will be provided at the time of implementation.	**R**
7	The system allows its user to specify Sort Criteria, Sort Order for search results. **Additional Information:** Current sort criteria: All the fields displayed in search results Sort Order: Ascending/Descending	**R**
8	The system allows its user to view search results and select any single Incident to view its details. **Additional Information:** Search results display following fields: AIM Number, Incident Date, Complaint Date, Incident Status, Incident Location, Investigation Type.	**R**
9	The system allows its user to filter search results by entering filter criteria. **Additional Information:** Filter criteria entered using any/all the “Search results fields”.	**R**
10	The system allows the user to export search results in excel, PDF formats.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
11	The system provides certain pre-configured user roles with access levels as follows- **Additional Information:** Following are some application roles along with the functions they have access to. Complete role functionality matrix will be provided at the time of implementation. 1. AIM Administrator / Admin: Full access and ability to maintain look-up tables, Admin functions. 2. Data Entry Designee: Create, update Incident close & reopen Incident, generate all reports within the Location, General and PREA reports sub modules. 3. IA Office/Support Staff: Full access, admin functions, all Initial Review process related functions. 4. IA Manager: Full access and ability to maintain look-up tables, admin functions.	**R**
AIM Incident Workflow	Incident entry in the System à enter Complainant and/or Witness information à Enter further general Incident information à Enter Suspect Info and assign Allegation to Suspect à Enter Victim Info and assign Allegation to Victim à IA Initial Review Decision à Assign Investigation if needed based on IA decision à enter Investigation details on the Incident à Close Investigation à Close Incident.	
Create, Update an Incident	Create new, Update existing Incidents:	

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
12	The system allows its user to create a new Incident (Allegation Complaint) by entering basic Incident details. **Additional Information:** For an Incident, the following basic details are captured: Create Date: Defaults to current System date, not editable/view only field, Complaint Date: defaults to current date, but editable Incident Date: allow user to specify and enter date in formats - MM/DD/YYYY Or MM/YYYY Or YYYY, user's choice. Shift: Field value choices - "1st", "2nd", "3rd","4th" Incident Entry Location: Signed on user's location. Incident Location: where incident happened, provide location finder look-up for user to select from, finder look-up values to be provided at the time of implementation, this field value decides the caseload/who should have access to the Incident record. Site: Provide Site finder look-up, allow single select, finder look-up values to be provided at the time of implementation, Site field is editable. Note: COMS /CHRIS Interface	**M**
13	The system auto populates Incident status as "Pending Investigation" when the Incident is newly created. **Additional Information:** Allow AIM user to edit field value as necessary after System auto populates it.	**R**
14	The system allows its user to update/make changes to an existing Incident.	**R**
15	The system performs required field validations as needed by the functionality on all application screens. **Additional Information:** Fields that need to be marked as Required on each page of the application will be provided at the time of implementation.	**M**
16	The system notifies user of all errors upon required field validation.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
17	The system allows its user to save changes made to an existing or a new Incident. **Additional Information:** Note: system does not automatically save changes. Save function is triggered based on user action only.	**R**
18	The system upon “Save” function, performs validations as instructed.	**R**
19	The system notifies its user upon each successful save operation. **Additional Information:** The system displays standard "Save" message after every successful save. If a custom "Save" message needed, will be provided at the time of implementation.	**R**
20	The system generates and assigns a unique, read-only identification number to each new AIM Incident created. **Additional Information:** This field is currently referred as "AIM number".	**M**
21	The system generates and assigns a unique, read-only, IA Mail Log identification for every AIM Incident created.	**M**
Incident	Incident - Complainant/ Witness Details	

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
22	The system allows its user to enter and save Complainant information for an Incident. **Additional Information:** Record Type: field value choices - "Complainant", "Witness" allow single select Complainant/Witness Type: "Contractor", "Employee", "Former Employee", "Non-MDOC Person", "Offender", "Volunteer", "Unknown" allow single select Note: For Relevant/Dependent fields list for each Victim Type selection and other COMS /CHRIS Interface details refer AIM Interface Summary document provided in supplemental information in the Statement of Work Complainant/Witness Subtype: Subtype field value options change based on selected "Complainant/Witness Type", Subtype options to be provided at the time of implementation. Complainant Details: First, Middle, Last Name, HRMN/MDOC Number, Date of Hire fields. When Complainant Type is Contractor/ Employer / Former Employee / Offender / Volunteer, then auto populate all Complainant Type dependent fields from OMNI / COMS /CHRIS Interface When Complainant Type is Non - MDOC person, allow user to enter First and Last Name When Complainant Type is Unknown, auto populate “Unknown” in both name fields and make other Victim Details fields optional (not - required), allow user to edit name and all related details fields. Location/Address: Auto populate complainant location from previously entered Incident info and allow user to edit. Note: COMS /CHRIS Interface	**R**
23	The system provides Offender (MDOC number) look-up screen populated with COMS data. **Additional Information:** The look-up table allows the user to enter criteria, search, select from results, clear criteria. Selection criteria fields: MDOC #, Caseload, FirstName, Last Name, Last Name Contains, Last Name Soundex, Middle Name, Date of Birth, Num Years, Status, Identifier Type, Identifier, enter a DOC Number to search for Sort Order: All search results fields Sort Order: Asc/Desc Search results display fields: MDOC Number, Name, Name Type, Birth Date, Jurisdiction Location, Jurisdiction Begin Date, End Dates, Active. Note: COMS /CHRIS Interface	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
24	The system provides Employee look-up screen populated with COMS data. **Additional Information:** Employee look-up is used for records that have HRMN ID The look-up table allows the user to enter criteria, search, select from results, clear criteria. Selection criteria fields: Last Name, First Name, HRMN ID # Sort Order: All search results fields Sort Order: Asc/Desc Search results display fields: Last Name, First Name, Default Location, Active, Type, Status. Note: COMS /CHRIS Interface	**R**
25	The system prevents its user from entering more than one Complainant for an Incident. **Additional Information:** The error message to be displayed will be provided at the time of implementation	**R**
26	The system allows its user to enter more than one Witness to an Incident.	**R**
Incident	Incident - General Information (Special referrals, EEO, PREA, Litigation Hold)	
27	The system allows its user to enter additional General Information for an Incident. **Additional Information:** Receiving Employee: Provide employee finder look-up, allow single select, SubSite: Auto populate SubSite choices based on previously entered Site field value, allow single select, editable field, example SubSite choices are, "Housing Unit", "Caustic Closet"... Note: COMS /CHRIS Interface	**R**
28	The system allows its user to specify if an Incident needs to be protected. **Additional Information:** Allow user to specify a Boolean value.	**M**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
29	The system allows the user (Internal Affairs Office only) to decide Incident Access Type when it is marked as protected. **Additional Information:** IA Office enters following Access Type details. Access To: Full name of the person whom access is being granted to Access Type: User choices, Grant, Deny Begin Date: Provide date picker. End Date: Provide date picker.	**M**
30	The system allows its user to refer the Incident (Complaint) to the Equal Employment Opportunity (EEO) Officer's Review. **Additional Information:** Allow user to specify Boolean value to assign.	**M**
31	The system displays a future validation reminder message when the Incident is referred to the EEO Officer. **Additional Information:** Note: The message to be displayed "When assigning Allegations to Suspects at least one suspect must have the allegation of Work Rule “#3 Discriminatory Harassment”	**R**
32	The system sends an automated email to the EEO Officer upon an Incident referred to EEO being saved in the System. **Additional Information:** The generated email includes Incident details, some standard text and is CC ed to the sender (logged on user), Worksite Administrator. The standard EEO mail templet to be used will be provided at the time of implementation.	**R**
33	The system displays an informational message on the application when the email is successfully sent.	**R**
34	The system allows the EEO Officer to view referred Incident details.	**M**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
35	The system allows the EEO Officer to enter and save the decision on reviewed Incident. **Additional Information:** EEO Officer enters following details: Date Referred to EEO from IA (auto populate based on action and un editable field), EEO Review Date, EEO Review Decision (Single select: "is a Duplicate Submission", "is an Untimely Submission", "May Constitute Discriminatory Harassment", "May not Constitute Discriminatory Harassment"), EEO Notes (long text field).	**M**
36	The system captures last updated by user credentials and date, time stamp for every "Save" performed of EEO review information of the Incident.	**R**
37	The system displays last updated by user credentials and date time stamp for the EEO decision on Incident.	**R**
38	The system maintains and displays history of Last Updated By and Date/Time stamp it captures.	**R**
39	The system generates an automated email when the EEO Review decision is submitted.	**R**
40	The system displays informational message on the application upon successfully sending the email.	**R**
41	The system generates an AIM Incident under "Pending Response" category and displays the same on the dashboard for an EEO Reviewed Incident.	**R**
42	The system provides access to reviewed Incident details when its user clicks the AIM Incident. **Additional Information:** When user clicks, some Incident details will be displayed – Most of the incident summary report fields, but details will be provided at the time of implementation. Note: Incident summary page (one of the reports) has above Incident details and Incident status changes, EEO/ IA decision change history etc.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
43	The system provides functionality to capture IA Office decision on an EEO reviewed Incident. **Additional Information:** Following are the fields this functionality captures: Review Decision (Select one, Field value choices: To be provided at the time of implementation) Review Date, Reviewer (Select one, provide employee finder look-up, Review Notes (allow multi select, field value choices: to be provided at the time of implementation). Additional Notes: Provide a long text field with spelling check feature. If the reviewer's name saved is different from logged on Username, then "Additional Notes" becomes a required field. Note: COMS /CHRIS Interface	**R**
44	The system captures and maintains history of all IA Office decision changes.	**R**
45	The system captures last updated by user credentials and date, time stamp for every "Save" performed of EEO review information of the Incident.	**R**
46	The system displays last updated by user credentials and date time stamp for the Incident IA Office decision.	**R**
PREA	PREA	
47	The system allows its user to refer the Incident (Complaint) to PREA. **Additional Information:** Allow user to specify Boolean value to refer to PREA	**R**
48	The system allows its user to select and designate a PREA Coordinator to the Incident when it is referred to PREA. **Additional Information:** Provide employee finder. The OMNI information includes PREA coordinator's email ID. Note: COMS /CHRIS Interface	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
49	The system sends an automated email to the PREA Coordinator upon an Incident being referred to PREA is saved in the System. **Additional Information:** The email sent includes Incident details and some standard text. The standard PREA mail template to be used will be provided at the time of implementation. The email is CCed to the logged-on user. Note: COMS /CHRIS Interface	**R**
50	The system displays a future validation reminder message when the Incident is referred to the PREA. **Additional Information:** Note: The message to be displayed "This incident has been designated as PREA Case. At least one suspect must have a PREA allegation entered in “Suspect Allegations' Suspects tab."	**R**
Litigation Hold	Litigation Hold	
51	The system allows its user to mark the Incident (Complaint) as Litigation Hold. **Additional Information:** Allow user to specify Boolean value.	**R**
52	The system allows its user to enter and Save Litigation notes when an Incident is marked as Litigation Hold. **Additional Information:** Provide a long text field	**R**
53	The system allows its user to enter and save Litigation Notes. **Additional Information:** Provide a long text field	**R**
Incident	Incident - Suspect Information:	

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
54	The system allows its user to enter Suspect(s) details for the Incident. **Additional Information:** Suspect Type: field value choices: "Contractor", "Employee", "Former Employee", "Non-MDOC Person", "Offender", "Volunteer", "Unknown" allow single select Note: For Relevant/Dependent fields list for each Suspect Type selection and other COMS /CHRIS Interface details refer AIM Interface Summary document provided in supplemental information in the Statement of Work When Suspect Type is Contractor/ Employer / Former Employee / Offender / Volunteer, then auto populate all Suspect Type dependent fields from COMS /CHRIS Interface When Suspect Type is non-MDOC person, allow user to enter First and Last Name When Suspect Type is Unknown, auto populate "Unknown" in both name fields and make other Victim Details fields optional (not - required), allow user to edit name and all related details fields. Contractor Type: Contractor type is pulled from OMNI. users should not be able to update or change this field. Suspect Location/Incident Occurred: provide location finder look-up only if this field value is different from Suspect's current location, otherwise populate the current location. Location: Auto populate location from previously entered Incident info and allow user to edit, provide location finder look-up. Note: COMS /CHRIS Interface	**M**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
55	The system allows its user to enter and save Suspect Status details for the Incident. **Additional Information:** Suspect Status details include - Status Type: Allow single select, field value choices: "Stop Order", "Prisoner Placed in Segregation", "No Change of Employment", complete list of statuses will be provided at the time of implementation, editable field Effective Date: Required field, MM/DD/YYYY, default to current system date, allow user edits. Expiration Date: MM/DD/YYYY, allow user edits Approving Authority: Provide Employee finder, allow single select, editable field. Note: COMS /CHRIS Interface	**M**
56	The system ensures to end/expire the old Status with new Status's Effective Date when a Suspect's Status Type changes. **Additional Information:** Allow user to edit Effective Date, End Date field values.	**R**
57	The system prevents its user from end dating the initial/first Suspect Status of the AIM Incident.	**R**
58	The system maintains Suspect's Status details change history.	**R**
59	The system automatically turns on the red flag for the Incident when the Suspect's Status Type value is "Stop Order".	**R**
Assign Suspect	Assign Suspect to Allegation	
60	The system allows its user to assign Rule Number & Allegation Type to a Suspect. **Additional Information:** Rule Number & Allegation Type: Provide a list of existing Rule Number & Allegation Types and allow user to select multiple for each Suspect.	**R**
61	The system allows its user to unassign Rule Number & Allegation Type to a Suspect.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
62	The system displays the definition of each Rule Number & Allegation Type when its user is selecting it to assign to a Suspect.	**R**
63	The system allows its user to add additional (more than one) Work Rule & Allegation Type definitions to a Suspect while on the "assign Rule and Allegation Type to Suspect" section of the System.	**R**
64	The system allows its user to save the Rule Number & Allegation Type definition that is created or being updated.	**R**
65	The system makes a newly added Rule Number & Allegation Type to appear in the list right after it is saved.	**R**
66	The system allows its user to enter Allegation SubType to a Suspect. **Additional Information:** Allegation SubType is a dependent field of Allegation Type. So, present the list of choices for its user based on Rule & Allegation Type selection, allow single select for user (one subtype per each Rule & Allegation Type), but a Suspect can have multiple Allegation Types and hence multiple SubTypes assigned.	**R**
67	The system allows its user to enter multiple Suspects for an Incident.	**R**
68	The system validates that at least one Suspect (Type) is assigned to an Incident.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
Incident	Incident - Victim Information:	

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
69	The system allows its user to enter Victim details for an Incident. **Additional Information:** Victim Type: field value choices: "Contractor", "Employee", "Former Employee", "MDOC Name and Location", "Non-MDOC Person", "Offender", "Volunteer", "Unknown" allow single select Note: For Relevant/Dependent fields list for each Victim Type selection and other COMS /CHRIS Interface details refer AIM Interface Summary document provided in supplemental information in the Statement of Work When Victim Type is Contractor/ Employer / Former Employee / Offender / Volunteer, then auto populate all Victim Type dependent fields from COMS /CHRIS Interface When Victim Type is MDOC – System doesn't capture any further details When Victim Type is non-MDOC person, allow user to enter First and Last Name When Victim Type is Unknown, auto populate "Unknown" in both name fields and make other Victim Details fields optional (not - required), allow user to edit name and all related details fields. Victim Location/Incident Occurred: provide location finder look-up only if this field value is different from Victim's current location, otherwise populate the current location, allow user to edit. Location: Auto populate location from OMNI.	**M**
70	The system validates to ensure that at least one Victim (Type) is assigned to an Incident. **Additional Information:** The validation hard stop error/warning message will be provided at the time of implementation. Note: COMS /CHRIS Interface	**R**
Assign Victim	Assign Victim to Allegation	
71	The system allows its user to assign Allegation Type/ SubType to each Victim on an Incident. **Additional Information:** Allow multiple entries, an Allegation can be assigned to multiple Victims (One-to-Many), Multiple Allegations can be assigned to a Victim (Many-to-One).	**R**
72	The system allows its user to unassign Allegation. Type/SubType to a Victim.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
Incident Information	Incident Information - IA Initial Review Decision	
IA Initial Review Decision	Once all required information for the Incident is entered, an AIM Incident is created under "Error Review" category. The IA Office support staff completes error review of the Incident for data entry or missing information etc. If errors found, Data Entry Designee is notified via email to fix the same. If no errors, the AIM Incident is moved to IA Manager's queue under "Pending Response" category. Upon review IA Manager decides and assigns Investigation. Worksite administrator notified via email of the assignment.	
73	The system validates if all required basic information is saved for each Incident. **Additional Information:** Basic Information for an Incident includes all required fields related to 1. Incident Intake Information 2. General Incident Information 3. Complainant/Witness Information 4. Suspect Information & Assign Suspect to Allegation 5. Victim Information & Assign Victim to Allegation	**R**
74	The system, upon successful validation for basic information marks and lists the Incident under IA Initial Review category. **Additional Information:** An AIM Mail Log Error Review entry displays basic Incident details such as: AIM Number, Incident Date, Complaint Date, Incident Location, Suspect Status. AIM Mail Log entries are color coded to denote the type of referral, for example, all EEO (Green), Stop Order (Red), and Other (Black) etc.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
75	The system provides a dashboard type functionality where all the IA Mail Log review entries can be categorized and managed. **Additional Information:** Mail Log entries (1, 2): 1. For AIM Incidents Categories (1a, 1b): (a) IA Initial Review - Error Review – access to IA Support Staff (b) IA Initial Review - Pending Response – access to IA Manager 2. For IA Mail Log Incidents Categories (2a, 2b): (a) Pending Response (b) Closed.	**R**
76	The system provides access to Mail log entries based on user's security Role.	**R**
77	The system allows its user to access complete Incident details by clicking a Mail Log entry.	**R**
78	The system allows its user to select reason(s) to reject an Incident upon Error Review. **Additional Information:** Allow multi select 1. Complainant/Receiving Employee Conflict 2. Suspect not linked to allegations 3. Victim not linked to allegations 4. The EEO Referral box must be checked when the allegation of Discrimination Harassment is used 5. The allegation of Discrimination Harassment must be selected for 1 or more suspects when the EEO Referral box has been checked 6. Missing information in field: This option needs a long text field for the Internal Affairs Office to enter a note 7. Additional Reason: This option needs a long text field for the Internal Affairs Office to enter a note.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
79	The system allows its user to change Incident Status to "Reject". **Additional Information:** When an Incident is reviewed by the Internal Affairs support staff, it can be rejected for reasons such as, an error was made in the entry, the entry is incomplete, or the incident description needs re-wording.	**R**
80	The system generates an automated email when an Incident is rejected upon Error Review. **Additional Information:** Include unique Incident identification number and some standard text in the email body, email recipients list and the standard email template along with the text to be populated will be provided at the time of implementation.	**R**
81	The system allows its user to edit/update the rejected Incident data including Incident status.	**R**
82	The system allows its user to Resubmit the rejected Incident.	**R**
83	The system upon resubmission, automatically changes the status of the Incident to "Pending Investigation".	**R**
84	The system allows it user to move AIM Incident from "Pending Error Review" to "Pending Response" category.	**R**
85	The system allows its user to specify (enter and save) IA Initial Review Decision on the Incident. **Additional Information:** Upon Internal Affairs Initial Error Review, for non-rejected Incidents, during Pending Response, determination is made to assign Incident to either a "Location Investigation" or an "IA Monitored Investigation" or "IA Investigation".	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
86	The system allows its user to enter and save Investigation related information for an Incident upon IA Initial Review (Response) Decision. **Additional Information:** Decision Date: MM/DD/YYYY Notes: Provide a long text field with spelling check feature Investigation Type: Field Values: “Location Investigation", "IA Monitored Investigation", "IA Investigation" Investigator: Provide employee finder look-up. Note: COMS /CHRIS Interface	**R**
87	The system provides its user the functionality to convert an IA Mail Log entry into an AIM Incident upon IA Initial Review.	**M**
88	The system generates and assigns an AIM Mail log number to the IA Mail Log entry. **Additional Information:** IA Mail Log entry converted to AIM Incident has both unique IDs assigned to it.	**R**
89	The system generates an automated email when Location Investigation or IA Monitored Investigation or IA Investigation is assigned, or IA Mail Log entry converted to AIM Incident upon IA Initial Review. **Additional Information:** Include unique Incident identification number(s) i.e., IA Mail Log entry number and AIM Incident number and some standard text in the email body, email recipients list and the standard email template along with the text to be populated will be provided at the time of implementation.	**R**
AIM Incident	AIM Incident - Expedited Investigation Process	
90	The system provides functionality to mark an Investigation process to be expedited when user is on an IA Initial Review Pending Response Category Incident.	**R**
91	The system validates an Investigation End Date to be three days when the Investigation is marked as expedited. **Additional Information:** Number of days calculated as 3 days from IA review decision (date manager assigned investigation).	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
92	The system warns its user to close the investigation within 60 days if it is a non-expedited Investigation. **Additional Information:** 60-day stipulation is calculated by the system. Investigation Closed Date =< Date of Investigation Assignment + 60 days. Note: EEO complaints that may not constitute DH are also completed within 60 days. Specified language used for DH investigations and those that may not constitute DH.	**R**
93	The system allows its user to change number of days on the stipulation.	**R**
94	The system generates an automated email when a Location Investigation, IA Monitored Investigation, or IA Investigation is assigned. **Additional Information:** Note: Include unique Incident identification number and some standard text in the email body, Worksite Administrator/email recipients list and the standard email template along with the text to be populated will be provided at the time of implementation. - Collect and attach the template to its user Story.	**R**
Incident	Incident – Assigned Investigator Information	
95	The system allows its user to assign an Investigator to the Incident. **Additional Information:** Assign Date: default to current System date and allow user to edit. Investigator: provide employee finder look-up, single select. Note: COMS /CHRIS Interface	**R**
96	The system displays an informational message to advise about Investigator's training. **Additional Information:** The message to be displayed is – "The investigator selected must have completed Basic Investigator training prior to being assigned to any investigation."	**R**
97	The system captures last Updated By user credentials and date, time stamp for every "Save" performed on Investigator's Information of an Incident.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
98	The system displays last Updated By user credentials and date time stamp on Investigator's Information of an Incident.	**R**
99	The system maintains and displays history of last Updated By and Date/Time stamp it captures.	**R**
100	The system generates an automated email to notify Investigator about the Investigation assignment. **Additional Information:** Note: Including unique Incident identification number and some standard text in the email body, email recipients list and the standard email template along with the text to be populated will be provided at the time of implementation. - Collect and attach the template, contents/summary worksheet details to be included to its user Story.	**R**
101	The system provides an option to print Incident Summary Report for a selected AIM Incident. **Additional Information:** For Incident Summary Report requirements, refer AIM Reports section of the requirements	**R**
102	The system allows its user to close the Investigation. **Additional Information:** Closing Date: defaults to Current System Date, MM/DD/YYYY, allow user to edit the date. Closing Reason: Provide user choices:" Investigation Complete", "Investigation Terminated", "Investigation Turned Over to IA", allow single select.	**R**
103	The system sets Incident status to "Pending Review".	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
Investigation Finding	Investigation Finding	
104	The system allows its user to enter Investigation Findings. **Additional Information:** Finding Date: provide date picker. Employee: defaults to logged on user, un editable Position: allow user to select from options: List of Positions from drop down -Administrator of Healthcare, Assistant Deputy Director, Deputy Director, Deputy Warden, EEO Administrator, Inspector, Internal Affairs Investigator, Internal Affairs Manager, Location Investigator, OEA Administrator, OEA Designee, Operations Manager-FOA, PREA Coordinator, Regional Manager, Section Manager, Warden/Administrator. Final Reviewer: Yes/No Last Update By: System captures, un editable Last Updated Date/Time: System captures, un editable.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
105	The system forces its user (IA Administrators) to enter and save Investigation summary if the Suspect's Type is "Employee". **Additional Information:** For other Suspect Types, entering summary option is disabled. Provide a long text with spelling check feature.	**R**
106	The system provides the user to select signatory options. **Additional Information:** user options: allow user to select multiple. 1. Office of Executive Affairs Admin 2. Office of Executive Affairs Designee Summary by Internal Affairs Manager.	**R**
107	The system allows any of the signatory to enter case review summary. **Additional Information:** Summary: provide long text field with spelling check feature.	**R**
108	The system allows its user to edit Investigation End Date.	**R**
109	The system allows its user to update each Allegation assigned to a Suspect to enter Investigation finding review. **Additional Information:** Allow user to select multiple from choices: "Sufficient", "Insufficient", "No Evidence", "No Finding (IA Only)".	**R**
110	The system displays a pop-up message to confirm user's response to Final Reviewer. **Additional Information:** The current pop-up message: "Selecting the Final Reviewer will calculate the overall finding. Do you want to continue?"	**R**
111	The system sets the Status of the Incident to "Pending Review".	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
112	The system performs Incident closing checks in the background and displays appropriate error messages. **Additional Information** • All Suspects must be linked to at least one Allegation. • All Allegations must be linked to at least one Victim. • All Investigations on the Investigation Assignment Details tab must be Closed. • All Allegations for all Suspects must have finding from the Final Reviewer. • A Case Review Form Summary is required for all Suspects who are Employees. Note: The error messages to be displayed will be provided at the time of implementation.	**R**
113	The system allows its user to set the Incident Status to "Closed" upon OEA review when applicable and all Closing checks successfully completed. **Additional Information:** Closing Date: Auto populates to current date and should not be changed. Closing Employee: The Closing Employee is the one completing the closing process, typically the Data Entry Designee; defaults to the signed-on user, provide employee finder look-up Closing Notes: User enters closing notes. For example: "Closed" or "Closed per Warden XYZ." Note: COMS /CHRIS Interface	**R**
114	The system allows its user to edit a Witness/ Victim/ Suspect assignment to an Incident.	**R**
115	The system allows its user to delete a Witness/ Victim/ Suspect assignment to an Incident.	**R**
116	The system allows its user to end date an Investigator assignment to an Incident. **Additional Information:** Users do not delete Investigator assignments, rather enter an end date. End date: Provide date picker and validate, end date > date of Investigator assignment. Note: Should be users with IA Administrator access (IA support, IA Manager, and OEA Administrator, & OEA designee).	**R**
117	The system allows its user to delete Suspect Allegation assignment, Investigation Findings.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
118	The system allows its user with Administrator privileges to delete an AIM Incident / IA Mail Log Incident.	**R**
IA MAIL Log Incident Workflow:	This is a complaint received by IA Office directly via email or postal mail, verified by the IA Support Staff for duplication using search Incident functionality à If not a duplicate, Incident entered in the System by IA support staff à IA Manager reviews to take a decision à whether to 1. Complete review and close the Incident 2. Forward to a facility for review 3. Referral to Grievance Process.	

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
119	The system allows its user to enter IA Mail Log Incident. **Additional Information:** Complaint Date: MM/DD/YYYY Complaint Type: Provide choices for user to select from, single select. Complainant Name: First, Last, Middle, Suffix Assigned Location: Incident Entry Location: HRMN Doc Number: Incident Date: MM/DD/YYYY Or MM/YYYY Or YYYY, user's choice Incident Location: Incident Description: IA Response Date: IA Response Notes: Response Employee: IA Received Date Complaint Source:	**R**
120	The system generates a unique identification number when the IA Mail Log Incident is created. **Additional Information:** This number is currently called IA Mail Log Number Is un editable/read-only field.	**R**
121	The system sets the Status of the Incident to “Pending Response” when the Incident is being entered into the System.	**R**
122	The system displays IA Mail Log entry under Mail Log Pending Response category.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
123	The system allows its user (IA Manager/OEA Manager) to mark and save the decision on IA Mail log entry for further action on it. **Additional Information:** The three IA Mail Log review decision options available for the user are: 1. IA Reviewed and Closed 2. Forward to Location as an FYI 3. Referral to Grievance Process Note: For IA Review decisions 2 and 3, no further action in the System is needed.	**R**
124	The system allows its user to set the status of the Mail Log Incident to be "IA Reviewed and Closed" after the IA Review decision is made.	**R**
Administration (Admin) and Table Maintenance:	Admin: Some of the Admin functions identified do not need a separate GUI, those will be managed by granting Admin role to a user. Requirements for Admin functions that need GUI are included in this section below. Table Maintenance: This functionality includes Search, Create/add new, Edit/Update, View/Display, Delete, and Save changes to table records. Also need to capture and maintain user credentials, Date & Time stamp captured by the System every time a table operation is saved.	
125	The system provides a Graphical user Interface (GUI) screen for delete Incident function. **Additional Information:** Delete function involves fields below- Type of Complaint: User choices – 1. Incident 2. IA Mail Log, allow user to select either.	**R**
126	The system provides a list of Incidents based upon user's Complaint Type selection.	**R**
127	The system allows its user to select Incident(s) from the list and perform delete operation.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
128	The system provides a Graphical user Interface (GUI) screen for the maintenance of Allegation Category look-up table. **Additional Information:** The table has following fields: Allegation Category Effective Date Expiration Date Allegation Types Associated with each Allegation Category Updated By credentials Updated Date & Time stamp	**R**
129	The system provides a Graphical user Interface (GUI) screen for the maintenance of Allegation Definition look-up table. **Additional Information:** The table has following fields: Allegation Sequence Effective Date Expiration Date Definition Updated By credentials Updated Date & Time stamp	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
130	The system provides a Graphical user Interface (GUI) screen for the maintenance of Allegation look-up table. **Additional Information:** The table has following fields: Rule Number Allegation Type Allegation Subtype Effective Date Expiration Date Updated By credentials Updated Date & Time stamp	**R**
131	The system provides a Graphical user Interface (GUI) screen for the maintenance of Employee Indicator look-up table. **Additional Information:** The table has following fields: Employee Name Indicator Type Active/Inactive Status Updated By credentials Updated Date & Time stamp	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
132	The system provides a Graphical user Interface (GUI) screen for the maintenance of Investigation Check List look-up table. **Additional Information:** The table has following fields: Header Effective Date Expiration Date Updated By credentials Updated Date & Time stamp	**R**
133	The system provides a Graphical user Interface (GUI) screen for the maintenance of Word Processing Report Definition look-up table. **Additional Information:** The table has following fields: Report Type Report Subtype Active/Inactive Status Updated By credentials Updated Date & Time stamp	**R**

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
134	The system provides a Graphical user Interface (GUI) screen for the maintenance of Rule Violation look-up table. **Additional Information:** The table has following fields: Rule Number Rule Violation Description Active Flag Effective Date Expiration Updated By credentials Updated Date & Time stamp	**R**
135	The system provides a Graphical user Interface (GUI) screen for the maintenance of AIM Text look-up table. **Additional Information:** The table has following fields: Text Start Date End Date Updated By credentials Updated Date & Time stamp	**R**
Reports	Reports: For all the following reports, standard report functionality including but not limited to the GUI with report parameter fields, standard grid with pagination to display report output, to specify sort and filter criteria for report results, export report output in CSV, PDF formats, print with preview option is needed.	

136	The system provides following reports. EEO Location Reports: 1. Person Report 2. Location Report 3. Incident Report General Reports: 1. Investigation Assignment Report 2. Allegation Category Report 3. Incident Report 4. Internal Affairs Decision Report 5. Unassigned Investigations Location Reports: 1. Person Report 2. Location Report 3. Allegation Report 4. Investigation Tracking Report 5. User ID Tracking Report PREA Reports: 1. PREA Annual Report Internal Affairs Reports: 1. Internal Affairs Report 2. Mail Log Decision Report 3. Missing or Unassociated Allegation Report 4. Void Report **Additional Information:** For further details on AIM Reports, refer supplemental AIM reports information attached to Statement of Work. Additional business/application logic used to build the reports will be provided at the time of implementation.	**R**
Interfaces	Interfaces	

Unique Identifier	Business Specification	Priority (Mandatory/Required /Optional)
137	The system interfaces (inbound only) with COMS system to populate offender, employee look-up s within the application. **Additional Information:** Interface fields and related details will be provided at the time of implementation.	**R**
138	The system interfaces (outbound only) with LTS system. **Additional Information:** Interface fields and related details will be provided at the time of implementation.	**R**
139	The system interfaces (outbound only) with PATS system. **Additional Information:** Interface fields and related details will be provided at the time of implementation.	**R**
Miscellaneous	Miscellaneous requirements	
140	The system provides capability to restrict application access to particular incidents to certain AIM users only.	**R**

2) Litigation Tracking System (LTS)

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
LTS **Lawsuit**	Litigation Tracking System (LTS) is a legal case management system that manages all information relating to cases where the MDOC, its employees, and offenders are involved. A Lawsuit is assigned a single and unique MDOC Lawsuit case number in Litigation Tracking System (LTS) for the entire history of an incident involving the plaintiff(s) and defendant(s). If a Lawsuit moves to another court, the LTS number remains the same, and all related docket numbers are linked to it. An LTS Number/ Lawsuit ID can have multiple Docket Numbers linked to it. A Docket Number cannot be on multiple Lawsuits/LTS Numbers.	
Search	Search Lawsuit(s): An LTS user searches existing Lawsuit(s) using Lawsuit Finder functionality. A lawsuit can be searched irrespective of its status, open/closed/any other status.	
1	The system allows its user to enter selection criteria and search existing Lawsuit(s). **Additional Information:** Following are the selection criteria fields: LTS Number (Lawsuit ID): User Input Docket Number: User Input Last Name: provide type ahead feature First Name: provide type ahead feature MDOC Number: provide look-up	**R**
2	The system performs 'contains' type search per user entered search criteria.	**R**
3	The system searches Lawsuits that match any of the entered search criteria. **Additional Information:** Note: If the Lawsuit moves from one court to the other search functionality retrieves two records showing one court on each record. If any additional business logic that needs to be applied for search function, will be provided at the time of implementation.	**R**
4	The system displays a message when no matching results found for entered search criteria.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
5	The system provides functionality to clear entered search criteria.	R
6	The system presents search results in standard grid format with pagination. **Additional Information:** The pagination details such as maximum number of rows per page and other such details will be provided at the time of implementation.	R
7	The system allows its user to specify Sort Criteria, Sort Order for search results. **Additional Information:** Current sort criteria: All the fields displayed in search results. Sort Order: Ascending / Descending.	R
8	The system allows its user to view search results and select any single Lawsuit to view its details. **Additional Information:** Search results display following fields: LTS Number, Lawsuit Name, Lawsuit Received, Lawsuit Status, Status Change Date, Docket Number, Court Status.	R
9	The system allows its user to filter search results by entering filter criteria. **Additional Information:** Filter criteria entered using any/all the “search results fields”.	R
10	The system allows the user to export search results in excel, PDF formats.	R
Application Roles & Access	Application Roles & Access	
11	The system provides certain pre-configured user roles with access levels as follows. **Additional Information:** Following are some of application roles along with the functions they have access to. Complete role functionality matrix will be provided at the time of implementation. 1. LTS Administrator / Admin: Full access and ability to maintain look-up tables, Admin functions. 2. Data Entry Role: Create, update Lawsuit, generate reports (Facility users are only allowed to access their specific facility information. They cannot run report for other facilities.	M

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
Lawsuit flow	Enter basic details and create new Lawsuit à Set Lawsuit status as "Open" à add Court details to Lawsuit à add Plaintiff details to Lawsuit à add Defendant details to Lawsuit à enter Case Notes à Close Set Lawsuit.	
Create new, Update existing Lawsuit	Create new, Update existing Lawsuit	
12	The system allows its user to select the LTS record type to enter details for. **Additional Information:** LTS Record Type: User choices – 1. Lawsuit 2. NOI (Notice of Intents), allow user to select one.	**O**
13	The system allows its user to change LTS Record Type from "NOI" to "Lawsuit". **Additional Information:** When NOI becomes a Lawsuit then, the record follows all Lawsuit validations/rules. Note: Turning LTS record Type from "Lawsuit" to "NOI" is not allowed	**O**
14	The system sets LTS Number status as "Open" for "NOI" records.	**O**
15	The system allows its user to set the NOI Status for an NOI record. **Additional Information:** NOI Status: User choices - Open, Closed, allow single select, this is the only required field for NOI type records.	**O**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
16	The system allows its user to enter basic Lawsuit details and create a new Lawsuit. **Additional Information:** For a Lawsuit following basic details are captured. Posting Date: auto populate with current System Date, provide date picker, allow user edits (editable field). Litigation Case Received Date: provide date picker, editable field. Incident Location: Provide choices to select from, if not in the list, allow user to enter location, user choices to be provided at the time of implementation, it is an editable field. Category: provide choices for user to select from, allow single select Asst. Attorney General: provide choices for user to select from, allow single select Central Office File Created: allow user to enter Boolean value Central Office File Creation Date: System populates the date on which Central Office File created is set to “Yes”, un-editable field. Protected Case Indicator: Allow user to specify Boolean value Litigation Hold: Allow user to specify Boolean value Class Action Indicator: Allow user to specify Boolean value Litigation Staff: provide user choices to select from, allow single select Name: un-editable field, auto populate with Lawsuit Name Lawsuit Brief Description: long text field with spelling check feature.	**R**
17	The system generates and auto populates LTS Number field with the LTS Number/ Lawsuit ID irrespective of the LTS Record Type (Lawsuit or NOI). **Additional Information:** LTS Number is a unique, system generated number. This field is un-editable	**R**
18	The system makes all Lawsuit details fields optional for data entry when the user chooses to enter NOI. **Additional Information:** Note: NOI Status is the only required field for NOI type records, data entry in all other fields is optional.	**O**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
19	The system automatically populates Lawsuit status field with open status when the Lawsuit is newly created. **Additional Information:** This is an un-editable field. Other Lawsuit statuses and when to set what status information to be provided at the time of implementation.	**R**
20	The system automatically populates Status Change Date field with system date when the Lawsuit's Status field value changes.	**R**
21	The system automatically captures and populates Status. Changed By field with logged-in user credentials when the Lawsuit's Status field value changes.	**R**
22	The system captures to display last updated by user credentials; System Date & Time stamp every time an update is made to the Lawsuit information.	**R**
Court details for Lawsuit	Court details for Lawsuit	
23	The system allows its user to enter Courts information for a Lawsuit. **Additional Information:** Docket Number: allow user to enter docket number. Docket Prefix: non-editable field, system auto populates based on Court Type and Court Subtype. Court Type: User choices – "Federal", "State", allow single select. Court Subtype: User choices are dependent on Court Type selection. Judge: editable field. For federal cases, value is "Federal District Judge" Lawsuit Type: For Federal Type, Subtypes are, 6th Circuit Court of Appeals, District, U.S. Supreme Court. For State Type, Subtypes are, Circuit, Court of Claims, District, Michigan Court of Appeals, Michigan Supreme Court, Probate Court. State Court County: this field is needed for Court Type = Sate Court District: Federal Court Division: make user choices available based on previous field selection, dependent choices will be provided at the time of implementation. Federal Court Location: make user choices available based on previous field selection, dependent choices will be provided at the time of implementation.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
24	The system auto populates Court status based on court information being entered and saved for the Lawsuit. **Additional Information:** Note: Court Status field is system set, non-editable by the user field. Scenario — Court Status set by the system 1. Before docket # is saved — Pending No-Docket 2. After Court Type is saved — Open 3. Pending No-Order Rest of the statuses and when system sets what Status will be provided at the time of implementation.	**R**
25	The system populates Court Status Change Date field with System Date each time when Court Status changes. Status Change Date: read-only field	**R**
26	The system validates and displays an error message upon user selection of invalid Lawsuit Type. **Additional Information:** The list of invalid Lawsuit types and the error message to be displayed will be provided at the time of implementation.	**R**
27	The system captures to display last updated by user credentials; System Date & Time stamp every time an update is made to Court details for Lawsuit.	**R**
Plaintiff Details for Lawsuit	Plaintiff Details for Lawsuit	
28	The system allows its user to enter Plaintiff information for a Lawsuit. **Additional Information:** Attorney: provide look up, allow user to select single value. Plaintiff Type: If an Employee or Retired Employee or Former Employee, then provide Employee Finder look-up, values from COMS. If Non-MDOC Person, provide a look-up list to select from. Organization: Provide look-up, allow single select, look-up values to be provided at the time of implementation If MDOC person/Offender provide Offender look-up Note: If none of the listed names from look-up matches the plaintiff's name as it is listed in the Lawsuit, but it is the right Offender, choose the Court/Commitment Name, not an alias.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
29	The system provides Employee finder look-up GUI populated with following COMS/CHRIS system data. **Additional Information:** MDOC Number, Name, Name Type, Birth Date, Jurisdiction Location, Jurisdiction Begin, End Dates, Active Flag. Note: COMS/CHRIS Interface.	**R**
30	The system provides Offender look-up GUI populated with following COMS/CHRIS data. **Additional Information:** Offender, Employee look-up fields to be provided at the time of implementation. Note: COMS/CHRIS Interface.	**R**
31	The system allows its user to enter and save more than one Plaintiffs for one Lawsuit.	**R**
32	The system displays a hard stop error message when the first or the only entered Plaintiff is not designated as the “Lawsuit Name”. **Additional Information:** The current error message – “Please designate the first entered plaintiff as Lawsuit Name”.	**R**
33	The system does not allow its user to designate more than one Plaintiffs as the “Lawsuit Name”.	**R**
34	The system allows its user to save Personal Representative (PR) details for a Plaintiff when PR exists for a Plaintiff. **Additional Information:** First Name, Last Name, Personal Representative for (First Name, Last Name, MDOC Number).	**R**
35	The system displays Plaintiff details along with Personal Representative’s name when existing.	**R**
36	The system allows its user to maintain Attorney Table when the table look-up needs to be updated.	**R**
37	The system allows its user to maintain Non-MDOC Person Table when the table look-up needs to be updated.	**R**
38	The system allows its user to maintain Organization Table when the table look-up needs to be updated.	**R**
39	The system captures to display last updated by user credentials; System Date & Time stamp every time an update is made to Plaintiff details for Lawsuit.	**R**
40	The system allows its user to enter and save more than one Defendants for one Lawsuit.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
Defendant Details for a Lawsuit	Defendant Details for a Lawsuit	
41	The system allows its user to enter and save following Defendant details for a Lawsuit. **Additional Information:** Defendant Type: allow single select, provide list to pick from. If "Employee" then provide Employee look-up, values from COMS. If "Organization" then provide Organization look-up and allow single select. Served Date: provide date picker, Lawsuit received date based on date stamp on it. Mode of Service: User choices - First Class / Certified Mail, Personal Service, Personal Service/Prisoner, U.S Marshal / First Class, U.S Marshal / Personal, U.S Marshal/Express, Interdepartmental Mail, Facsimile, Express Mail, Other Representation Request Date: provide date picker. Rep Letter Sent to AG Date: provide date picker	**R**
42	The system sets Defendant Status to "Pending Representation" when Defendant details initially entered. **Additional Information:** Status: Allow user edits for this field, choices to select from- "Pending Representation", "Represented".	**R**
43	The system automatically sets Status to "Represented" when the service dates are filled in for each defendant.	**R**
44	The system captures to display last updated by user credentials, System Date & Time stamp every time an update is made to Defendant details for Lawsuit.	**R**
45	The system automatically adjusts Defendant Type field choice if a name selected using Employee Look-up belongs to a different Defendant Type.	**R**
46	The system displays an informational message after automatically adjusting Defendant Type field value based on name selected using Employee Look-up. **Additional Information:** The informational message text: "The Defendant Type has been modified based upon information on the selected person".	**R**
47	The system allows its user to enter and save more than one Defendants for one Lawsuit.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
48	The system displays a hard stop error message when the first or the only entered Defendant is not designated as the "Lawsuit Name". **Additional Information:** The current error message, "Please designate the first entered Defendant as Lawsuit Name".	**R**
49	The system does not allow its user to designate more than one Defendants as the "Lawsuit Name".	**R**
Case Notes for Lawsuit	Case Notes for Lawsuit	
50	The system allows its user to enter and save more than one Case Notes for a Lawsuit. **Additional Information:** Case Notes: Provide a long text field with spelling check feature	**R**
51	The system captures user credentials and date, time stamp for each Case Notes entry saved for a Lawsuit. **Additional Information:** Last Updated Date: MM/DD/YYYY Last Updated By: logged in user credentials	**R**
52	The system displays all Case Note entry history for a Lawsuit along with the user credentials, Date & Time stamp details.	**R**
Maintenance	Maintenance	
Table Maintenance	This functionality includes Search, Create/add new, Edit/Update, View/Display, Delete, and Save changes to table records. Also need to capture and maintain user credentials, Date & Time stamp captured by the system every time a table operation is saved.	

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
53	The system provides a Graphical User Interface (GUI) screen for the maintenance of Attorney table. **Additional Information:** Table has following user input fields: First Name, Last Name, Middle Name, Attorney Firm, Active Flag and System captured fields: Last Updated by Date & Time stamp at the time when maintenance operation was saved	**R**
54	The system provides a Graphical User Interface (GUI) screen for the maintenance of non-MDOC Person table **Additional Information:** Table has following user input fields: First Name, Last Name, Middle Name, Name Suffix, Race, Gender, Active flag and System captured fields: Last Updated by Date & Time stamp at the time when maintenance operation was saved.	**R**
55	The system provides a Graphical User Interface (GUI) screen for the maintenance of Organization table **Additional Information:** Table has following user input fields: Organization, Active flag and System captured fields: Last Updated by Date & Time stamp at the time when maintenance operation was saved.	**R**
Administration	Functionality that an LTS Administrator (Admin) alone has the ability to /has access to.	
56	The system allows its Admin users only to designate or dismiss a Case Notes entry to be confidential.	**R**
57	The system allows its Admin users only to view a Case Notes entry that is designated as confidential. **Additional Information:** When a Case Notes entry is designated as confidential, it will NOT show up for that LTS record when non-admin users are accessing/viewing the LTS. At the same time, other non-confidential Case Notes entries for the same LTS record if any, will show up for non-admin users.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
Close Lawsuit	Close Lawsuit	
58	The system allows its user to search a Lawsuit to mark it as closed. **Additional Information:** Search criteria fields: Docket Number / LTS Number: Allow user to enter single value of either #s. Court Type: Allow user to select one entry, user choices are: to be given at the time of implementation. Search results display following fields: LTS Number, Lawsuit Name, Lawsuit Received, Lawsuit Status, Status Change Date, Docket Number, Court Status.	**R**
59	The system allows its user to enter and save information required to close a Lawsuit. **Additional Information:** Information to be entered to close a Lawsuit. Order Date: provide date picker, allow single select. Received Date: provide date picker, allow single select. Dismissal Type: allow single select, user choices: to be given at the time of implementation. Status: allow single select, user choices: to be given at the time of implementation Dismissal Reason: allow single select, user choices: “Entire Court Case”, “In Part”, “Entire Lawsuit Case” Closing Orders Note: Provide long text with spelling check feature. Some of above fields are required, not all.	**R**
60	The system displays an error message upon missing required information to close a Lawsuit. **Additional Information:** The error message to be displayed will be provided at the time of implementation.	**R**
61	The system provides functionality to mark a Lawsuit as closed.	**R**
62	The system does not allow any updates made and saved to a closed Lawsuit.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
63	The system allows its user to search a Lawsuit to mark it as dismissed. **Additional Information:** Search criteria fields: Docket Number / LTS Number: Allow user to enter single value of either #s. Court Type: Allow user to select one entry, user choices are: to be given at the time of implementation. Search results display following fields: Dismissing will disassociate a Court/Plaintiff/Defendant with a Lawsuit Courts/ Plaintiffs / Defendants associated with the Lawsuit and allows user to select one to dismiss.	**R**
64	The system allows its user to mark a Lawsuit or Court or Plaintiff or a Defendant as dismissed. **Additional Information:** Dismissal Type: to disassociate a Court/Plaintiff/Defendant select choice: “In Part” Status: select user choice, “Dismissed” Dismissal Reason: user choices to be provided at the time of implementation. Notes: long text with spelling check feature.	**R**
65	The system will set and display the Court/Plaintiff/Defendant status as dismissed when it is marked to be dismissed.	**R**
66	The system prevents its user from dismissing a Court or Plaintiff or a Defendant when it is the only Court/Plaintiff/Defendant existing for the Lawsuit.	**R**
Reopen Lawsuit	Reopen Lawsuit	
67	The system provides functionality to its user to reopen a closed Lawsuit or a dismissed Court/Plaintiff/Defendant.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
68	The system allows its user to enter and save information required to reopen a close Lawsuit or a dismissed Court/Plaintiff/Defendant. **Additional Information:** Information to be entered to reopen a closed Lawsuit. Order Date: provide date picker, allow single select. Received Date: provide date picker, allow single select. Re-open Type: allow single select, user choices: to be given at the time of implementation. Status: allow single select, user choices: to be given at the time of implementation Dismissal Reason: allow single select, user choices: “Entire Court Case”, “In Part”, “Entire Lawsuit Case”. Re-open Orders Note: Provide long text with spelling check feature. Some of above fields are required, not all.	R
69	The system displays an error message upon missing required information to re-open a closed Lawsuit or a dismissed Court/Plaintiff/Defendant. **Additional Information:** The error message to be displayed will be provided at the time of implementation.	R
70	The system provides functionality to re-open a closed Lawsuit or a dismissed Court/Plaintiff/Defendant.	R
71	The system allows its user to make updates and save when a closed Lawsuit or a dismissed Court/Plaintiff/Defendant is re-opened.	R
72	The system allows its user to update/make changes to an existing Lawsuit with statuses other than closed or dismissed.	R
73	The system performs required field validations as needed by the functionality on all application screens and displays appropriate error messages. **Additional Information:** Fields that need to be marked as Required on each page of the application will be provided at the time of implementation.	R
74	The system notifies user of all errors upon required field validation.	R
75	The system allows its user to save changes made to an existing or a new Incident.	R

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
76	The system notifies user upon each successful save operation. **Additional Information:** The system displays standard "Save" message after every successful save. If a custom "Save" message needed, will be provided at the time of implementation.	**R**
77	The system generates and assigns a unique, read-only identification number to each new Lawsuit created. **Additional Information:** This field is currently referred as "LTS number".	**R**
78	The system allows its user to delete a Court or a Plaintiff, or a Defendant details record associated with the Lawsuit.	**R**
79	The system displays a confirmation message before deleting the Court or Plaintiff, or Defendant record associated with the Lawsuit. **Additional Information:** The message to be displayed will be provided at the time of implementation.	**R**
80	The system prevents its user from deleting the only Court or Plaintiff, or defendant record associated with the Lawsuit.	**R**
81	The system validates and displays an error message when its user is deleting the only Court or Plaintiff or Defendant details record. **Additional Information:** The message to be displayed will be provided at the time of implementation.	**R**
Reports	Reports: For all the following reports, standard report functionality including but not limited to the GUI with report parameter fields, standard grid with pagination to display report output, to specify sort and filter criteria for report results, export report output in CSV, PDF formats, print with preview option is needed.	
82	The system provides functionality to build Letter of Representation (LR) report using Lawsuit information. **Additional Information:** Following Lawsuit information is used to build the LR: LTS Number, Docket Number, Lawsuit Name, Court Status, Status change details, Mode of Service, Service Date, Case Type. Note: 1. A sample report output will be attached to the Statement of Work (SOW) for reference. 2. The boilerplate language needed for the LR will be provided at the time of implementation.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
83	The system allows its user to print the Letter of Representation. **Additional Information:** If possible, print preview should be provided.	**R**
84	The system provides a report to view Administration Investigations Management (AIM) application's data of an Employee. **Additional Information:** Report parameters: Last Name, First Name System does "contains" type search and displays the list of matching records found in COMS for the parameters entered, (displays Last Name, First Name, Default Location, Active Type, Status) and allows user to select one record. Report output fields: Information from COMS: Employee ID/HRMN #, Full Name, Position, Work Site, Active Status Information from AIM: AIM Incident Number, Incident Location, Complaint Date, Overall Findings for the selected individual's record Purpose of the Report: View AIM Incident and related information for a given employee. Further business/application logic used to build the report will be provided at the time of implementation.	**R**
85	The system provides a report with the list of all Lawsuit(s) related to an employee associated with the Lawsuit as a Plaintiff/Defendant. **Additional Information:** Report parameters: Last Name, First Name system does "contains" type search and displays the list of matching records found in COMS for the parameters entered, (displays Last Name, First Name, Default Location, Active Type, Status) and allows user to select one record. Report output fields: Information from COMS: Employee ID/HRMN #, Full Name, Position, Work Site, Active Status Information from LTS: LTS Number, Posting Date, Incident Location, Status Purpose of the Report: View the list of Lawsuits (irrespective of the status of the Lawsuit) a given employee is associated with. Further business/application logic used to build the report will be provided at the time of implementation.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
86	The system provides a report with the list of all Lawsuit(s) having description that matches with user entered Lawsuit description criteria. **Additional Information:** Report parameters: Description system does "contains" type search and displays the list of matching records found in LTS for the parameters entered. Report output fields: Information from LTS: LTS Number, Lawsuit Name, Description, Docket Number, Court Status Purpose of the Report: View the list of Lawsuits having description that matches with entered description criteria. Further business/application logic used to build the report will be provided at the time of implementation.	**R**
87	The system provides following reports. 1. Statistical Report 2. Detail Report 3. Litigation Hold Report 4. Location Report 5. Personal Representative Report **Additional Information:** For further details on LTS Reports, refer to supplemental Reports information attached to Statement of Work. Additional business/application logic used to build the report will be provided at the time of implementation.	**M**
Interfaces	Integrations	
88	LTS system interfaces with AIM (Integrates with labor relations / disciplinary systems) **Additional Information:** AIM Number, Incident Location, Complaint Date, Overall Findings Include business logic to pull what data from where etc., details here.	**R**
89	The system provides its user the ability to upload document (s). **Additional Information:** The storage requirements part of the upload document functionality will be provided at the time of implementation.	**O**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
Glossary Term:	**Definition**	
Litigation Tracking System (LTS/ The System)	The system is used by MDOC to track all litigation involving the Department.	
Lawsuit	A claim or dispute brought to a court of law for adjudication.	
Docket Number	A unique number assigned by the court to a lawsuit.	
Posting Date	The date the lawsuit information is entered into LTS.	
Litigation Case Received Date	The date that the lawsuit is received.	
Incident Location	The MDOC location at which the lawsuit allegations occurred.	
Lawsuit ID	This is LTS #. The unique system generated identifier for each lawsuit.	
Court Type	This distinguishes whether the lawsuit was filed in State or Federal Court.	
Court Subtype	This distinguishes which type of court within the “Court Type” the lawsuit is filed.	
Plaintiff	Person filing the lawsuit (Complainant)	
Defendant	Individual or Organization sued or accused in a court of law.	
Case Notes	Area within LTS in which a user can make notes regarding the status of the case. Others can see this as well.	
Notice of Intents (NOI)	When it is believed that there is a pending lawsuit. The NOI is used to notify pertinent areas of the need to preserve documents and materials.	

Report Name	Functionality/Purpose of the report	Report Parameters/Selection Criteria	Output Fields list	Report Output Filter/Sort Criteria
Statistics Report	Allows us to see all categories of lawsuits received during specified time frames	Start/stop date, put in parameters and use retrieve	Same as input fields	
Personal Representative Report	Maintain list of the names of the Personal Representative entered for the plaintiff on a case	Put in parameters and use retrieve	LTS #, Court ID, Lawsuit Name, Personal Representative Name	
Detail Report	Allows us to search by attorney, defendant, plaintiff, attorney firm, assistant Attorney general, category, location, lawsuit status, employee	Start/stop date put in parameters and use retrieve	Same as input fields	Closed Defendant, Closed Plaintiff
Litigation Hold Report	Allows us to determine what cases have the litigation hold box checked in the main lawsuit tab. Status and sort by along with date range	Put in parameters and retrieve	LTS#, Lawsuit name, Docket #, Litigation Staff, category	
Location Report	Allows facilities to run report and will only show their respective facility. LTS admin can run report for all locations, only gives total numbers by month	Put in start/stop parameters and retrieve	Location, jan, feb, mar, apr, may, June, July, aug, sept, oct, nov, dec and total	

3) Personnel Actions Tracking System (PATS)

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
Inquiry	**Inquiry**: This functionality includes search and view search result details of an Employee's record, Discipline, Grievance, Arbitration, Hearing, and Sanction List records. It allows the user to view not only the details of a selected single search result but also to drill down to view related, other records. For example, when user searches for an employee, employee details and related Discipline, Grievances, Arbitration or Hearings whichever applicable to the Grievance, Civil Rights, Disability Management, and Lawsuit details for the employee, if existing, can be viewed by the user. Employee à Discipline à Grievance(s) à Arbitration(s) / Hearing(s) and Civil Rights, Disability Management, Lawsuit details, as applicable to the employee being viewed. **When searching for Discipline records**, Discipline à Grievance(s) à Arbitration(s) / Hearing(s) can be viewed. **Another example, if the user searches for a Grievance, Grievance details, Arbitration or Hearings whichever applicable to the Grievance, if existing, can be viewed by the user.** Grievance(s) à Arbitration(s) / Hearing(s)	
1	The system allows its users to select the basis on which PATS records can be searched. **Additional Information:** Default selection is by "Employee/HRMN" Other choices: "Discipline, "Grievance", "Arbitration", "Hearing", "Sanction List". Allow single select and present search criteria based on user selected choice.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
2	The system presents following selection criteria when its user selected basis for search is by "Employee/HRMN". **Additional Information:** Following are the Selection criteria fields: Employee Last Name, Employee First Name, HRMN, ACTION Date Range, Final Grievance Date Range (Refer Response Date on Step II on Grievance Maintenance screen), Final Arbitration Date Range (Refer Date of Decision field on Arbitration Maintenance screen), Final Hearing Decision Date Range, Final ERB Date Range, Final Commission Decision Date Range (refer three dates on Hearing Maintenance screen).	**R**
3	The system presents following selection criteria when its user selected basis for search is by "Discipline Number". **Additional Information:** Following is the Selection criteria fields: Work Location, Representation Unit, Discipline Number: Prepopulate "DS" and allow user to enter rest of the discipline number, ACTION Date Range.	**R**
4	The system presents following selection criteria when its user selected basis for search is by "Grievance Number". **Additional Information:** Following is the Selection criteria fields: Work Location, Representation Unit, Grievance Number. Grievance statuses = initial filing, Final Grievance Date Range (Refer Response Date on Step II on Grievance Maintenance screen).	**R**
5	The system presents following selection criteria when its user selected basis for search is by "Arbitration Number". **Additional Information:** Following are the selection criteria fields: Work Location, Representation Unit, Grievance Number, Arbitration Number, Final Arbitration Date Range (Refer Date of Decision field on Arbitration Maintenance screen).	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
6	The system presents following selection criteria when its user selected basis for search is “by Hearing Number”. **Additional Information:** Following are the Selection criteria fields: Work Location, Representation Unit, Grievance Number, Hearing Number, Hearing Final Decision Date Range (refer three hearing dates on Hearing maintenance screen – Filing date, hearing held date, and final decision date).	**R**
7	The system presents following selection criteria when its user selected basis for search is “by Sanction List”. **Additional Information:** Following are the Selection criteria fields: Employee Last Name, HRMN.	**R**
8	The system performs 'contains' type search per user entered search criteria.	**R**
9	The system searches Incidents that match any of the entered search criteria. **Additional Information:** If any additional business logic that needs to be applied for search function, will be provided at the time of implementation.	**R**
10	The system displays a message when no matching results found for entered search criteria.	**R**
11	The system provides functionality to clear entered search criteria.	**R**
12	The System presents search results in standard grid format with pagination. **Additional Information:** The pagination details such as maximum number of rows per page and such related details will be provided at the time of implementation.	**R**
13	The system allows its user to specify Sort Criteria, Sort Order for search results. **Additional Information:** Current sort criteria: All the fields displayed in search results Sort Order: Ascending/Descending	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
14	The system allows its user to filter search results by entering filter criteria. **Additional Information:** Filter criteria can be entered using any/all the "Search results fields"	**R**
15	The system allows the user to export search results in excel, PDF formats.	**R**
16	The system presents following search result details when the user searches based on an Employee/HRMN Number. **Additional Information:** Employee last name, employee first name, middle name, work location, HRMN, Classification, Shift, Representation unit, Action Due Date, COF Received Date, Initial Probation Flag, Investigator's Name, Stop Order, Stop Order Date, Discipline Status, AIM number. NOTE: At the time of implementation, the list of fields above can be modified based on the space available to fit and display them in search results grid, same note applies for grievance, arbitration, and hearing search requirements below.	**R**
17	The system presents following search result details when the user searches based on a Discipline Number. **Additional Information:** Discipline Number, Employee Last Name, First Name, HRMN, Classification, Shift, Representation Unit, Work Location, Action Due Date, COF Received Date, Initial Probation Flag, Investigator's Name, Stop Order, Stop Order Date, Discipline Status, AIM Number. Note: At the time of implementation, the list of fields above can be modified based on the space available to fit and display them in search results grid. Same note applies for Grievance, Arbitration, and Hearing search requirements below.	**M**
18	The system presents following search result details when the user searches based on a Grievance Number. **Additional Information:** Grievance Number, Discipline Number, Filing Type, Complaint Type, Grievant's Name, Representation Unit, HRMN, Work Location, LR Received Date, LR Representative Assigned, Grievance Status, Grievance Description, Response Date, Appeal Reason, Response Status, Responded By, Comments.	**M**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
19	The system presents following search result details when the user searches based on an Arbitration Number. **Additional Information:** Arbitration Number, Arbitrator Assigned, Grievance Number, Representation Unit, Grievant Name, Date Demand Notice Received, LR Rep Name, Decision, Date of Decision.	**M**
20	The system presents following search result details when the user searches based on a Hearing Number. **Additional Information:** Hearing Number, HERM Number, Grievance Number, Representation Unit, Grievant Name, Date Demand Notice Received, Hearing Notice Received Date, LR Rep assigned, Hearing Location, Hearing, Comments, Employment Relations Board (ERB) Decision, ERB Decision Date, ERB Number, Commission Decision Date, Commission Number, ERB/ Commission Comments.	**M**
21	The system presents following search result details when the user searches based on “by Sanction List”. **Additional Information:** Employee Last Name, HRMN.	**M**
22	The system allows its user to select any single search result record to see its details. **Additional Information:** For any of the above PATS record search basis, the system allows User to select a single result/row to see its complete details.	**M**
23	The system displays entire record when the user selects to view details of any of the search results. **Additional Information:** For the complete list of field details for an Employee, Discipline, Grievance, Arbitration, Hearing, Sanction List Maintenance refer respective maintenance screen requirements. For Inquiry functionality (Search + view details), view only / un-editable version of the maintenance screen only is displayed. Note 1: When user searches for an employee, the view only employee maintenance screen along with related discipline, Grievances, Arbitration or Hearings whichever applicable to the Grievance, and Civil Rights, Disability Management, Lawsuit details for the employee, if existing, can be viewed by the user. Note: COMS/CHRIS, LTS Interfaces	**M**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
24	The system (in addition to displaying the maintenance screen details) displays related, all forward only / next-level details when its user drills down a search result record. **Additional Information:** When searching by Employee, following information can be viewed: Employee à Discipline à Grievance(s) à Arbitration(s) / Hearing(s) and Civil Rights, Disability Management, Lawsuit details, as applicable to the employee. When searching by Discipline, following information can be viewed: Discipline à Grievance(s) à Arbitration(s) / Hearing(s). When searching by Grievance, following information can be viewed: Grievance(s) à Arbitration(s) / Hearing(s) Civil Rights: Information / field details to be displayed will be provided at the time of implementation. Disability Management: Information / field details to be displayed will be provided at the time of implementation. Lawsuit: Lawsuit ID, Lawsuit, Posting Date, Incident Location, represented as, Status, read from LTS system based on HRMN number.	**M**
25	The system displays Employee name, HRMN on all drilled down levels of information as view only header details.	**R**
Table Maintenance:	Table Maintenance: This functionality includes Search, View/Display, Sort, Edit/Update, Create/add new, Delete, and Save changes to table records. It also includes capturing and maintaining User credentials, Date & Time stamp captured by the system every time a table operation is saved. Functions listed above apply to all maintenance screens below.	
26	The system allows its user to search Discipline, Grievance, Arbitration, Hearing record(s) using their respective maintenance screens. **Additional Information:** User enters respective unique ID to search on each screen.	**M**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
27	The system allows its user to view an existing Discipline, Grievance, Arbitration, Hearing record(s) using their respective maintenance screens.	**M**
28	The system allows its user to specify sort criteria and sort order for search results. **Additional Information:** Current sort criteria: All the fields displayed in search results Sort Order: Ascending/Descending	**R**
29	The system allows its user to modify an existing Discipline, Grievance, Arbitration, Hearing record(s) using their respective maintenance screens.	**R**
30	The system allows its user to create a new Discipline, Grievance, Arbitration, Hearing record(s) using their respective maintenance screens.	**M**
31	The system allows its user to delete an existing Discipline, Grievance, Arbitration, Hearing record(s) using their respective maintenance screens.	**R**
32	The system displays a warming message before deleting the record. **Additional Information:** The warning message to be displayed will be provided at the time of implementation.	**R**
33	The system allows its user to save all changes made to a new or an existing Discipline, Grievance, Arbitration, Hearing record(s) using their respective maintenance screens.	**M**
34	The system allows the maintenance of Discipline record with “Open “status only. **Additional Information:** In other words, Discipline or a Grievance with status “Closed” can only be viewed via search / Inquiry and can’t be maintained/modified via maintenance screen.	**M**
35	The system displays an error message when the user tries to update a closed discipline record. **Additional Information:** Note: A record with closed status should only be searched for and viewed using Inquiry screen. The error message to be displayed will be provided at the time of implementation.	**R**

36	The system provides a Graphical User Interface (GUI) screen for the maintenance of Discipline table. **Additional Information:** Discipline Number: System pre-populates "DS" in this field and allows user to enter rest of the ID. AIM Number: Allow user to enter manually. Employee (First Name, Last Name, Middle Name, Title): Once read from source becomes read-only field. Provide employee look-up, system reads details of the employee being disciplined from employee information source and populates respective fields, view only/un-editable fields based on the AIM number entered. HRMN Number: Read-only field. System reads HRMN of the employee being disciplined from employee information source and populates the field, view only/un-editable field. CS Classification: System reads from employee information source based on the HRMN number of the employee being disciplined and populates, view only/un-editable field. – OMNI Interface currently Shift: populate from employee information source Representation Unit: user input field, provide choices to select from, allow single select, choices will be provided at the time of implementation. Work Location: user input field, provide choices to select from, allow single select, choices will be provided at the time of implementation. Work Site: user input field, provide choices to select from, allow single select, choices will be provided at the time of implementation. Violation Date: populate from AIM. Disciplinary Conference Date: this date must be >= Violation Date Action Due Days: provide statis choices to select from choices: 21, 30, 45, allow single select. Action Due Date: System calculates and populates. Action Due Date = Disciplinary Conference Date + Action Due Days. COF Received Date: allow to enter manually. Initial Probation Flag: Boolean, allow to enter manually. Investigator (First Name, Last Name, Middle Name, Title): Stop Order: Boolean, allow to enter manually. Stop Order Date: allow to enter manually, when Suspension Pending Investigation is "Yes" / Checked, this field value is required. Discipline Status: System sets this status based on logic provided in requirement #48 below. This is a read-only field. Incident Description: long text field with spelling check feature <u>Employee Disciplinary Record Section:</u>	**M**

	Using this section (consisting of following fields), a User creates/updates/deletes and saves a disciplinary record for an employee. A disciplinary record consists of all field below, but no field is required, meaning, a disciplinary record can have null values for some of the fields below. Allow user to create multiple separate disciplinary records for an employee (but one record at a time only). Maintain history of all disciplinary records and display the same in this section. Work Rule Violation(s): Provide choices to choose from. Provide list of rule violation entry choices in this field. WR list has been included in the supplemental information. Allow single select. Recommendation: If asterisk Work Rule, system defaults to "Deferred". All other WRs allow user to select from dropdown. Recommendation By: Drop down from – employee indicator (based on recommendation maybe blocked out because of determination type of work location determination. Final WR Determination: Boolean, upheld / not upheld. Final WR Determination By: provide list of choices, allow to select one discipline coordinator. Final reviewer: add check box (recommendation will be grayed out Note: WR list has been included in the supplemental information. Determination Type: Provide list of rule violation entry choices in this field. List of choices to be provided at the time of implementation. Allow single select. Action: provide choices, allow single select Days: allow user to enter Settlement: provide choices, allow single select Action Date: allow user to enter, this field is required when there is value in Action field. Sign-Off By: provide choices, allow single select. Sign-Off Date: allow user to enter. Comments: provide a long-text field with spelling check function System to capture User credentials and Date/Time stamp for each disciplinary record update. Allow user to create multiple disciplinary records for each employee (one record at a time), maintain history of records, and system won't overwrite or delete previous entries and displays history of all disciplinary records for an employee. Note: Display history of all disciplinary records for the employee to view, allow the User to append new, update existing, delete employee disciplinary records/entries in this section. Note: Lists of choices to select from for fields will be provided at the time of implementation.	
37	The system provides functionality for its User to create FORM CAJ-231 while User is on / from Employee Disciplinary Record Section (for section details refer above requirement).	**R**

	Additional Information: FORM CAJ-231 has following fields: Discipline Number: populate the ds number from the discipline screen. AIM Number: populate the aim number from the discipline screen. Employee Name: populate the employee's name from the discipline screen. Civil Service Classification: populate the cs classification from the discipline screen. Date Of Hire: user will manually enter. On Initial Probation? populate the initial probation from the discipline screen Representation Unit: populate the representation unit from the discipline screen. HRMN: populate the HRMN from the discipline screen. Facility Name/Work Location: populate the work location from the discipline screen. Date of Violation: populate the violation date from the discipline screen. Ongoing: user will manually check the box, if applicable Started: user will manually enter a date, if applicable Conference Waived: user will manually check the box, if applicable Date of Disciplinary Conference: populate the conference date from the discipline screen. Immediate Supervisor: user will select from employee finder. Shift: populate the shift from the discipline screen Date Action Is Due For: This section has following three fields. User will select one/none out of the three. When user selects a field, required to enter value for the selected field. Field 1. MCO Field 2. MSEA Field 3. UTEA / SEIU Rule/Policy Violated: populate the work rule violation(s) from the discipline screen. Description of the Violation: populate the incident description from the discipline screen. Was The Employee Placed on Stop Order? if "stop order date" field value is entered, select "yes" checkbox. if "stop order date" field value is null, select "no" checkbox. If Yes, Give Date Employee Placed on Stop Order – populate the stop order date from the discipline screen. Previous Disciplinary Record (Work Rule Violation/Rating, Discipline Imposed, Date Discipline Imposed): populate the previous discipline from the discipline screen. DVD/Audio/Video: user will manually select the appropriate checkbox. Signature (Human Resource Office): user will manually enter. Date: user will manually enter	

	Central Office Determination: populate the central office determination from determination type from the discipline screen when the warden/administrator is the final decision maker. Post Review: populate the post review from determination type from the discipline screen when the warden/administrator is the final decision maker. Work Location Determination: populate work location determination from determination type from the discipline screen when the warden/administrator is the final decision maker. Imposition Date: populate imposition date from action date from the discipline screen when warden/administrator is the final decision maker. Resigned: populate action date from discipline screen when action is resigned when the warden/administrator is the final decision maker Retired: populate action date from discipline screen when action is retired when the warden/administrator is the final decision maker Comments: user shall manually enter Name: user will select from employee finder Signature (Warden/Administrator): user will manually enter. Date: user will manually enter Central Office Determination: populate the central office determination from determination type from the discipline screen when the discipline coordinator is the final decision maker. Post Review: populate the post review from determination type from the discipline screen when the discipline coordinator is the final decision maker. Imposition Date: populate imposition date from action date from the discipline screen when the discipline coordinator is the final decision maker. Resigned: populate action date from discipline screen when action is resigned when the discipline coordinator is the final decision maker Retired: populate action date from discipline screen when action is retired when the discipline coordinator is the final decision maker Comments: manual entry Signature (Discipline Coordinator): manual entry Date: manual entry, provide date picker Note: A sample, current CAJ-231 form pdf has been provided as supplemental information in Statement of Work (SOW).	
38	The system allows its user to edit FORM CAJ-231 data.	**R**
39	The system allows its user to save FORM CAJ-231 data.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
40	The system allows its user to print FORM CAJ-231 in pdf format.	**R**
41	The system validates to prevent duplicate Discipline, Grievance, Arbitration, Hearing, Settlement numbers saved in the system. Note: One EE – multiple Disciplines One Discipline – One Grievance One Grievance – One Arbitration OR One Hearing	**R**
42	The system captures user credentials, date, time stamp for each of the Employee Disciplinary Record section entries.	**R**
43	The system maintains all the history of Comments entered for a Discipline ID.	**R**
44	The system validates "Disciplinary Conference Date" to ensure it is greater than or after "Violation Date".	**R**
45	The system validates to make sure that the user selected Work Location matches with the facility code entered as part of the Discipline Number.	**R**
46	The system validates to make sure the User enters Action Due Days when user selected Representation Unit is, "MCO" or "MSEA", "SEIU".	**R**
47	The system validates to make sure Action Date is entered and saved when Action field is modified. **Additional Information:** Action Date field on Employee Disciplinary Record Section becomes a required field upon entry of Action field in the same section.	**R**
48	The system displays respective, appropriate error messages when any of the above validations fail.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
49	The system sets Discipline Status based upon following PATS business logic. **Additional Information:** When user chosen Action field value on Discipline Maintenance screen is, “DISCHARGE”,” DEMOTION”,” REASSIGNMENT”, “SUSPENSION,” “WRITTEN REPRIMAND,” OR “UNSATISFACTORY RATING” and Action Date is entered, then system turns Discipline Status to “Closed”. When User chosen Action field value on Discipline Maintenance screen is, “Retired” and Action Date is entered, then system turns Discipline Status to “Closed-Retired”. When user chosen Action field value on Discipline Maintenance screen is, “Resigned” and Action Date is entered, then system turns Discipline Status to “Closed-Resigned”. When user chosen Action field value on Discipline Maintenance screen is, “Previously Discharged” and Action Date is entered, then system turns Discipline Status to “Closed-Previously Discharged”. When user chosen Action field value on Discipline Maintenance screen is, “Previously Separated” and Action Date is entered, then system turns Discipline Status to “Closed- Previously Separated”. When user chosen Action field value on Discipline Maintenance screen is, “Waived Rights LOA” and Action Date is entered, then system turns Discipline Status to “Closed-WRLOA”. When user chosen Action field value on Discipline Maintenance screen is, “Handled as Performance” and Action Date is entered, then system turns Discipline Status to “Closed-Performance”. When user chosen Action field value on Discipline Maintenance screen is, “Lacks Sufficient Evidence” and Action Date is entered, then system turns Discipline Status to “Closed- Lacks SE”.	**M**
50	The system doesn’t allow the user to make any changes to a Discipline record with “Closed” status.	**R**
51	The system considers a Grievance record to be open when the Grievance Status is set to a certain value. **Additional Information:** Following Grievance statuses make it considered an open Grievance. See the list below. “Disposed Pre-Arbitration”, “Disposed Step I”, “Disposed Step II”, ” Pending Pre-Arbitration”, “Pending Step I”, “Pending Step II”, “Remanded”	**M**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
52	The system allows the maintenance of Grievance records with “Open “status only. **Additional Information:** In other words, Grievance with status “Closed” can only be viewed via search / Inquiry and can’t be maintained/modified via maintenance screen.	**R**
53	The system displays an error message when the user tries to maintain a closed grievance record. **Additional Information:** A record with closed status can only be searched for and viewed using Inquiry screen. The error message to be displayed will be provided at the time of implementation.	**R**

54	The system provides a Graphical User Interface (GUI) screen for the maintenance of Grievance table. **Additional Information:** Grievance Number: System pre-populates “GR” in this field and allows user to enter rest of the ID. Discipline Number: System pre-populates “DS” in this field and allows user to enter rest of the ID. HRMN: System populates this field based on the DS number (Discipline Number) when applicable. Otherwise populate based on employee’s Last Name, First Name. Grievant’s Name (Last Name, First Name, Middle Name, Title): System to populate based on the DS number (Discipline Number) when applicable, otherwise allow user to search by entering last name, HRMN details, provide employee look-up. Filing Type: provide choices and allow single select. Complaint Type: provide choices and allow single select. Work Location: provide choices and allow single select. Representation Unit: provil didn’t think you were rude. no problem. I just didn’t know de choices and allow single select. Work Location: Work Site: provide choices and allow single select. Brief Statement: Long text field with spelling check feature Date Received at LR: allow user to enter manually, this is the date grievance received at Central Office LR Representative Assigned: provide choices and allow single select. UAW Number: manual entry, single value Grievance Description: provide long text field. Grievance Status: provide a static list of choices and allow single select, manual entry Field value choices are: “Disposed Pre-Arbitration”, “Disposed Step I”, “Disposed Step II”, ” Pending Pre-Arbitration”, “Pending Step I”, “Pending Step II”, “Settled Pre-Arbitration”, “Settled Step I”, “Settled Step II”, ” Withdrawn”, “Remanded”, “Mediation”. Below are 3 separate sections to capture information with Titles as, “Step 1”, “Step 2”, “Pre-arbitration”, each section has fields as listed below- <u>Step 1:</u> Complaint Date: manual entry Response Date: manual entry Response Delivered Date: manual entry.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
	Response: provide choices to select from, allow single select Response By: provide employee look-up, allow single select, employee look-up screen details have been provided in other requirements. Comments: provide Long Text Field, manual entry Response By: Response Status: Step 2: Complaint Date: manual entry Response Date: manual entry Response Delivered Date: manual entry. Appeal Reason: provide a Long Text Field, manual entry. Response: provide choices to select from, allow single select Response By: provide choices to select from, allow single select. Comments: provide a Long Text Field, manual entry Response By: Response Status: Pre-Arbitration: Demand Received Date: manual entry. Response Date: manual entry. Response: provide choices to select from, allow single select. Response By: Response Status: Note: This is a COMS/CHRIS Interface.	

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
55	The system considers a Grievance record to be closed when the Grievance Status is set to a certain value. **Additional Information:** Following Grievance statuses make it considered a closed Grievance. See the list below. “Settled Pre-Arbitration”, “Settled Step I”, “Settled Step II”, ” Withdrawn”.	**R**
56	The system doesn’t allow a closed record to be modified/maintained until the Grievance status is set to a non-closed type of status (open status). **Additional Information:** In other words, a closed Grievance can only be viewed via Inquiry screen.	**R**
57	The system provides a Graphical User Interface (GUI) screen for the maintenance of Arbitration table. **Additional Information:** Grievance Number: System pre-populates “GR” in this field and allows user to enter rest of the ID Representation Unit: manual entry HRMN: System to populate based on the Grievance Number. Grievant’s Name (Last Name, First Name, Middle Name, Title): System to populate based on the HRMN. Arbitration Number: manual entry Date Demand Notice Received: manual entry. Arbitrator Assigned: manual entry. Location Name: manual entry LR Representative: provide dropdown, choices list is same as employee indicator admin screen information. Arbitration Cost: $ amount field, manual entry, auto format Decision: provide list of choices to choose from, allow single entry, list to be provided at the time of implementation. Date of Decision: manual entry Comments: Long Text Field spelling check feature	**R**

58	The system provides a Graphical User Interface (GUI) screen for the maintenance of Hearing table. **Additional Information:** Grievance Number: manual entry Representation Unit: manual entry Grievant Name (Last Name, First Name, Middle Name, Title): System to populate based on the DS number (Discipline Number) Hearing Reference Number: manual entry Hearing Notice Received Date: manual entry. HERM Number: manual entry LR Representative Assigned: provide list of choices, allow single entry, list to be provided at the time of implementation. Hearing officer: manual entry Hearing location: manual entry Hearing Decision: provide list of choices, allow single entry, list to be provided at the time of implementation. Hearing Decision Date: manual entry Hearing Comments: provide long text Field with spelling check feature. ERB Filing Date: ERB Number: ERB Decision: provide list of choices to choose from, allow single entry, list to be provided at the time of implementation. Work Location: Final Commission Date: provide date picker, allow to pick one date value. ERB Decision Date: Commission Filing Date: Commission Number: manual entry Commission Decision: provide list of choices to choose from, allow single entry, list to be provided at the time of implementation. Commission Decision Date: manual entry Hearing Status Date: manual entry Hearing Status: provide long text Field with spelling check feature	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
Administration:	This section has requirements for the functionality that a PATS Administrator (Admin) alone has the ability to/has access to. It includes displaying all existing table records in a grid allowing to view, to sort, add new, modify, and delete existing records. Functions listed above apply to all tables below.	
59	The system allows its user to view all existing records in the table on each of the Administration function screens.	**R**
60	The system automatically adjusts sort order each time a new record is created, modified, deleted using Administration function screens. **Additional Information:** Current sort criteria: All the fields displayed in the table Sort Order: Ascending/Descending	**R**
61	The system allows its user to modify an existing record using Administration function screens.	**R**
62	The system allows its user to create new record in the table using Administration function screens.	**R**
63	The system allows its user to delete an existing record in the table using Administration function screens.	**R**
64	The system displays a warning message before deleting the record. **Additional Information:** The warning message to be displayed will be provided at the time of implementation.	**R**
65	The system allows its user to save all changes made to a new or an existing record in the table using Administration function screens.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
66	The system provides a Graphical User Interface (GUI) screen for Employee Indicator administration function. **Additional Information:** Employee: provide employee look-up with search by - Employee full name and/or HRMN, Display results fields - HRMN, full name, location name etc. complete details to be provided at the time of implementation, Sort by - on any of display fields. Allow to select single record. Employee Indicator: provide list of static choices and allow user to select one, list of choices to be provided at the time of implementation. Action: Boolean value.	**R**
67	The system provides a Graphical User Interface (GUI) screen for Unit Access administration function. **Additional Information:** Unit: provide list of static choices and allow user to select one, list of choices to be provided at the time of implementation. Access Unit: provide list of static choices and allow user to select one, list of choices to be provided at the time of implementation.	**R**
68	The system provides a Graphical User Interface (GUI) screen for Representation Unit administration function. **Additional Information:** Table includes following fields: Unit ID, Unit Code, Name, Short Name, Discipline Due Period, Pre-arbitration Required Flag, Active	**R**
69	The system provides a Graphical User Interface (GUI) screen for Discipline Status Change administration function. **Additional Information:** Discipline Number: System pre-populates “DS” in this field and allows user to enter rest of the ID.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
70	The system validates above entered discipline number to make sure it's not an open discipline. **Additional Information:** A Discipline record with "Open" status can't be re-opened. Appropriate error message to be displayed will be provided at the time of implementation.	**R**
71	The system changes Discipline Status field value on Discipline record to "Open". **Additional Information:** When successfully re-opened, a Discipline record is set to "Open" status again and can maintained using the table maintenance screen.	**R**
72	The system deletes all the information in Final Action Section of the Discipline record except comments when the record is re-opened. **Additional Information:** The discipline Status field on discipline record will be set to "Open".	**R**
73	The system displays an informational message upon successfully re-opening a Discipline.	**R**
74	The system provides a Graphical User Interface (GUI) screen for Grievance Status Change administration function. **Additional Information:** Grievance Number: System pre-populates "GR" in this field and allows user to enter rest of the ID. Current Status: System to populate based on entered Grievance number above, read-only field. Change Status To: static dropdown choices, list to be provided at the time of implementation. This list consists of open type statuses. Open type statuses include, "Pending", "Disposed", "Remanded"	**M**
75	The system validates above entered Grievance Number to make sure it's not a Grievance with any of the open type statuses. **Additional Information:** A Grievance record with open type status can't be re-opened. Appropriate error message to be displayed will be provided at the time of implementation.	**M**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
76	The system changes Grievance's status from a closed type to an open type of status. **Additional Information:** When successfully set to one of the open types of Grievance statuses, a Grievance record can be maintained/modified.	**R**
77	The system displays an informational message upon successfully setting a Grievance status to a non-closed type (open type) status.	**R**
78	The system provides a Graphical User Interface (GUI) screen for Sanction List Maintenance administration function. **Additional Information:** Employee First Name: allow user to enter information. Last Name: allow user to enter information. Middle Name: allow user to enter information. HRMN: allow user to enter information. Location: provide location look-up, field details to be provided at the time of implementation Termination Date: allow user to enter information. Termination Reason: allow user to enter information.	**R**
79	The system performs required field validations as needed by the functionality on all application screens. **Additional Information:** Fields that need to be marked as Required on each page of the application will be provided at the time of implementation.	**R**
80	The system notifies user of all errors upon required field validation.	**R**
81	The system allows its user to save changes made to an existing Discipline, Grievance, Arbitration, Hearing records. **Additional Information:** Note: System does not automatically save changes. Save function is triggered based on User action only	**M**
82	The system upon Save function, performs validations as instructed on each of the application screens where applicable.	**M**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
83	The system notifies its user upon each successful save operation. **Additional Information:** The system displays standard "Save" message after every successful save. If a custom "Save" message needed, will be provided at the time of implementation.	**R**
Application Roles & Access	Application Roles & Access	

84	The system provides certain pre-configured user roles with access levels as follows. **Additional Information:** Following application roles along with the functions they have access to have been identified as of now. Complete role functionality matrix can be provided at the time of implementation.	**M**

PATS Role	Access
PATS Administrator	Administration
Work Location	Data Entry
Work Location	Inquiry
Northern Region CFA	Data Entry
Northern Region CFA	Inquiry
Southern Region CFA	Data Entry
Southern Region CFA	Inquiry
FOA Outstate	Data Entry
FOA Outstate	Inquiry
FOA Metro	Data Entry
FOA Metro	Inquiry
FOA OPPS	Data Entry
FOA OPPS	Inquiry
Statewide	Data Entry
Statewide	Inquiry

Glossary:	Glossary:	
Discipline Number:	Example: DS 02 21 0010 23 System Union Facility Number (number of grievances received to date for the calendar year and facility) Default Code Sequence Year	

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
	Must be entered in this sequence: DS-02-21-0010-00. Union Code List: 01 MSEA 06 MSPTA 02 MCO 07 AFSCME03 Local 31-M 08 UAW 04 MPES 09 NERE 05 UTEA 10 POAM	
	AIM Case ID: If applicable, you will need to get this number from the Warden 's office.	
	Work Location: Must match the facility code in the Discipline Number.	
	Representation Unit: If MCO, MSEA or SEIU are selected the Action Due Date is automatically calculated from Action Due Days field.	
	Action Due Days: If MCO, 45 days. If MSEA, 21 or 45 days. If SEIU, 30 days NOTE: For all other bargaining units an Action Due Date is not required, therefore, you must Select 0 or leave it blank.	
	Discipline Status: System will default to open. NOTE: No changes can be made once a discipline is closed. If you make a mistake have the discipline reopened.	
	Recommended Action: Warden or Administrator's recommended discipline. NOTE: If three days or less will default to Final Action. Any recommendation over three days will have Final Action entered by Central Office.	
	Previous Discipline: NOTE: Time frames normally expire after two years, however, check the respective contract for specific time frames.	

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
	Final Action: If three days or less is placed in Recommended Discipline field the system will automatically convert this recommended discipline to the Final Action Field and the Discipline Status will be closed. If four days or above the Final Action will be entered by Central Office and once entered by Central Office, the Discipline Status will default to close.	
	Discipline Modification: For use with grievance settlement, arbitration/hearing decision. Should NOT be used to fix a mistake. (To fix a mistake see Discipline Status explanation.)	
	Grievance Number: Must be entered in this sequence: GR- 02- 29- 0005- 00 System Union Default Facility Code Number Code Year Sequence Union Code List 01 MSEA 06 MSPTA 02 MCO 07 AFSCME 03 Local 31-M 08 04 MPBS 09 NERE 05 UTEA 10 POAM Grievance numbering will be converted to calendar year time frame as opposed to fiscal year. Grievance record has a Discipline Number field and must be entered if applicable. There can be non-disciplinary grievances, in which case, Discipline Number is not a required field on Grievance record.	
	Filing Type: Individual - employee Group - must be represented by employee (ex: Judy Walsh, et al or 3rd shift, et al) Union - no grievant name available under search (ex: UAW, Organizational	
	UAW Number: Only available if representation is UAW.	
	LR Rep: Will be assigned at Central Office	

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
	Grievance Status: Must be kept current as grievance moves through the steps. A grievance is considered closed when it is settled, withdrawn, or appealed to arbitration/hearing (Grievance will then be maintained by Central Office.)	

#	Report Name	Functionality	Report Output Filter/Sort Criteria	Report Parameters/Selection Criteria	Output Fields list	Output Format	Export
1	Stop Order Report	Detailed report of employee's on stop order and for what conduct	Work Location, Discipline Status, Representation Unit, Stop Order Date, Action, Action Date	Date Range (Stop Order Date), Work Location, Work Rule(s), Action, Representation Unit	Date Range, Report Date, Sort By, Filter By, Page X of Y, Employee, Stop Order Date, Approved By, HRMN #, Representation Unit, Work Location, Discipline #, AIM #, CS Classification, Work Rule(s), Incident Description, Disciplinary Conference Date, COF Rec'd Date, Discipline Status, Action, Action Date, Discipline Settlement, Date Received at LR, Grievance Action, Grievance Action Date, Grievance Status, Total Records	Standard Grid with Pagination	PDF RTF

2	Stop Order List	Basic list of employee's on stop order	Paid/Unpaid, Work Location, Stop Order Date, Complaint Date, Disciplinary Conference Date, COF Received Date, Work Rule(s)	Date Range (Stop Order Date), Work Location, Work Rule(s)	Date Range, Report Date, Sort By, Filter By, Page X of Y, AIM #, Unpaid, Employee, Work Location, Stop Order Date, Complaint Date, Investigation Due Date, Disciplinary Conference Date, COF Received Date, Work Rule(s), Total Records, Total Paid Stop Orders, Total Unpaid Stop Orders, Total Stop Orders	Standard Grid with Pagination	PDF RTF
3	Discipline – Location Report	List of employees disciplined from a specific work location	Discipline #, Employee, Incident Date, Work Rule(s), Discipline Status, Action, Discipline Settlement, Action Date, Grievance Settlement, Grievance Status,	Work Location, Date Range	Date Range, Report Date, Sort By, Filter By, Page X of Y, Discipline #, Employee, HRMN #, Work Location, Incident Date, Discipline Status, Action, Discipline Settlement, Action Date, Grievance Action, Grievance Status, Work Rule(s), Total Records	Standard Grid with Pagination	PDF RTF
4	Discipline – Employee Report	Discipline for a specific employee	Discipline #, Work Location, Representation Unit, Incident Date, Action, Discipline Settlement, Action Date, Work Rule(s), Grievance Settlement, Incident Description	Employee, HRMN #, Date Range, Work Location	Date Range (Action Date), Report Date, Sort By, Filter By, Page X of Y, Employee, HRMN #, Discipline #, Work Location, Representation Unit, Incident Date, Action, Discipline Settlement, Action Date, Work Rule(s), Grievance Action, Grievance Status, Incident Description, Total Records	Standard Grid with Pagination	PDF RTF

5	Final Discipline Report	Employees disciplined in a specific timeframe based on penalty, union, etc.	Date Range (Action Date), Representation Unit, Action Date, Discipline #, HRMN #, Employee, Work Rule(s), Incident Description, Work Location, Discipline Settlement, Grievance Settlement	Date Range, Report Type, Work Location, Representation Unit, Action Date	Date Range (Action Date), Report Date, Sort By, Filter By, Page X of Y, Discipline, Employee, HRMN #, Work Location, Discipline #, Action Date, Representation Unit, Work Rule(s), Incident Description, Total Records	Standard Grid with Pagination	PDF RTF
6	Total Disciplines by Work Location	# of disciplines for each work location in a specific timeframe	Date Range (Action Date), Work Location, # of Disciplines	Date Range, Work Location, # of Disciplines	Date Range, Page X of Y, Work Location, # of Disciplines, Total Records	Standard Grid with Pagination	PDF RTF
7	Work Rule Report	Employees disciplined in a specific timeframe for specific work rule(s)	Date Range (Action Date), Incident Date, Discipline Status, AIM #, Work Location, Employee, Work Rule(s), Action Date, Discipline Settlement, Grievance Settlement	Date Range, Work Rule(s), Work Location, Action Date	Date Range, Report Date, Sort By, Filter By, Page X of Y, Incident Date, Discipline Status, AIM #, Work Location, Employee, Work Rule(s), Action, Action Date, Discipline Settlement, Grievance Settlement, Total Records	Standard Grid with Pagination	PDF RTF
8	Keyword Report	Cases with a specific “keyword” in the incident description	Date Range (Action Date), Discipline #, Work Location, Discipline Status, Employee, HRMN #, AIM #, Representation Unit, Action Date, Discipline Settlement, Grievance, Settlement	Date Range, Work Location, Work Rule(s), Representation Unit, Action, Incident Description, Keyword	Date Range, Report Date, Sort by, Filter By, Page X of Y, Keyword, Discipline #, Work Location, Discipline Status, Employee, HRMN #, AIM #, Representation Unit, Work Rule(s), Incident Description, Action, Action Date, Discipline	Standard Grid with Pagination	PDF RTF

9	HARTT Program Report	List of employees who accepted the HARTT Program settlement	Date Range (Action Date), Employee, Work Location, Action Date	Date Range, Work Location	Date Range, Report Date, Sort By, Filter By, Page X of Y, Discipline #, Employee, HRMN #, Work Location, Action Date, Total Records	Standard Grid with Pagination	PDF RTF
10	Settlement Report	List of cases resolved through settlement	Date Range (Action Date), Discipline #, Employee, Work Location, Action, Discipline Settlement, Action Date, Grievance Settlement	Work Location, Date Range	Date Range (Action Date), Report Date, Sort By, Filter By, Page X of Y, Discipline #, Employee, HRMN #, Work Location, Action, Discipline Settlement, Action Date, Grievance Settlement, Total Records	Standard Grid with Pagination	PDF RTF
11	Unsatisfactory Rating Report	List of disciplines for unsatisfactory ratings	Date Range (Action Date), Discipline #, Employee, Work Location, Representation Unit, Rating Type, Action Date, Discipline Status	Work Location, Date Range	Date Range, Report Date, Sort By, Filter By, Page X of Y, Discipline #, Employee, HRMN #, Work Location, Representation Unit, Rating Type, Action Date, Discipline Status, Total Records	Standard Grid with Pagination	PDF RTF
12	Pending Discipline Status Report	List of discipline cases pending discipline imposition	Date Range (COF Received Date), Stop Order, Discipline #, Employee, Work Location, Representation Unit, Discipline Conference Date, COF Received Date, Action Due Date	Work Location, Date Range	Date Range, Report Date, Sort By, Filter By, Page X of Y, Stop Order, Discipline #, Employee, HRMN #, Work Location, Representation Unit, Discipline Conference Date, COF Received Date, Action Due Date, Total Records	Standard Grid with Pagination	PDF RTF

13	Employee Records Report	Report listing all records (discipline, grievance, arb, hearing, etc.) for a specific employee	Date Range (Action Date), Record Type	Date Range, Employee Name, HRMN #	Date Range, Report Date, Sort By, Filter By, Page X of Y, Employee, HRMN #, Work Location, Representation Unit, Discipline #, Grievance #, Arbitration #, Hearing #	Standard Grid with Pagination	PDF RTF
14	Discipline Record Summary	Report listing details of a discipline record			Report Date, Page X of Y, Discipline #, AIM #, Discipline Status, Employee, CS Classification, Representation Unit, HRMN #, Initial Probation, Work Location, Shift, Work Site, Incident Date, Stop Order Date, Discipline Conference Date, Action Due Date, COF Received Date, Investigator, Incident Description, Work Rule(s), Recommendation, Recommendation By, Final Determination, Final Determination By, Determination Type, Action, Days, Discipline Settlement, Action Date, Sign-Off By, SignOff Date, Comments	Standard Grid with Pagination	PDF RTF

4) Facility Entrance Clearance Tracking (FECT)

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
Facility Entrance Clearance Tracking System (FECTS)	Some contractors / employees of MDOC's vendor companies enter correctional facilities to perform their contractual duties—and other visitors enter correctional facilities for a specific purpose (i.e. Ombudsman Interns, Researchers). combination of LEIN, ZP-22 and Background Checks. A contractor profile can have multiple verifications assigned over a period. So, the system maintains verification history for every contractor profile. MDOC users run verification checks outside of FECT system (for example, LEIN check is conducted in a system called TALON), document results and upload result documents on the contractor profile in FECT. If no further checking is needed, contractor/vendor's facility entrance clearance (clearance) is approved or denied. If verification results prompt escalation, the MDOC user takes the contractor profile through established escalation workflow in FECT system. Then clearance is approved/denied to the contractor based on workflow approvers' clearance decision. When the vendor / contractor is physically present to perform work at an MDOC facility and checks-in at the front desk, the user (FECT Application Role: Correctional Facility Staff) searches in FECT system to verify the clearance status of the contractor. Upon verification, if the contractor's clearance status is approved, he/she will be allowed to enter the facility and vice versa when the status is denied. FECT system has a need to house the information related to contractors who neither need to enter facilities to provide their services nor to go through verifications, but still need to be tracked in the system. MDOC user compiles a flat file (or uses a file shared by the vendor's office) containing multiple contractor profiles and upload the same to	
Process at MDOC	The LEIN operators at MDOC receive emailed LEIN packets and supporting documents, take them through the process. The process includes manual verification of information, verifying if system marked contractor's	

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
	profile to be Supplemental Review or STOP ORDER, initiating verification checks such as LEIN, ZP-22 and Background Checks outside of FECT system, documenting verification check results in FECT. If any of the verification checks results in negative (Yellow/Red etc.,), user escalates verification and assigns it workflow. When all approvers in workflow enter their comments and clearance decision, system or user sets facility entrance clearance decision as approved / denied for the contractor. When contractor's name appears on Supplemental Review and/or STOP ORDER lists, the profile is created or updated in FECTS, marked as not cleared and no further processing is carried for the contractor record until Supplemental Review/STOP ORDER is lifted.	
1	The system provides its user (FECT Application Role: LEIN Operator) Contractor Profile Page functionality allowing user to manually enter information, create new, edit existing, save changes to a contractor profile. **Additional Information:** Profile is created manually by the LEIN operator per LEIN packets information submitted by the contractor. Contractor Profile Page has following fields: 1. All fields from on-line PDF forms (LEIN Application packets). Refer above requirement # for list of fields. 2. Driver's License: 3. Contractor Profile Status: allow user to select one choice. System to populate choices from the maintenance table. Some status examples: "Initial Verification," "Denied due to Insufficient Information," "Pending Investigation," "Denied due to Supplemental Review" needed," "STOP ORDER" "Escalated", allow user to change/overwrite system assigned status as needed. 4. Criminal History Information received from LEIN - TALON system: Field details in this section of the profile will be provided at the time of implementation. In addition to above provide following fields on this page: LEIN Operator Assigned (Name and Email): provide employee look-up, allow user to select one. Approver Comments: provide long text field with spelling check feature. Verification Type: "LEIN," "LEIN + ZP-22", "LEIN + ZP-22 + Background", "LEIN + Background," "Background + ZP-22", "Escalation Workflow "," Override".	**M**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
	Approver: System to present/enable this field only when Verification Type = "Escalation Workflow". When the field is enabled, system to populate all entries from "Verification Type and Approvers" maintenance table and allow user to select one. LEIN Operator Comments: provide a long text field with spell check feature. System to capture date, time, and logged in user credentials each time a comment is saved. System to maintain and display history. Facility Entrance Clearance Status: Provide choices, Approved (Green) / Denied (Red) /STOP ORDER (Red) /Supplemental Review (Red). Provide color coding, details to be provided at the time of implementation. Clearance Expiration Date: system calculated, populated date field. The system date on Felony found on TALON = "Approved" + 365 days. On Supplemental Review List: Boolean, Y/N, system to populate based on maintenance table information. Stop Order: Boolean, Y/N, system to populate and allows user to overwrite. Active: Boolean, Y/N. System to default to Yes, when the profile is created. System to update this field based on logic mentioned in Additional Information section of Requirement # 48, allows user to overwrite system populated value anytime. Approver Comments: provide a long text field with spelling check, system to maintain history and upon saving, will become read-only text, system to display history. Approver's Clearance Decision: choices: Approved/Denied/Needs Further Investigation, allow user to select one. Assign to Approver: System to present/enable this field only when Approver's Clearance Decision = "Needs Further Investigation". When the field is enabled, system to populate all approver entries from "Approvers" maintenance table and allow user to select one. Informational URL/Links to be provided on Contractor Profile Page: Link to LEIN Information Link to Background Check Information	

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
	Note: The details to be displayed when above URLs clicked will be provided at the time of implementation. It is view-only information. Felony found on TALON: user input, optional field, provide choices and allow to select one. Choices: "Approved" / "Override". ZP-22: Optional field, provide choices and allow to select one. Choices: "Former Employee/Not a former employee". Background Check: Optional field, provide choices and allow to select one. Choices: "Green/Yellow/Red."	
2	The system provides functionality for its user (FECT Application Role: LEIN Operator) to upload a file with multiple contractor profiles. **Additional Information:** The file to be used by the system to create new contractor profiles automatically. The file format, delimits details to be provided at the time of implementation.	**R**
3	The system allows its user to modify/overwrite, or update system created contractor profile records.	**M**
4	The system automatically assigns Contractor's Profile Status as "Initial Verification" upon successful creation of Contractor Profile and contractor name not found on Supplemental Review or STOP ORDER list. **Additional Information:** User can overwrite system assigned status as need be.	**R**
5	The system provides functionality on Contractor Profile Page to email the contractor upon manual verification of information on LEIN Packet forms. **Additional Information:** LEIN operators, upon manual verification, email contractors in case of approval/insufficient / incorrect information on the forms / denial due to no clearance due to STOP Order or Supplemental Review/to notify start of LEIN check process	**M**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
6	The system performs duplicate record verification before saving a new contractor profile. **Additional Information:** Duplicate contractor profile verification is done based on the First Name, Last Name, Date of Birth of the contractor. Any additional qualifiers need to be added to this list will be provided at the time of implementation.	M
7	The system prevents user from creating duplicate contractor profiles. **Additional Information:** System's basis to verify duplicate records /the uniqueness of contractor profile and the warning message to be displayed will be provided at the time of implementation.	M
8	The system displays a special icon on Contractor Profile Page to indicate that the contractor has a STOP ORDER. **Additional Information:** The icon jpg to be used will be provided at the time of implementation.	R
9	The system, upon saving contractor profile, populates Supplemental Review field based on following logic. **Additional Information:** If the first name, last name, and driver's license # of contractor profile found in Supplemental Review maintenance table, then Supplemental Review = Yes.	R
10	The system displays a special icon on Contractor Profile Page to indicate that the contractor is on Supplemental Review list. **Additional Information:** The icon jpg to be used will be provided at the time of implementation.	R
11	The system allows its user to set Contractor's Profile Status. **Additional Information:** LEIN operators assign contractor profile status as "Approved"/ "Denied due to insufficient information" / "Denied because on Supplemental Review list" / "Denied because on STOP ORDER"/" Pending Investigation" …, as appropriate.	M
12	The system makes rest of the contractor profile record view-only or disabled for edits when Contractor Profile Status is set as "Denied because on Supplemental Review list" / "Denied because on STOP ORDER." **Additional Information:**	M

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
	In other words, the contractor profile is locked, the record is view only or disabled, and no workflow process is continued for the record until the STOP ORDER or Supplemental Review profile is lifted.	
13	The system allows user to change Contractor Profile Status even when the rest of the record is locked.	**M**
14	The system allows edits or updates to contractor profile when the contractor profile status is set back to any other value other than Supplemental Review or STOP ORDER. **Additional Information:** For other statuses such as "Denied due to insufficient information" / "Pending Investigation" … the contractor profile stays editable.	**M**
15	The system allows its user to set Verification Type on contractor's profile. **Additional Information:** If the contractor profile is eligible for clearance check workflow, then verification process is initiated by assigning the Verification Type. Verification Type: provide choices to select from, allow to select one. The choices: "LEIN"," ZP-22", "Background", "LEIN + "ZP-22" + Background", "Clearance Workflow Completed – Contractor Approved", "Override", "Escalated for Further Review".	**M**
16	The system generates a new Verification Type ID each time a new verification type is assigned and saved for the contractor profile. **Additional Information:** • After creating the profile, user assigns the verification ID to the contractor profile depending on what type of verification check is needed and run verification checks outside FECT system. • The system maintains all rest of the contractor profile information as one record or a subset of the verification ID. • A verification ID + snapshot of all other information related to the verification + the date verification is assigned to the contractor profile together is one unique record.	**M**
17	The system maintains history of all unique Verification ID records mentioned in above requirement for each contractor profile in the system. **Additional Information:**	**M**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
	One sample scenario in which multiple verification IDs assigned to a contractor profile: If the contract spans over multiple years and because LEIN clearance is valid for only a year, each year a LEIN verification check is assigned to the contractor. So, there will be multiple verifications (IDs) assigned to the same contractor profile. A snapshot of each verification (the contractor profile information + verification history, clearance decision for that verification, system date when the verification was created etc.) is maintained separately for the contractor profile. When the contractor profile is viewed, two verification IDs along with their respective, unique to that verification information must be available.	
18	The System maintains the history of all LEIN Operator Comments entries for the contractor profile along with date and time stamp, user credentials for each comment.	**M**
19	The system displays read-only history of LEIN Operator Comment entries saved for the contractor profile in a dedicated area on Contractor Profile Page, sorted most recent at the top.	**M**
20	The system restricts user's option only to change Verification Type = "Override" once the system assigns Verification Type = "Escalation Workflow". **Additional Information:** In other words, the only verification type choice available to assign is "Override" once system assigns escalation workflow.	**R**
21	The system allows its user (FECT Application Role: LEIN Operator) to update Facility Entrance Clearance Status field when Verification Type = Override.	**R**
22	The system assigns Facility Entrance Clearance Status = Approved if Verification Type = LEIN + ZP-22 + Background Check and if Felony found on TALON = Approved and ZP-22 = Former Employee and Background Check = Green.	**R**
23	The system keeps track of Verification Type changes within a verification (ID) to maintain and display the history on Contractor Profile Page.	**R**
24	The system provides functionality to edit information on Contractor Profile Page.	**M**
25	The system provides functionality to save changes made on Contractor Profile Page.	**M**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
26	The system displays informational message upon successful edit, save operations. Additional Information Message text to be displayed will be provided at the time of implementation.	**M**
Search Contractor Profiles	This functionality allows user to enter criteria and search contractor profile(s). The extent of search result details displayed is restricted to /based on user's role on the application. Basic profile information and entrance clearance status only to - Front Desk Clerk. Complete profile and related information to - the LEIN Operator, FECT Admin. Complete profile and related information in read-only mode to – Read-Only FECT User.	
27	The system allows its user to enter following criteria to search contractor profiles. **Additional Information:** Following are the Search Criteria fields: Last name First Name Birth Date Gender Race Driver's License number Contractor/Vendor	**M**
28	The system performs 'contains' type search per user entered search criteria.	**R**
29	The system searches contractor profiles that match all entered search criteria. **Additional Information:**	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
	If any additional business logic that needs to be applied for search function, will be provided at the time of implementation.	
30	The system restricts users (FECT Application Role: Correctional Facility Staff) contractor profile search only within FECT profiles which went through LEIN check at least once and meet above entered search criteria. **Additional Information:** In other words, facility staff will not be able to search contractor profiles for which no LEIN had ever run i.e., on any of contractor profile verifications (IDs), if Verification type is not LEIN (or) LEIN + ZP22 (or) LEIN + Background (or) LEIN + ZP22 + Background" at least once and field Felony found on TALON = blank.	**R**
31	The system displays a message when no matching results found for entered search criteria.	**R**
32	The system provides functionality to clear entered search criteria.	**R**
33	The system presents search results in standard grid format with pagination. **Additional Information:** The pagination details such as maximum number of rows per page and related details will be provided at the time of implementation.	**R**
34	The system allows its User to specify Sort Criteria, Sort Order for search results. **Additional Information:** Current sort criteria: All the fields displayed in search results Sort Order: Ascending/Descending	**R**
35	The system displays following search result details to the user (to all application user roles except FECT Application Role: Correctional Facility Staff). **Additional Information:** Search results display following fields:	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
	Last Name First Name Date of Birth Age Gender Race Contractor/ Vendor Facility Entrance Clearance Status: display status as it is showing on Contractor Profile Page i.e., Approved (Green)/ Denied (Red)/STOP ORDER (Red)/Supplemental Review (Red). Clearance Expiration Date Operator	
36	The system displays following search result details to the user (FECT Application Role: Correctional Facility Staff). **Additional Information:** Search results display following fields: Last Name First Name Date of Birth Age Gender Race Contractor/ Vendor Facility Entrance Clearance Status: If Facility Entrance Clearance Status on the Contractor Profile Page = "Approved," populate Approved (Green) in the field here, if Facility Entrance Clearance Status = any other value than "Approved" then populate "Denied" (Red) in the field here. Note: If the above-mentioned logic to populate this field needs to be updated, it'll be provided at the time of implementation. Expiration Date Operator	**M**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
37	The system allows its user (except FECT Application Role: Correctional Facility Staff) to select any single search result to view its complete contractor profile details.	**R**
38	The system allows its user to filter search results by entering filter criteria. **Additional Information:** Filter criteria entered using any/all the search results fields.	**R**
39	The system allows its user to export search results to MS Excel/PDF/CSV.	**R**
Miscellaneous Requirements	Miscellaneous Requirements &Business Rules:	
40	The system calculates Clearance (LEIN) Expiration Date to display the same on contractor profile. **Additional Information:** Active/Inactive logic: For contractor profiles that have LEIN clearance history in the system and Active = Yes and **(1)** Clearance Expiration Date < current system date (3) if Contractor Profile Status = STOP ORDER (4) if Contractor Profile Status = Supplemental Review, system will make them Inactive i.e., Active = N. **(2)** If contractor changes jobs or (5) Left employment – these will be manually determined by the LEIN operator and updated as Inactive i.e., Active = N if, For contractor profiles that have no LEIN clearance history in the system and Active = Yes, following will make them Inactive i.e., Active = No: Will be manually determined by the LEIN operator.	**M**
Table Maintenance and Administration	Table Maintenance: This functionality includes Search, View/Display, Sort, Edit/Update, Create/add new, Delete, and Save changes to table records. It also includes capturing and maintaining User credentials, Date & Time stamp captured by the System every time a table operation is saved. Functions listed above apply to all maintenance screens.	
41	The system provides a GUI screen for the maintenance of “Contractor Profile Status” table.	**M**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
	Additional Information: Contractor Profile Status: "Initial Verification," "Denied due to insufficient information," "Denied due to Supplemental Review needed," "Pending Investigation," "Assigned to the Approver," "STOP Order" et. Allow user to add/delete/update entries.	
42	The system provides GUI screen for the maintenance of "Verification Type and Approvers" table. **Additional Information:** Example: Verification Type Approver LEIN ZZZ@michigan.gov Each Verification Type has certain approvers. The same approver can be in multiple Verification Types. Verification Type "All Approvers" has every single approver in the table. This table allows user to maintain the list.	**R**
43	The system provides GUI screen for the maintenance of "Verification Type" table. **Additional Information:** Verification Types: LEIN," "LEIN + ZP-22", "LEIN + ZP-22 + Background", "LEIN + Background," "Background + ZP-22". Each Verification Type has certain approvers. The same approver can be in multiple Verification Types. Verification Type "All Approvers" has every single approver in the table. This table allows user to maintain the list.	**R**
44	The system provides a GUI screen for the maintenance of "Approvers" table. **Additional Information:** Table fields: Approver's Full Name: provide employee information look-up. Email: system to populate based on look-up information	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
	Approval Type: Escalation Workflow/ Time Approval Approver examples: Deputy Director, MSP, MDOC Administrator…	
45	The system provides a GUI screen for the maintenance of "Vendor" table. **Additional Information:** Table fields: Vendor's Full Name: provide look-up. Email: system to populate based on look-up information. Contractor or sub-contractor:	**M**
Application Security Roles & Access	Application Security Roles & Access	
46	The system provides certain pre-configured user roles with access levels as follows: **Additional Information:** Following are application roles identified as of now. Complete role functionality matrix will be provided at the time of implementation. 1. LEIN Operator: Has access to enter, edit contractor profiles, and take through levels of verification and approval (workflow levels), override. 2. Approver (MDOC Administrator): Has access to view contractor profile and related information only, but can enter and save clearance decision, approver comments on contractor profile. 3. FECT Admin (ADSS Staff, Contract Managers): A supervisor who has accesses to the entire application. 4. Correctional Facility Staff: can use search function, find profiles but can only view a part of Contractor Profile, refer search requirements for details.	**R**
Interfaces	Interfaces:	
48	The system interfaces (inbound only for FECT) with Location (Facility) Information Source. **Additional Information:**	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
	Source of information and field details have been identified in the requirements above, complete list will be provided at the time of implementation.	
49	The system interfaces only via highly secure channels to ensure confidentiality. **Additional Information:** FECT system has Personally Identifiable Information (PII), Criminal Justice Information (CJI) so, the data needs to be secured both at rest and in transit.	**R**

#	Report Name	Functionality	Report Output Fields List	Report Parameters/Selection Criteria	Report Output Filter/Sort Criteria
1	**LEIN Expiration Dates by Contractor / Visitor***	To provide a list of all contractor/visitor*profiles for which the LEIN already expired (or expiration is approaching) within a specific date range.	Report populates with contractor's/visitor's* name, vendor name, and LEIN Expiration Date for a specific date range.	Select date range (Begin and End Date) to be searched.	
2	**LEIN Expiration Dates by Vendor**	To provide a list of all contractor profiles for which the LEIN already expired (or expiration is approaching) for a specific vendor within a specific date range.	Report populates with all contractors tied to a specific vendor and displays vendor name, contractor's name, and LEIN Expiration Date for a specific date range.	Select Vendor and Date Range (Begin and End Date) to be searched.	
3	**Contractor by Facility Assignment (or Statewide)**	To provide a list of all contractor profiles tied to a specific facility (or set of facilities including all facilities) within a specific date range.	Report populates with all contractors tied to a specific facility (or set of facilities including all facilities)	Select Facility (including single, multiple, or all) and date range (Begin and End Date) to be searched.	

4	**Contractor by Vendor**	To provide a list of all contractor profiles tied to a specific vendor within a specific date range.	Report populates with all contractors tied to a specific vendor	Select Vendor and Date Range (Begin and End Date) to be searched.	
5	**Contractor by Facility Assignment (or all) and Vendor**	To provide a list of all contractor profiles tied to a specific facility (or set of facilities including all facilities) AND to a specific vendor within a specific date range.	Report populates with all contractors tied to a specific facility (or set of facilities including all facilities) and tied to a specific vendor	Select Facility (including single, multiple, or all), Vendor, and date range (Begin and End Date) to be searched.	
6	**Contractor by Profile Status**	To provide a list of contractor profiles for each Profile Status type within a specific date range.	Report populates with all contractors tied to a specific Profile Status type.	Select Profile Status (including single, multiple, or all) and date range (Begin and End Date) to be searched.	
7	**Contractor Profile Approval History (Audit Trail)**	To provide a list of Approver Comments and Clearance Decision entries (i.e., an audit trail) tied to a specific contractor profile within a specific date range.	Report populates with all approvals tied to a specific contractor's profile along with user credentials, date, and time stamp for each clearance decision.	Select Contractor and date range (Begin and End Date) to be searched.	
8	**Contractor Profile Change History (Audit Trail)**	To provide a list of changes (i.e., an audit trail) tied to a specific contractor profile within a specific date range.	Report populates with all changes to a specific contractor's profile along with user credentials, date, and time stamp for each clearance decision.	Select Contractor and date range (Begin and End Date) to be searched.	

5) Volunteer Facility Entrance Clearance Tracking (VFECT)

Unique Identifier	Detailed Requirement Description	Priority (Mandatory/ Required/ Optional)
Search	This functionality allows user to enter criteria and search volunteer profile(s).	
1	The system allows its user to enter following criteria to search volunteer profiles. **Additional Information:** Search Criteria fields: **Last Name** **First Name** **Social Security** **HRMN ID #** **Driver's License**	**R**

Unique Identifier	Detailed Requirement Description	Priority (Mandatory/ Required/ Optional)
2	The system performs 'contains' type search per user entered search criteria.	**R**
3	The system searches volunteer profiles that match all entered search criteria.	**R**
4	The system displays a message when no matching results found for entered search criteria.	**R**
5	The system provides functionality to clear entered search criteria.	**R**
6	The system presents search results in standard grid format with pagination.	**R**
7	The system allows its user to specify Sort Criteria, Sort Order for search results.	**R**
8	The system displays search result details with following field details. **Additional Information:** Search results display Last Name First Name Default Location Active: Yes/No Type: Status:	**R**
9	The system allows user to select a single search result record.	**R**
10	The system displays selected search result record / volunteer profile details.	**R**
Volunteer Profile Page	Volunteer Profile Page	
11	The system provides its user (VFECT Application Role: Facility Coordinator) Volunteer Profile Page functionality allowing user to manually enter information, create new, update existing, save changes to a volunteer profile. **Additional Information:** Volunteer Profile Page has following fields. <u>Volunteer Profile Header (Header) Information:</u> Volunteer Name: Last Name, First Name of the volunteer Volunteer's Default Location: provide a location look-up allow to choose one.	**M**

Unique Identifier	Detailed Requirement Description	Priority (Mandatory/ Required/ Optional)
	Volunteer's Address1: Address2: Address3: City: State ID: provide a dropdown. Zip Code: Birth Date: Race: Eye Color: Gender: Photo: allow user to upload a photo <u>Visit Details (Visit) Information:</u> Reason for Visit: provide a list of choices, allow user to select one. The list to be provided at the time of implementation. Date In: provide a date picker. Date Out: provide a date picker. Time In: allow user to enter. Time Out: allow user to enter. <u>Volunteer's Facility Entrance Clearance Approval Information:</u> LEIN Cleared Date: provide a date picker. Approved Facilities: allow user to add 1 or multiple approved locations for each volunteer profile. User should also be able specify whether a particular location (approval) is currently active for the volunteer or not (see requirement # 22 below) and system captures and displays date, time stamp, user credentials for each approved location active/inactive update (see requirement # 23 below), provide location lookup, allow user to select multiple locations. Notes: provide a long text field with spelling check function, maintain history and display and with date, time, user credentials.	

Unique Identifier	Detailed Requirement Description	Priority (Mandatory/ Required/ Optional)
	PREA / Orientation Loc, Date: provide a text field with a location look-up, provide a date field with date picker. Rescinded Reason, Date: provide a text field with a dropdown, provide a date field with date picker.	
12	The system allows its user (VFECT Application Role: VFECT Administrator) to specify whether an Approved Facility user added or updated on a volunteer profile is active or not.	**R**
13	The system captures and displays date, time stamp along with user credentials and displays the same each time the approved location is updated to specify Active/Inactive for a volunteer profile.	**R**
14	The system controls access/updates to the Header and the Visit Details Information, and the Facility Entrance Clearance Approval Information of the Volunteer Profile on the Volunteer Profile Page based upon pre-configured application roles and their accessibility. **Additional Information:** Complete role functionality matrix will be provided	**R**
15	The system performs duplicate record verification before saving a new volunteer profile. **Additional Information:** Duplicate volunteer profile verification is done based on the First Name, Last Name, Date of Birth of the volunteer. Any additional qualifiers need to be added to this list will be provided at the time of implementation.	**R**
16	The system prevents user from creating duplicate volunteer profiles. **Additional Information:** System's basis to verify duplicate records /the uniqueness of volunteer profile and the warning message to be displayed will be provided at the time of implementation.	**R**
17	The system displays a success message upon volunteer profile creation.	**R**
18	The system, on the Volunteer Profile Page, provides its user (VFECT Application Role: Facility Coordinator) functionality to create new, update existing, and save changes to a volunteer visit pass.	**R**
19	The system performs duplicate pass creation before saving a visit pass. **Additional Information:** Duplicate visit pass verification is done based on the First Name, Last Name, Date of Birth of the volunteer, visit date, time in, time out. Any additional qualifiers need to be added to this list will be provided at the time of implementation.	**R**
20	The system prevents user from creating duplicate visit passes. **Additional Information:**	**R**

Unique Identifier	Detailed Requirement Description	Priority (Mandatory/ Required/ Optional)
	System's basis to verify duplicate records /the uniqueness of volunteer profile and the warning message to be displayed will be provided at the time of implementation.	
21	The system displays a success message upon visit pass creation. **Additional Information:** Pass has following fields: Location Last Name, First Name Date Time In Time Out Reason for Visit Notes	**R**
22	The system allows its user to print the visit pass.	**R**
23	The system maintains the history of volunteer visits for each volunteer profile. **Additional Information:** History of all passes created for the volunteer profile are displayed.	**R**
24	The system displays the all the history of volunteer visits for selected volunteer record.	**R**
25	The system prevents user from creating volunteer visit pass outside the LEIN validity window. **Additional Information:** LEIN Validity date window is, from: LEIN Cleared Date, to: LEIN Cleared Date + 12 months. The error message text to be displayed for this validation will be provided during the implementation.	**R**
26	The system prevents user from creating volunteer visit pass if the PREA Orientation is not completed. **Additional Information:** PREA Orientation is complete when there is a date saved in the field on volunteer profile. The message text to be displayed for this validation will be provided during the implementation.	**R**
27	The system prevents user from creating volunteer visit pass if the volunteer has been Rescinded. **Additional Information:** When a volunteer is rescinded, on volunteer profile, Rescinded Reason and/or Rescinded Date fields have a value.	**R**

Unique Identifier	Detailed Requirement Description	Priority (Mandatory/ Required/ Optional)
	The message text to be displayed for this validation will be provided during the implementation.	
28	The system automatically inactivates all Approved Facilities for the volunteer profile when he / she has been Rescinded.	**R**
Application Security Roles & Access	Application Security Roles & Access	
29	The system provides certain pre-configured user roles with access levels as follows: **Additional Information:** Following are application roles identified as of now. Complete role functionality matrix will be provided at the time of implementation. 1. Facility Coordinator: Has access to enter, edit, save volunteer profile header, visit details information, create, and print visit passes, run reports. 2. VFECT Administrator (MDOC Administrator): Has access to view volunteer profile header, visit details information, can enter and save Facility Entrance Clearance Approval Information on volunteer profile, run reports. 3. Information Desk Officer: Create and print visit pass only.	**R**
Table Maintenance and Administration	Table Maintenance: This functionality includes Search, View/Display, Sort, Edit/Update, Create/add new, Delete, and Save changes to table records. It also includes capturing and maintaining User credentials, Date & Time stamp captured by the System every time a table operation is saved. Functions listed above apply to all maintenance screens.	
30	The system provides a GUI screen for the maintenance of “Rescinded Reason” table. **Additional Information:** Field details will be provided at the time of implementation.	**R**

Unique Identifier	Detailed Requirement Description	Priority (Mandatory/ Required/ Optional)
Interfaces	Interfaces	
31	The system interfaces (in, out bound for VFECT) with Location (Facility) Information Source. **Additional Information:** Source of information and field details have been identified in the requirements above, complete list will be provided at the time of implementation.	**R**

Report Name	Functionality	Report Output Fields List	Report Parameters/Selection Criteria	Report Output Filter/Sort Criteria	Output Format	Export	Report Requirement Priority Mandatory(M)/Required (R)/ Optional(O)
LEIN Expiration Dates by Volunteer.	To provide a list of all volunteer profiles for which the LEIN already expired (or expiration is approaching) within a specific date range.	Report populates with Volunteer's name, vendor name, and LEIN Expiration Date for a specific date range.	Select date range (Begin and End Date) to be searched.				**R**
Volunteer by Facility Assignment (or Statewide)	To provide a list of all Volunteer profiles tied to a specific facility (or set of facilities including all facilities) within a specific date range.	Report populates with all Volunteers tied to a specific facility (or set of facilities including all facilities)	Select Facility (including single, multiple, or all) and date range (Begin and End Date) to be searched.				**R**
Volunteer by Profile Status	To provide a list of volunteer profiles for each Profile Status type within a specific date range.	Report populates with all contractors tied to a specific Profile Status type.	Select Profile Status (including single, multiple, or all) and date range (Begin and End Date) to be searched.				**R**

Volunteer Profile Approval History (Audit Trail)	To provide a list of Approver Comments and Clearance Decision entries (i.e., an audit trail) tied to a specific volunteer profile within a specific date range.	Report populates with all approvals tied to a specific volunteer's profile along with user credentials, date, and time stamp for each clearance decision.	Select Volunteer and date range (Begin and End Date) to be searched.				**R**
Volunteer Profile Change History (Audit Trail)	To provide a list of changes (i.e., an audit trail) tied to a specific Volunteers profile within a specific date range.	Report populates with all changes to a specific Volunteer's profile along with user credentials, date, and time stamp for each clearance decision.	Select Volunteer and date range (Begin and End Date) to be searched.				**R**
Volunteer visit entries summary (by Date Range)	To provide a report to view the summary of a volunteer's facility visits within a date range. To reconcile Volunteer entry and exit times.	Report populates a summary of visits for a volunteer within a date range.	Select volunteer and date range (Begin and End Date) to be searched.				**R**

6) Corrections Human Resources Information System (CHRIS)

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
Search	Search employee/Contractor/Volunteer Profiles	
1	The system allows its user to enter following criteria to search Profiles. **Additional Information:** Search Criteria fields: Last Name, First Name, SSN, HRMN #	**R**
2	The system performs 'contains' type search per user entered search criteria.	**R**
3	The system searches profiles that match all entered search criteria. **Additional Information:** If any additional business logic that needs to be applied for search function, will be provided at the time of implementation.	**R**
4	The system displays a message when no matching results found for entered search criteria.	**R**
5	The system provides functionality to clear entered search criteria.	**R**
6	The system presents search results in standard grid format with pagination. **Additional Information:** Last Name, First Name, Default Location, Active, Type, Status The pagination details such as maximum number of rows per page and other such details will be provided at the time of implementation.	**R**
7	The system allows its user to select a single search result to access its details. **Additional Information:** View Profile Page	**R**
8	The system allows its user to view the details of the selected search result Profile.	**R**
9	The system allows the user to export search results to MS Excel.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
10	The system provides a modified version of search capability for Employee Inquiry functionality. **Additional Information:** Employee Inquiry functionality may use different search criteria and restrictive access to employee profiles (only certain information can be displayed). The business rules, restriction details will be provided at the time of implementation.	**R**
Create Profile	Create profile function	
11	The system requires its user to specify Profile Type when creating a new record. **Additional Information:** Profile Type: choices, “Employee”, “Contractor”, “Vendor”, “Volunteer”.	**R**
12	The system presents or enables profile attribute fields per user selected Profile Type. **Additional Information:** Create <Profile Type> Profile page GUI (Profile Page) Separate list of attribute fields for Employee / Contractor / Vendor/ Volunteer Profiles will be provided at the time of implementation.	**R**
13	The system generates a sequential, unique, read-only identification for each new profile created. **Additional Information:** An employee profile has the unique ID and the HRMN on the profile record, whereas non-employee profile, there is only a unique ID#.	**R**
14	The system performs duplicate record verification before saving a new profile. **Additional Information:** Duplicate profile verification is done based on the First Name, Last Name, Date of Birth, SSN, Driver’s License etc. Any additional qualifiers need to be added to this list will be provided at the time of implementation.	**R**
15	The system displays an informational message upon successful creation of a profile record.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
16	The system stores employee information feed received from HRMN system. **Additional Information:** Storing the interface feed means, the profiles in CHRIS are updated automatically by the system i.e., (not by the user) for records with Profile Type = "Employee". The current interface in place between MCSC-HR and OMNI for the above purpose has already been established. An interface crosswalk with source fields (HRMN system) and their corresponding target fields (OMNI), any business logic that needs to be applied will be provided at the time of implementation. Informational Note (not a requirement): An option to update the current interface from a periodic feed to a real-time interface will be explored outside of this project, if need be.	**R**
17	The system provides capability to bring in and store any additional information needed from current HRMN-MDOC interface. **Additional Information:** If any additional fields identified to be read from the interface, the list will be provided at the time of implementation.	**R**
17.1	The system provides capability to bring in and store employees' email ID information via HRMN-MDOC interface. **Additional Information:** The email addresses are currently being updated by either MDOC employees or the staff. Going forward, the information should be read from its source i.e., HRMN.	**R**
Update Profile	Update profile function	
18	The system allows its user to search a profile to update the record.	**R**
19	The system provides functionality to capture "Terminated at MDOC" Date for an employee. **Additional Information:** Field name: Terminated at MDOC. Note: If an employee moved from MDOC to another State of Michigan agency, HRMN interface doesn't populate Termination Date for the employee. Terminated at MDOC field helps capture that information.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
20	The system ensures all employee profile attribute fields populated by HRMN interface on Employee Profile Page are read-only with few exceptions. **Additional Information:** HRMN #, Last Name, First Name, Middle Initial, Suffix, SSN #, Default Location etc. Complete list of read-only fields, editable fields will be provided at the time of implementation.	**R**
21	The system provides Save functionality for all updates made to profiles. **Additional Information:** Save functionality includes the validations that need to be performed before executing save, saving changes into the database, displaying save successful message.	**R**
22	The system displays respective success message upon Employee/Contractor/Volunteer profile update or save Profile.	**R**
23	The system provides functionality to convert an employee profile into a contractor/volunteer/vendor profile or vice versa. **Additional Information:** For example, when an employee becomes a contractor, 1. "Terminated at DOC" date is entered and saved. 2. Active Contractor attribute is checked/ = "Yes". 3. Profile Type is changed to Contractor. 4. The profile is identified by the unique ID (not by HRMN#) any longer. Complete list of business rules, validations, field attributes to be used for profile conversions will be provided at the time of implementation.	R

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
Update Location Information	Update Location Information on profile.	
24	The system provides Location Information Page functionality to update / maintain Location Information. **Additional Information:** Location Information Page Most of the location information is populated by HRMN feed. The few updatable at DOC fields on Location Information Page will be provided at the time of implementation.	**R**
25	The system ensures all profile attribute fields populated by HRMN interface on Location Information Page are read-only with few exceptions. Additional Information: Agency Code, Agency Name, Pay Status, Home Unit details, Department details, Non-Service Hours, Military Service Hours etc. Complete list of read-only fields, editable fields will be provided at the time of implementation.	**R**
Employee Profile – Additional Details	Employee Profile – Additional Details	
26	The system provides functionality to capture additional details for the employee profile. **Additional Information:** Email Address: MDOC Anniversary Date: provide date picker. Non-MDOC Employee: Boolean, Y/N. Non-MDOC Employee Type: provide dropdown choices. Non-MDOC Employer: provide dropdown choices.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
Tuberculosis (TB) Status	Tuberculosis (TB) Test Status	
27	The system provides functionality to capture Tuberculosis Test Status for the employee profile. Additional Information: Fields: Test Status: Test Status Date: Questionnaire: Completed: TB History: Boolean, y/n Note: Complete list fields to be provided at the time of implementation.	**R**
28	The system maintains Tuberculosis Test Status history for an employee display the same on the profile. Additional Information: Note: Whether CHRIS is the primary source for employees' TB test results information or not will be decided and communicated at the time of implementation.	**R**
Interfaces	Interfaces	
29	The system allows its downstream application(s) to interface with it to access firearms master data stored in system's database. **Additional Information:** This interface is needed to support Firearms Authorization Tracking System (FATS) application.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
30	The system interfaces with Facility Entrance Clearance Tracking System (FECTS) to bring in STOP ORDER or any such important indicator recorded in FECTS for the contractors/vendors to update corresponding profiles in CHRIS. **Additional Information:** FECTS, for its clearance tracking purposes records LEIN and other such checks results. The same contractor/vendor profile in CHRIS system needs to be updated with the indicator. One common attribute/field that can be used to link profiles in CHRIS and FECTS is, "Driver's License".	**R**
31	The system interfaces with Volunteer Facility Entrance Clearance Tracking System (VFECTS) to bring in STOP ORDER or any such important indicator recorded in VFECTS for the contractors/vendors to update corresponding profiles in CHRIS. **Additional Information:** VFECTS, for its clearance tracking purposes records LEIN and other such checks results. The same contractor/vendor profile in CHRIS system needs to be updated with the indicator. One common attribute/field that can be used to link profiles in CHRIS and VFECTS is, "Driver's License".	**R**
Miscellaneous	Miscellaneous requirements.	
32	The system captures user credentials, date, time stamp for any updates made to employee/contractor/volunteer profiles.	**R**
33	The system displays last updated by, date, time stamp details on employee/contractor/volunteer/vendor profiles.	**R**
Table Maintenance and Administration	Table Maintenance: This functionality includes Search, View/Display, Sort, Edit/Update, Create/add new, Delete, and Save changes to table records. It also includes capturing and maintaining User credentials, Date & Time stamp captured by the System every time a table operation is saved. Functions listed above apply to all maintenance screens.	

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
34	The system provides a GUI screen for the maintenance of "Employee – Firearm Assignment" table. **Additional information:** An employee can have multiple assignments. Table fields: field details to be provided at the time of implementation.	**R**
35	The system provides a GUI screen for the maintenance of "Weapon Type" table. **Additional Information:** Table fields: field details to be provided at the time of implementation.	**R**
36	The system provides a GUI screen for the maintenance of "Gun Make" table. **Additional Information:** Table fields: field details to be provided at the time of implementation.	**R**
37	The system provides a GUI screen for the maintenance of "Working Title" table. **Additional Information:** Table fields: field details to be provided at the time of implementation.	**R**
38	The system provides a GUI screen for the maintenance of "Work Type" table. **Additional Information:** Table fields: field details to be provided at the time of implementation.	**R**
39	The system provides a GUI screen for the maintenance of "Work Location" table. **Additional Information:** Table fields: field details to be provided at the time of implementation.	**R**
40	The system provides a GUI screen for the maintenance of "Funding Source" table. **Additional Information:** Table fields: field details to be provided at the time of implementation.	**R**
41	The system provides a GUI screen for the maintenance of "Pay Status" table. **Additional Information:** Table fields: field details to be provided at the time of implementation.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
42	The system provides functionality for administrative tasks. **Additional Information:** Administrative tasks include but not limited to password reset, user permissions, and application security. Complete list of tasks will be provided at the time of implementation.	**R**
43	The system provides a GUI screen for the maintenance of "Caseload" table. **Additional Information:** Table fields: Caseload: Caseload Description: Trust Accounts: Boolean, Y/N Caseload Type: Active: Boolean, Y/N Location: system to populate based on Caseload – Location assignment, read-only field. Start Date: provide date picker. End Date: provide date picker. Note: If a caseload type is inactivated all locations assigned to that caseload are unassigned for the employee profile. If individual location needs to be locked, used can use End Date.	**R**
44	The system provides a GUI screen for the maintenance of "Caseload Type" table. **Additional Information:** Table fields: field details to be provided at the time of implementation.	**R**
45	The system provides a GUI screen for the maintenance of "Caseload – Location assignment" table. **Additional Information:** Table fields: field details to be provided at the time of implementation.	**R**

Unique Identifier	Business Specification	Priority (Mandatory/ Required/ Optional)
Application Security Roles & Access	Application Security Roles & Access	
46	The system provides certain pre-configured user roles with access levels as follows: **Additional Information:** Following application roles identified as of now. Complete role functionality matrix will be provided at the time of implementation. CHRIS Administrator: Has access to all functionality of the application. ADSS Data Management: Create, update, view and save employee, Contractor, Vendor, Volunteer profiles.	**R**
Reports	Reports	
47	The system provides functionality to run a report to view following employee record details. **Additional Information:** Name of the report: Employee Information Report Details to be displayed: Last Name First Name M.I. HRMN # Location/Caseload Employee Type – i.e. Sergeant, Correction Officers, Contractor SOM ID – email address Termination Date	R
48	The system must allow the user to upload a defined Excel spreadsheet with employee metadata into the system (this includes employee MDOC seniority hours)	R

STATE OF MICHIGAN
ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **3**
to
Contract Number **MA180000000558**

CONTRACTOR	
	ADVANCED TECHNOLOGIES GROUP, LLC
	1601 48th Street, Suite 200
	West Des Moines IA 50266
	Atul Gupta
	515-221-0095
	atulg@a-t-g.com
	CV0053510

STATE			
	Program Manager	Various	Various
	Contract Administrator	Jeremy Lyon	DTMB
		517-230-2858	
		lyonj5@michigan.gov	

CONTRACT SUMMARY			
Offender Management Network Information (OMNI) System			
INITIAL EFFECTIVE DATE	**INITIAL EXPIRATION DATE**	**INITIAL AVAILABLE OPTIONS**	**EXPIRATION DATE BEFORE**
June 20, 2018	June 19, 2028	10 - 12 Months	June 19, 2028
PAYMENT TERMS		**DELIVERY TIMEFRAME**	
Net 45		N/A	
ALTERNATE PAYMENT OPTIONS		**EXTENDED PURCHASING**	
☐ P-Card ☐ Direct Voucher (PRC) ☐ Other		☒ Yes ☐ No	
MINIMUM DELIVERY REQUIREMENTS			
N/A			

DESCRIPTION OF CHANGE NOTICE				
OPTION	**LENGTH OF OPTION**	**EXTENSION**	**LENGTH OF EXTENSION**	**REVISED EXP. DATE**
☐		☐		
CURRENT VALUE	**VALUE OF CHANGE NOTICE**	**ESTIMATED AGGREGATE CONTRACT VALUE**		
$37,594,988.00	$219,735.80	$37,814,723.80		

DESCRIPTION

Effective 11/20/2024, this change is to add new set of screens and reports for the Ticketing application, update the deliverables to allow for staff to log and track communications with the public about offenders. Please see the attached for further dialogue on the updates to the ticketing application. Adding funds in the amount of $219,735.80 to cover these updates.

All other terms, conditions, specifications, and pricing remain the same. Per Contractor, Agency and DTMB Central Procurement approval.

Program Managers
for
Multi-Agency and Statewide Contracts

AGENCY	NAME	PHONE	EMAIL
MDOC	Jeff W. Anderson	517-335-1251	Andersonj30@michigan.gov
DTMB	David Enslin	517-930-6332	enslind@michigan.gov

STATEMENT OF WORK -
IT CHANGE NOTICE

Project Title: Communication Functionality for MDOC COMS Ticketing	**Period of Coverage:** 06/19/2028
Requesting Department: MDOC	**Date**: 11/20/2024
Agency Program Manager: Kevin Burtovoy	**Phone**: 517-648-0337
DTMB Program Manager: Dave Enslin	**Phone**: 517-930-6332

Brief description of services to be provided:

BACKGROUND:

MDOC is requesting that DTMB execute a CN to add funds and scope to increase the functionality of the system's existing ticketing solution. MDOC is requesting the Contractor to add a new set of screens and reports to the Ticketing application to allow staff to log and track communications with the public about offenders. This will involve adding offender information to the Ticketing application. Each business group of the agency will be secured independently so that users from one business group cannot see the communication regarding another business group of the application.

PROJECT OBJECTIVE:

Add a new set of screens and reports to the Ticketing application to allow staff to log and track communications with the public about offenders. This will involve adding offender information to the Ticketing application. Each business group of the agency will be secured independently so that users from one business group cannot see the communication regarding another business group of the application.

SCOPE OF WORK:

Updating MDOC COMS Ticketing application.

PROJECT CONTROL AND REPORTS:

A bi-weekly progress report must be submitted to the Agency and DTMB Project Managers throughout the life of this project. This report may be submitted with the billing invoice. Each bi-weekly progress report must contain the following:

STATEMENT OF WORK -
IT CHANGE NOTICE

1. **Hours**: Indicate the number of hours expended during the past two weeks, and the cumulative total to date for the project. Also state whether the remaining hours are sufficient to complete the project.
2. **Accomplishments**: Indicate what was worked on and what was completed during the current reporting period.
3. **Funds**: Indicate the amount of funds expended during the current reporting period, and the cumulative total to date for the project.

SPECIFIC DEPARTMENT STANDARDS:

No additional MDOC standards.

PAYMENT SCHEDULE:

ATG's cost for developing the solution is 796 hours at $276.05 per hour for a total of $219,735.80

Payment will be made on a one-time basis once the project is completed and accepted by the MDOC Program Manager or designee. DTMB will pay CONTRACTOR upon receipt of properly completed invoice(s) which shall be submitted to the billing address on the State issued purchase order not more often than monthly. DTMB Accounts Payable area will coordinate obtaining Agency and DTMB Project Manager approvals. All invoices should reflect actual work completed by payment date and must be approved by the Agency and DTMB Project Manager prior to payment. The invoices shall describe and document to the State's satisfaction a description of the work performed, the progress of the project, and fees. When expenses are invoiced, receipts will need to be provided along with a detailed breakdown of each type of expense.

Payment shall be considered timely if made by DTMB within forty-five (45) days after receipt of properly completed invoices.

EXPENSES:

The State will NOT pay for any travel expenses, including hotel, mileage, meals, parking, etc.

PROJECT CONTACTS:

The designated Agency Project Manager is:

Darren Elliot
MDOC
W. St. Joe Office
Lansing MI 48933

STATEMENT OF WORK -
IT CHANGE NOTICE

517-243-6830
elliottd6@michigan.gov

AGENCY RESPONSIBILITIES:

MDOC will provide Subject Matter Experts for testing and follow up questions or issues.

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

Consultants will work at:

Contractor's place of business and will perform all work remotely.

STATEMENT OF WORK -
IT CHANGE NOTICE

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

Work hours are not to exceed eight (8) hours a day, forty (40) hours a week. Normal working hours of 8:00 am to 5:00 pm are to be observed unless otherwise agreed to in writing.

No overtime will be permitted.

This purchase order is a release from Contract Number . This purchase order, statement of work, and the terms and conditions of Contract Number constitute the entire agreement between the State and the Contractor.

PROJECT PLAN:

1. Create a new maintenance table and screen to allow MDOC to maintain a list of Correspondence Types.

2. Create a new maintenance table and screen to allow MDOC to maintain a list of Complaint Categories.

3. Create a new maintenance table and screen to allow MDOC to maintain a list of Complaint Types.

4. Create a new maintenance table and screen to allow MDOC to maintain a list of Complaint System Users. This screen will have MDOC select staff members that are allowed to be entered in the Investigated By and Prepared By fields.

5. Create a new maintenance table to track business groups. There will NOT be a screen to maintain these – they will be system defined.

6. Create a new maintenance table and screen to allow MDOC to maintain a list of Departments for each business group.

7. Create a new maintenance table and screen to allow MDOC to maintain a list of Disciplines for each business group.

8. Create a new maintenance table and screen to allow MDOC to maintain a list of Issue Categories for each business group.

9. Inmate Demographic Interface – use the same style interface that food service uses to get inmate and housing information.

STATEMENT OF WORK -
IT CHANGE NOTICE

10. Inmate Search and Info Screens – use the same style screens that food service uses to search for and display inmate information.

11. Staff Interface (existing HRMN records from the back-bridge currently in-place)

12. Staff Search and Info Screens

13. Create a “View Complaints” screen similar in style to the View Tickets screen.

    a. The following fields will be allowed to search by:
        i. Business Group (only show groups the logged in user has security to see)
        ii. Region
        iii. Facility
        iv. Issue Category
        v. Complaint Category
        vi. Complaint Type
        vii. Inmate
        viii. Investigated By (Staff)
        ix. Reference Number

    b. The following columns will be in the results grid:
        i. Reference Number
        ii. Business Group
        iii. Region
        iv. Facility
        v. Issue Category
        vi. Complaint Category
        vii. Complaint Type
        viii. Inmate Name and Number
        ix. Investigated by Staff Name
        x. Date of Contact
        xi. Date Due
        xii. Date Closed

14. Create a “Create/Edit Complaint” screen. The following fields will need to be captured:
    a. Reference Number (auto generated)
    b. Business Group (only show groups the logged in user has security to see)

c. Facility (drop down)
d. Region (read-only field driven by the selected facility)
e. Issue Category (dropdown)
f. Department ID (dropdown)
g. Discipline (dropdown)
h. Complaint Category (dropdown)
i. Complaint Type (dropdown)
j. Correspondence Type (dropdown)
k. Inmate (select from inmate search, not tied to the selected facility, can be "inactive" inmates)
l. Person Named
m. Complaint Name (Person making the complaint)
n. Complainant Contact Info (phone number and/or email address)
o. Investigated By (dropdown of complaint system users)
p. Prepared By (dropdown of complaint system users)
q. Date of Contact (default to current date- can't be future – can't be older than 30 days)
r. Due Date (automatic view-only field – 2 weeks after contact date)
s. Date Closed (can't be before date of contact, can't be a future date)
t. Complaint Description Text
u. Findings Text
v. Closure/Resolution Text (required if they put in a date closed, not allowed until a date closed is entered)

15. Create the following reports
    a. Complaint Counts – shows the following for the selected date range:
        i. Total Complaints
        ii. Number of Complaints Closed
        iii. Number of Current Open Complaints
    b. Complaint Details
        i. Criteria: Business Group, Category, Location, Date Range
        ii. Columns:
            1. Reference Number
            2. Business Group
            3. Facility
            4. Issue Category
            5. Complaint Category
            6. Complaint Type
            7. Inmate
            8. Person Named

STATEMENT OF WORK -
IT CHANGE NOTICE

9. Investigated By
10. Prepared By
11. Date of Contact
12. Due Date
13. Date Closed

iii. Order By: Reference Number

STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
Department of Technology, Management, and Budget
525 W. ALLEGAN ST., LANSING, MICHIGAN 48913
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **2**

to

Contract Number **180000000558**

CONTRACTOR	
	ADVANCED TECHNOLOGIES GROUP, LLC
	1601 48th Street, Suite 200
	West Des Moines, IA 50266
	Atul Gupta
	515-221-0095
	atulg@a-t-g.com
	CV0053510

STATE			
	Program Manager	Various	MDOC
	Contract Administrator	Jarrod Barron	DTMB
		(517) 249-0406	
		barronj1@michigan.gov	

CONTRACT SUMMARY			
MICHIGAN DEPARTMENT OF CORRECTION-CORRECTIONS OFFE			
INITIAL EFFECTIVE DATE	**INITIAL EXPIRATION DATE**	**INITIAL AVAILABLE OPTIONS**	**EXPIRATION DATE BEFORE**
June 20, 2018	June 19, 2028	10 - 1 Year	June 19, 2028
PAYMENT TERMS		**DELIVERY TIMEFRAME**	
ALTERNATE PAYMENT OPTIONS			**EXTENDED PURCHASING**
☐ P-Card	☐ PRC	☐ Other	☒ Yes ☐ No
MINIMUM DELIVERY REQUIREMENTS			

DESCRIPTION OF CHANGE NOTICE				
OPTION	**LENGTH OF OPTION**	**EXTENSION**	**LENGTH OF EXTENSION**	**REVISED EXP. DATE**
☐		☐		June 19, 2028
CURRENT VALUE	**VALUE OF CHANGE NOTICE**		**ESTIMATED AGGREGATE CONTRACT VALUE**	
$37,594,988.00	$0.00		$37,594,988.00	

DESCRIPTION

Effective 8/30/2021, the parties add a Prepaid 12,500 Hour Service Pack at a blended hourly rate of $241.64. The State will utilize existing funds to pay the $3,020,500.00 fee. All other terms, conditions, specifications, and pricing remain the same. Per Contractor, Agency and DTMB Central Procurement approval.

Program Managers
for
Multi-Agency and Statewide Contracts

AGENCY	NAME	PHONE	EMAIL
MDOC	Jeff W. Anderson	517-335-1251	Andersonj30@michigan.gov
DTMB	David Enslin	517-930-6332	enslind@michigan.gov

STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
Department of Technology, Management, and Budget
525 W. ALLEGAN ST., LANSING, MICHIGAN 48913
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **2**

to

Contract Number **180000000558**

CONTRACTOR	
	ADVANCED TECHNOLOGIES GROUP, LLC
	1601 48th Street, Suite 200
	West Des Moines, IA 50266
	Atul Gupta
	515-221-0095
	atulg@a-t-g.com
	CV0053510

STATE			
	Program Manager	Various	MDOC
	Contract Administrator	Jarrod Barron	DTMB
		(517) 249-0406	
		barronj1@michigan.gov	

CONTRACT SUMMARY			
MICHIGAN DEPARTMENT OF CORRECTION-CORRECTIONS OFFE			
INITIAL EFFECTIVE DATE	**INITIAL EXPIRATION DATE**	**INITIAL AVAILABLE OPTIONS**	**EXPIRATION DATE BEFORE**
June 20, 2018	June 19, 2028	10 - 1 Year	June 19, 2028
PAYMENT TERMS		**DELIVERY TIMEFRAME**	
ALTERNATE PAYMENT OPTIONS			**EXTENDED PURCHASING**
☐ P-Card	☐ PRC	☐ Other	☒ Yes ☐ No
MINIMUM DELIVERY REQUIREMENTS			

DESCRIPTION OF CHANGE NOTICE				
OPTION	**LENGTH OF OPTION**	**EXTENSION**	**LENGTH OF EXTENSION**	**REVISED EXP. DATE**
☐		☐		June 19, 2028
CURRENT VALUE	**VALUE OF CHANGE NOTICE**		**ESTIMATED AGGREGATE CONTRACT VALUE**	
$37,594,988.00	$0.00		$37,594,988.00	

DESCRIPTION

Effective 8/30/2021, the parties add a Prepaid 12,500 Hour Service Pack at a blended hourly rate of $241.64. The State will utilize existing funds to pay the $3,020,500.00 fee. All other terms, conditions, specifications, and pricing remain the same. Per Contractor, Agency and DTMB Central Procurement approval.

Program Managers
for
Multi-Agency and Statewide Contracts

AGENCY	NAME	PHONE	EMAIL
MDOC	Jeff W. Anderson	517-335-1251	Andersonj30@michigan.gov
DTMB	David Enslin	517-930-6332	enslind@michigan.gov

STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
Department of Technology, Management, and Budget

525 W. ALLEGAN ST., LANSING, MICHIGAN 48913
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **1**

to

Contract Number **180000000558**

CONTRACTOR	
	ADVANCED TECHNOLOGIES GROUP, LLC
	1601 48th Street, Suite 200
	West Des Moines, IA 50266
	Atul Gupta
	515-221-0095
	atulg@a-t-g.com
	CV0053510

STATE			
	Program Manager	Jeff Anderson	MDOC
		517-335-1251	
		Andersonj30@michigan.gov	
	Contract Administrator	Sean Regan	DTMB
		(517) 243-8459	
		regans@michigan.gov	

CONTRACT SUMMARY

MICHIGAN DEPARTMENT OF CORRECTION-CORRECTIONS OFFE

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
June 20, 2018	June 19, 2028	10 - 1 Year	June 19, 2028

PAYMENT TERMS	DELIVERY TIMEFRAME

ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING	
☐ P-Card	☐ PRC	☐ Other	☒ Yes	☐ No

MINIMUM DELIVERY REQUIREMENTS

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
☐		☐		June 19, 2028

CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE
$37,594,988.00	$0.00	$37,594,988.00

DESCRIPTION

Effective April 19, 2021, this contract is hereby amended with the below information to include the pilot video visitation program and pricing that took place at Women's Huron Valley.

All other terms, conditions, specifications, and pricing remain the same. Per contractor and agency agreement and DTMB Central Procurement approval.

The Michigan Department of Corrections leveraged the contract held with ATG for the Corrections Offender Management System (COMS) to pilot ATG's video visitation service offering. The ATG Video Visitation Pilot was focused on Women's Huron Valley Correctional Facility (WHV). Under this pilot, ATG deployed the following equipment at WHV:

- Twenty-four (24) all-in-one PCs (Dell 3000 AIO) to serve as Video Visitation Stations across two WHV Visiting Rooms (the East Side Visiting Room and West Side Visiting Room each had 12 Video Visitation Stations deployed).
- One (1) tablet-based Video Visitation Station (a Dell tablet on a wheeled cart) in the WHV Kent Unit (Infirmary).
- Each Video Visitation Station also has a telephone handset and an arm to attach it to a table.
- Two (2) Dell Monitoring Stations (one for East Side Visiting Room and West Side Visiting Room).
- Two (2) Visiting Room Switches (East and West) used to manage video visitation traffic.
- Eight (8) shelves for the Visitation Rack.
- Two (2) Protocol Data Units (PDUs) for the Visitation Rack.
- Four (4) WPS for the Visitation Rack.
- Two (2) Access Points for the Visitation Rooms.
- CAT5 cabling to support all equipment.

In addition to the equipment above, ATG also provided access to their ATG CorrLinks web site and authorized MDOC Staff were issued credentials for use.

Video Visitation under ATG involves integration with the kiosks deployed under the MDOC's Keefe Prisoner Store Contract. Through those kiosks, prisoners at WHV were granted access to a special module that allowed them to:

- Add funds to their SCORE account.
- Add Visitors and mange Approved Visitor Lists.
- Send requests to Approved Visitors to schedule (and pay for) their own video visits.

All video visits have a length of 20 minutes and prisoners are charged a flat fee of $3.20 per visit.

Since the MDOC's Video Visitation Pilot ended on 1/7/2021, ATG and the MDOC have agreed to the following support fees (defined as "costs to keep the system (hardware and current support level) operational using existing staff resources.")

- $4,800.00 per month for the first six months retroactive to 1/7/2021 (which is the date when we notified ATG that they were not selected to provide video visitation statewide).
- On 6/7/2021, the fee may increase to $7,500.00 per month.

- The monthly payments will be halted when the MDOC notifies ATG in writing to halt video visitation.
- At that time, the MDOC and ATG will hold meeting (or multiple meetings, if necessary) to review and initiate all of the steps required to transition away from ATG's video visitation solution at WHV.

STATE OF MICHIGAN
ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
525 W. ALLEGAN ST., LANSING, MICHIGAN 48913
P.O. BOX 30026 LANSING, MICHIGAN 48909

NOTICE OF CONTRACT

NOTICE OF CONTRACT NO. 171 180000000558 1
between
THE STATE OF MICHIGAN
and

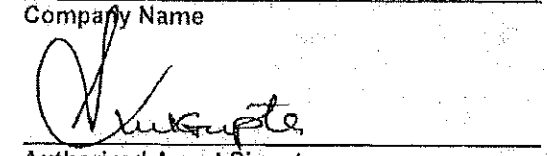
CONTRACTOR	
	Advanced Technologies Group, LLC
	1601 48th Street, Suite 200
	West Des Moines, IA 50266
	Atul Gupta
	515-221-0095
	atulg@a-t-g.com
	6859

STATE			
	Program Manager	Jeff Anderson	MDOC
		(517) 335-1251	
		Andersonj30@michigan.gov	
	Contract Administrator	James Topping	DTMB-Procurement
		517-230-4822	
		Toppingj@michigan.gov	

CONTRACT SUMMARY			
DESCRIPTION: Michigan Department of Correction-Corrections Offender Management System			
INITIAL EFFECTIVE DATE	**INITIAL EXPIRATION DATE**	**OPTION INCREMENTS**	**EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW**
June 20, 2018	June 19, 2028	1, 3, or 5 years	June 19, 2028
PAYMENT TERMS		**DELIVERY TIMEFRAME**	
Net 45		N/A	
ALTERNATE PAYMENT OPTIONS			**EXTENDED PURCHASING**
☐ P-card ☐ Direct Voucher (DV) ☐ Other			☒ Yes ☐ No
MINIMUM DELIVERY REQUIREMENTS			
N/A			
MISCELLANEOUS INFORMATION			
ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION			**$37,594,988**

FOR CONTRACTOR:

Advanced Technologies Group, LLC
Company Name

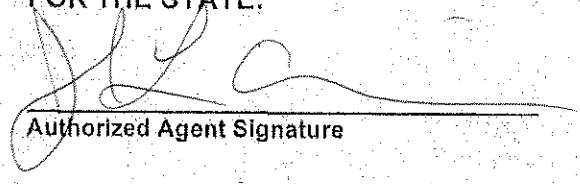


Authorized Agent Signature

Atul Gupta, President
Name and Title (print or type)

06/20/2018
Date

FOR THE STATE:



Authorized Agent Signature

Jared Ambrosier, Sourcing Director
Name & Title (print or type)

DTMB-Central Procurement
Agency

6-20-18
Date

STATE OF MICHIGAN

CONTRACT TERMS
Software Contract

This Software Contract (this "**Contract**") is agreed to between the State of Michigan (the "**State**") and Advanced Technologies Group, LLC. ("**Contractor**"), a Missouri limited liability company. This Contract is effective on June 20, 2018 ("**Effective Date**"), and unless earlier terminated, will expire on June 19, 2028 (the "**Term**").

This Contract may be renewed by the State in one (1) year, three (3) year, or five (5) year periods. Renewal must be by written notice from the State and will automatically extend the Term of this Contract.

1. Definitions. For the purposes of this Contract, the following terms have the following meanings:

"**Acceptance**" has the meaning set forth in **Section 13.5**.

"**Acceptance Tests**" means such tests as may be conducted in accordance with **Section 13** and the Statement of Work to determine whether the Software meets the requirements of this Contract and the Documentation.

"**Affiliate**" of a Person means any other Person that directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with, such Person. For purposes of this definition, the term "control" (including the terms "controlled by" and "under common control with") means the direct or indirect ownership of more than fifty percent (50%) of the voting securities of a Person.

"**Allegedly Infringing Materials**" has the meaning set forth in **Section 28.3(b)(ii)**.

"**API**" means all Application Programming Interfaces and associated API Documentation provided by Contractor, and as updated from time to time, to allow the Software to integrate with various State and Third-Party Software.

"**Approved Open-Source Components**" means Open-Source Components that may be included in or used in connection with the Software and are specifically identified in an exhibit to the Statement of Work, and approved by the State.

"**Authorized Users**" means all Persons authorized by the State to access and use the Software under this Contract, subject to the maximum number of users specified in the applicable Statement of Work.

"**Business Day**" means a day other than a Saturday, Sunday or other day on which the State is authorized or required by Law to be closed for business.

"Business Owner" is the individual appointed by the agency buyer to (a) act as the agency's representative in all matters relating to the Contract, and (b) co-sign off on notice of Acceptance for the Software. The Business Owner will be identified in the Statement of Work.

"**Business Requirements**" means the initial specification setting forth the State's business requirements regarding the features and functionality of the Software, as set forth in the Statement of Work.

"**Change**" has the meaning set forth in **Section 2.2**.

"**Change Notice**" has the meaning set forth in **Section 2.2(b)**.

"**Change Proposal**" has the meaning set forth in **Section 2.2(a)**.

"**Change Request**" has the meaning set forth in **Section 2.2**.

"**Confidential Information**" has the meaning set forth in **Section 21.1**.

"**Configuration**" means State-specific changes made to the Software without Source Code or structural data model changes occurring.

"**Contract**" has the meaning set forth in the preamble.

"**Contract Administrator**" is the individual appointed by each party to (a) administer the terms of this Contract, and (b) approve any Change Notices under this Contract. Each party's Contract Administrator will be identified in the Statement of Work.

"**Contractor**" has the meaning set forth in the preamble.

"**Contractor's Bid Response**" means the Contractor's proposal submitted in response to the RFP.

"**Contractor Personnel**" means all employees of Contractor or any Permitted Subcontractors involved in the performance of Services hereunder.

"**Contractor's Test Package**" has the meaning set forth in **Section 12.2**.

"**Customization**" mean State-specific changes made to the Software with Source Code or structural data model changes occurring.

"**Deliverables**" means the Software, and all other documents and other materials that Contractor is required to or otherwise does provide to the State under this Contract and otherwise in connection with any Services, including all items specifically identified as Deliverables in the Statement of Work.

"**Dispute Resolution Procedure**" has the meaning set forth in **Section 32.1**.

"**Documentation**" means all user manuals, operating manuals, technical manuals and any other instructions, specifications, documents or materials, in any form or media, that describe the functionality, installation, testing, operation, use, maintenance, support, technical or other components, features or requirements of the Software.

"**DTMB**" means the Michigan Department of Technology, Management and Budget.

"**Effective Date**" has the meaning set forth in the preamble.

"**Fees**" means collectively, the License Fees, Implementation Fees, and Support Fees.

"**Financial Audit Period**" has the meaning set forth in **Section 30.1**.

"**Force Majeure**" has the meaning set forth in **Section 34.1(a)**.

"**Harmful Code**" means any: (a) virus, trojan horse, worm, backdoor or other software or hardware devices the effect of which is to permit unauthorized access to, or to disable, erase, or otherwise harm, any computer, systems or software; or (b) time bomb, drop dead device, or other software or hardware device designed to disable a computer program automatically with the passage of time or under the positive control of any Person, or otherwise prevent, restrict or impede the State's or any Authorized User's use of such software.

"**HIPAA**" has the meaning set forth in **Section 20.1**.

"**Implementation Fees**" has the meaning set forth in **Section 17.2**.

"**Implementation Plan**" means the schedule included in the Statement of Work setting forth the sequence of events for the performance of Services under the Statement of Work, including the Milestones and Milestone Dates.

"**Integration Testing**" has the meaning set forth in **Section 13.1(c)**.

"**Intellectual Property Rights**" means all or any of the following: (a) patents, patent disclosures, and inventions (whether patentable or not); (b) trademarks, service marks, trade dress, trade names, logos, corporate names, and domain names, together with all of the associated goodwill; (c) copyrights and copyrightable works (including computer programs), mask works and rights in data and databases; (d) trade secrets, know-how and other confidential information; and (e) all other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection provided by applicable Law in any jurisdiction throughout the world.

"**Key Personnel**" means any Contractor Personnel identified as key personnel in the Statement of Work.

"**Law**" means any statute, law, ordinance, regulation, rule, code, order, constitution, treaty, common law, judgment, decree or other requirement or rule of any federal, state, local or foreign government or political subdivision thereof, or any arbitrator, court or tribunal of competent jurisdiction.

"**License Agreement**" has the meaning set forth in **Section 3**.

"**License Fee**" has the meaning set forth in **Section 17.1**.

"**Loss or Losses**" means all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs or expenses of whatever kind, including reasonable attorneys' fees and the costs of enforcing any right to indemnification hereunder and the cost of pursuing any insurance providers.

"**Maintenance Release**" means any update, upgrade, release or other adaptation or modification of the Software, including any updated Documentation, that Contractor may generally provide to its licensees from time to time during the Term, which may contain, among other things, error corrections, enhancements, improvements or other changes to the user interface, functionality, compatibility, capabilities, performance, efficiency or quality of the Software.

"**Milestone**" means an event or task described in the Implementation Plan under the Statement of Work that must be completed by the corresponding Milestone Date.

"**Milestone Date**" means the date by which a particular Milestone must be completed as set forth in the Implementation Plan under the Statement of Work.

"**New Version**" means any new version of the Software that the Contractor may from time to time introduce and market generally as a distinct licensed product, as may be indicated by Contractor's designation of a new version number.

"**Nonconformity**" or **"Nonconformities"** means any failure or failures of the Software to conform to the requirements of this Contract, including any applicable Documentation.

"**Open-Source Components**" means any software component that is subject to any open-source copyright license agreement, including any GNU General Public License or GNU Library or Lesser Public License, or other obligation, restriction or license agreement that substantially conforms to the Open Source Definition as prescribed by the Open Source Initiative or otherwise may require disclosure or licensing to any third party of any source code with which such software component is used or compiled.

"**Open-Source License**" has the meaning set forth in **Section 5**.

"**Operating Environment**" means, collectively, the platform, environment and conditions on, in or under which the Software is intended to be installed and operate, as set forth in the

Statement of Work, including such structural, functional and other features, conditions and components as hardware, operating software and system architecture and configuration.

"**Permitted Subcontractor**" has the meaning set forth in **Section 10.4**.

"**Person**" means an individual, corporation, partnership, joint venture, limited liability company, governmental authority, unincorporated organization, trust, association or other entity.

"**Pricing**" means any and all fees, rates and prices payable under this Contract, including pursuant to any Schedule or Exhibit hereto.

"**Pricing Schedule**" means the schedule attached as **Schedule C**, setting forth the License Fees, Implementation Fees, Support Fees, and any other fees, rates and prices payable under this Contract.

"**Project Manager**" is the individual appointed by each party to (a) monitor and coordinate the day-to-day activities of this Contract, and (b) for the State, to co-sign off on its notice of Acceptance for the Software. Each party's Project Manager will be identified in the Statement of Work.

"**Representatives**" means a party's employees, officers, directors, partners, shareholders, agents, attorneys, successors and permitted assigns.

"**Requirements**" means, for the Software, the requirements collectively set forth in the Business Requirements, Technical Requirements, Documentation, RFP or Contractor's Bid Response, if any, for such Software, or elsewhere in the Statement of Work.

"**RFP**" means the State's request for proposal designed to solicit responses for Services under this Contract.

"**Services**" means any of the services Contractor is required to or otherwise does provide under this Contract, the Statement of Work, and the Service Level Agreement.

"**Service Level Agreement**" means the service level agreement attached as **Schedule D** to this Contract, setting forth Contractor's obligations with respect to the hosting, management and operation of the Software.

"**Site**" means the physical location designated by the State in, or in accordance with, this Contract or the Statement of Work for delivery and installation of the Software.

"**Software**" means Contractor's software set forth in the Statement of Work, and any Maintenance Releases and New Versions provided to the State and any Configurations and Customizations made by or for the State pursuant to this Contract, and all copies of the foregoing permitted under this Contract and the License Agreement.

"**Source Code**" means the human readable source code of the Software to which it relates, in the programming language in which the Software was written, together with all related flow charts and technical documentation, including a description of the procedure for generating object code, all of a level sufficient to enable a programmer reasonably fluent in such programming language to understand, build, operate, support, maintain and develop modifications, upgrades, updates, adaptations, enhancements, new versions and other derivative works and improvements of, and to develop computer programs compatible with, the Software.

"**State**" means the State of Michigan.

"**State Data**" has the meaning set forth in **Section 20.1**.

"**State Materials**" means all materials and information, including documents, data, know-how, ideas, methodologies, specifications, software, content and technology, in any form or media, directly or indirectly provided or made available to Contractor by or on behalf of the State in connection with this Contract.

"**State Resources**" has the meaning set forth in **Section 11.1(a)**.

"**Statement of Work**" means the statement of work attached as **Schedule A** to this Contract.

"**Stop Work Order**" has the meaning set forth in **Section 26**.

"**SUITE**" means the State Unified Information Technology Environment, which includes standards for project management, systems engineering, and associated forms and templates that must be followed by Contractor, and is available at https://www.michigan.gov/suite/.

"**Support Fees**" has the meaning set forth in **Section 17.3**.

"**Support Services**" means the software maintenance and support services Contractor is required to or otherwise does provide to the State under the Service Level Agreement.

"**Support Services Commencement Date**" means, with respect to the Software, the date on which the Warranty Period for the Software expires or such other date as may be set forth in the Statement of Work.

"**Technical Specification**" means, with respect to any Software, the document setting forth the technical requirements for such Software and included in the Statement of Work.

"**Term**" has the meaning set forth in the preamble.

"**Test Data**" has the meaning set forth in **Section 12.2**.

"**Test Estimates**" has the meaning set forth in **Section 12.2**.

"**Testing Period**" has the meaning set forth in **Section 13.1(b)**.

"**Third Party**" means any Person other than the State or Contractor.

"**Third-Party Software**" means software, content, and technology, in any form or media, in which any Person other than the State or Contractor owns any Intellectual Property Right, but excluding Open-Source Components.

"**Transition Period**" has the meaning set forth in **Section 25.3**

"**Transition Responsibilities**" has the meaning set forth in **Section 25.3**.

"**Unauthorized Removal**" has the meaning set forth in **Section 10.3(b)**.

"**Unauthorized Removal Credit**" has the meaning set forth in **Section 10.3(c)**.

"**User Data**" means all data, information and other content of any type and in any format, medium or form, whether audio, visual, digital, screen, GUI or other, that is input, uploaded to, placed into or collected, stored, processed, generated or output by any device, system or network by or on behalf of the State, including any and all works, inventions, data, analyses and other information and materials resulting from any use of the Software by or on behalf of the State under this Contract, except that User Data does not include the Software or data, information or content, including any GUI, audio, visual or digital or other display or output, that is generated automatically upon executing the Software without additional user input.

"**Warranty Period**" means the one hundred twenty (120) calendar-day period commencing on the date of the State's Acceptance of the Software.

"**Work Product**" means all State-specific computer scripts, macros, user interfaces, reports, project management documents, forms, templates, and other State-specific documents and related materials.

2. Statements of Work. Contractor shall provide Services and Deliverables pursuant to the Statement of Work. The terms and conditions of this Contract will apply at all times to the Statement of Work. The State shall have the right to terminate, in whole or in part, the Statement of Work as set forth in **Section 25**. Contractor acknowledges that time is of the essence with respect to Contractor's obligations under the Statement of Work and agrees that prompt and timely performance of all such obligations in accordance with this Contract and the Statement of Work (including the Implementation Plan and all Milestone Dates) is strictly required.

2.1 Statement of Work Requirements. The Statement of Work will include the following:

(a) names and contact information for Contractor's Contract Administrator, Project Manager and Key Personnel;

(b) names and contact information for the State's Contract Administrator, Project Manager and Business Owner;

(c) a detailed description of the Services to be provided under this Contract, including any training obligations of Contractor;

(d) a detailed description of the Software to be provided under this Contract, including the:

(i) name of the Software;

(ii) Business Requirements, which are attached as an Exhibit to the Statement of Work;

(iii) Technical Requirements, which are as an Exhibit to the Statement of Work; and

(iv) a description of the Documentation to be provided;

(e) an Implementation Plan that follows the State's SUITE methodology, including all Milestones, the corresponding Milestone Dates and the parties' respective responsibilities under the Implementation Plan;

(f) the due dates for payment of Fees and any invoicing requirements, including any Milestones on which any such Fees are conditioned, and such other information as the parties deem necessary;

(g) disclosure of all Open-Source Components, in each case accompanied by such related documents as may be required by this Contract, which are attached is attached as an Exhibit to the Statement of Work as Exhibit 3; and

(h) a detailed description of all State Resources required to complete the Implementation Plan.

2.2 Change Control Process. The State may at any time request in writing (each, a "**Change Request**") changes to the Statement of Work, including changes to the Services and Implementation Plan (each, a "**Change**"). Upon the State's submission of a Change Request, the parties will evaluate and implement all Changes in accordance with this **Section 2.2**.

(a) As soon as reasonably practicable, and in any case within twenty (20) Business Days following receipt of a Change Request, Contractor will provide the State with a written proposal for implementing the requested Change ("**Change Proposal**"), setting forth:

(i) a written description of the proposed Changes to any Services or Deliverables;

(ii) an amended Implementation Plan reflecting: (A) the schedule for commencing and completing any additional or modified Services or

Deliverables; and (B) the effect of such Changes, if any, on completing any other Services under the Statement of Work;

(iii) any additional State Resources Contractor deems necessary to carry out such Changes; and

(iv) any increase or decrease in Fees resulting from the proposed Changes, which increase or decrease will reflect only the increase or decrease in time and expenses Contractor requires to carry out the Change.

(b) Within thirty (30) Business Days following the State's receipt of a Change Proposal, the State will by written notice to Contractor, approve, reject, or propose modifications to such Change Proposal. If the State proposes modifications, Contractor must modify and re-deliver the Change Proposal reflecting such modifications, or notify the State of any disagreement, in which event the parties will negotiate in good faith to resolve their disagreement. Upon the State's approval of the Change Proposal or the parties' agreement on all proposed modifications, as the case may be, the parties will execute a written agreement to the Change Proposal ("**Change Notice**"), which Change Notice will be signed by the State's Contract Administrator and will constitute an amendment to the Statement of Work to which it relates; and

(c) If the parties fail to enter into a Change Notice within fifteen (15) Business Days following the State's response to a Change Proposal, the State may, in its discretion:

(i) require Contractor to perform the Services under the Statement of Work without the Change;

(ii) require Contractor to continue to negotiate a Change Notice;

(iii) initiate a Dispute Resolution Procedure; or

(iv) notwithstanding any provision to the contrary in the Statement of Work, terminate this Contract under **Section 25**.

(d) No Change will be effective until the parties have executed a Change Notice. Except as the State may request in its Change Request or otherwise in writing, Contractor must continue to perform its obligations in accordance with the Statement of Work pending negotiation and execution of a Change Notice. Contractor will use its best efforts to limit any delays or Fee increases from any Change to those necessary to perform the Change in accordance with the applicable Change Notice. Each party is responsible for its own costs and expenses of preparing, evaluating, negotiating, and otherwise processing any Change Request, Change Proposal, and Change Notice.

(e) The performance of any functions, activities, tasks, obligations, roles and responsibilities comprising the Services as described in this Contract are considered part of the Services and, thus, will not be considered a Change. This includes the delivery of all

Deliverables in accordance with their respective Requirements, and the diagnosis and correction of Non-Conformities discovered in Deliverables prior to their Acceptance by the State or, subsequent to their Acceptance by the State, as necessary for Contractor to fulfill its associated warranty requirements and its Support Services under this Contract.

(f) Contractor may, on its own initiative and at its own expense, prepare and submit its own Change Request to the State. However, the State will be under no obligation to approve or otherwise respond to a Change Request initiated by Contractor.

3. Software License. Contractor hereby grants to the State and its Authorized Users the right and license to use the Software and Documentation in accordance with the terms and conditions of this Contract and the License Agreement set forth in **Schedule B** (the "**License Agreement**").

4. Third-Party Software Licenses. Any use hereunder of Third-Party Software shall be governed by, and subject to, the terms and conditions of the applicable Third-Party Software license agreement ("**Third-Party License**"). Contractor shall identify and describe in an exhibit to the Statement of Work any Third-Party Software being used in connection with the Services.

5. Open-Source Licenses. Any use hereunder of Open-Source Components shall be governed by, and subject to, the terms and conditions of the applicable open-source license ("**Open-Source License**"). Contractor shall identify and describe in an exhibit to the Statement of Work each of the Approved Open-Source Components of the Software, and include an exhibit attaching all applicable Open-Source Software Licenses or identifying the URL where these licenses are publicly available.

6. Software Implementation.

6.1 Implementation. Contractor will deliver, install, configure, integrate, and otherwise provide and make fully operational the Software on or prior to the applicable Milestone Date in accordance with the criteria set forth in the Statement of Work.

6.2 Site Preparation. Contractor is responsible for ensuring the relevant Operating Environment is set up and in working order to allow Contractor to deliver and install the Software on or prior to the applicable Milestone Date. Contractor will provide the State with such notice as is specified in the Statement of Work, prior to delivery of the Software to give the State sufficient time to prepare for user acceptance testing of the Software.

7. Hosting. Contractor will maintain the Availability Requirement and the Support Service Level Requirement set forth in the Service Level Agreement attached as **Schedule D** to this Contract.

8. Support Services.

8.1 Support Services. Contractor shall provide the State with the Support Services described in the Service Level Agreement attached as **Schedule D** to this Contract. Such Support Services shall be provided:

(a) Free of charge during the Warranty Period, it being acknowledged and agreed that the License Fee includes full consideration for such Services during such period.

(b) Thereafter, for so long as the State elects to receive Support Services for the Software, in consideration of the State's payment of Support Fees in accordance with **Section 17** and the rates set forth in the Pricing Schedule.

9. Data Privacy and Information Security.

9.1 Undertaking by Contractor. Without limiting Contractor's obligation of confidentiality as further described, Contractor is responsible for establishing and maintaining a data privacy and information security program, including physical, technical, administrative, and organizational safeguards, that is designed to: (a) ensure the security and confidentiality of the State Data; (b) protect against any anticipated threats or hazards to the security or integrity of the State Data; (c) protect against unauthorized disclosure, access to, or use of the State Data; (d) ensure the proper disposal of State Data; and (e) ensure that all Contractor Representatives comply with all of the foregoing. In no case will the safeguards of Contractor's data privacy and information security program be less stringent than the safeguards used by the State, and Contractor must at all times comply with all applicable State IT policies and standards, which were delivered to Contractor.

9.2 Acceptable Use Policy. To the extent that Contractor has access to the State's computer system, Contractor must comply with the State's Acceptable Use Policy, see https://www.michigan.gov/dtmb/0,5552,7-358-82547_56579_56755---,00.html. All Contractor Personnel will be required, in writing, to agree to the State's Acceptable Use Policy before accessing the State's system. The State reserves the right to terminate Contractor's access to the State's system if a violation occurs.

9.3 Right of Audit by the State. Without limiting any other audit rights of the State, the State has the right to review Contractor's data privacy and information security program prior to the commencement of Services and from time to time during the term of this Contract. During the providing of Services, on an ongoing basis from time to time and without notice, the State, at its own expense, is entitled to perform, or to have performed, an on-site audit of Contractor's data privacy and information security program. In lieu of an on-site audit, upon request by the State, Contractor agrees to complete, within forty-five (45) calendar days of receipt, an audit questionnaire provided by the State regarding Contractor's data privacy and information security program.

9.4 Audit Findings. With respect to State Data, Contractor must implement any required safeguards as identified by the State or by any audit of Contractor's data privacy and information security program.

9.5 State's Right to Termination for Deficiencies. The State reserves the right, at its sole election, to immediately terminate this Contract or the Statement of Work without limitation and

without liability if the State determines that Contractor fails or has failed to meet its obligations under this **Section 9**.

9.6 Security Requirements for Externally Hosted Software. Contractor shall comply with the security requirements set forth in **Schedule E** to this Contract.

10. Performance of Services. Contractor will provide all Services and Deliverables in a timely, professional and workmanlike manner and in accordance with the terms, conditions, and Requirements set forth in this Contract and the Statement of Work.

10.1 Contractor Personnel.

(a) Contractor is solely responsible for all Contractor Personnel and for the payment of their compensation, including, if applicable, withholding of income taxes, and the payment and withholding of social security and other payroll taxes, unemployment insurance, workers' compensation insurance payments and disability benefits.

(b) Prior to any Contractor Personnel performing any Services, Contractor will:

(i) ensure that such Contractor Personnel have the legal right to work in the United States;

(ii) upon request, require such Contractor Personnel to execute written agreements, in form and substance acceptable to the State, that bind such Contractor Personnel to confidentiality provisions that are at least as protective of the State's information (including all Confidential Information) as those contained in this Contract; and

(iii) allow the State to perform background checks on all Contractor Personnel in accordance with the requirements set forth in the Statement of Work.

(c) Contractor and all Contractor Personnel will comply with all rules, regulations, and policies of the State that are communicated to Contractor in writing, including security procedures concerning systems and data and remote access, building security procedures, including the restriction of access by the State to certain areas of its premises or systems, and general health and safety practices and procedures.

(d) The State reserves the right to require the removal of any Contractor Personnel found, in the judgment of the State, to be unacceptable. The State's request must be written with reasonable detail outlining the reasons for the removal request. Replacement personnel for the removed person must be fully qualified for the position. If the State exercises this right, and Contractor cannot immediately replace the removed personnel, the State agrees to negotiate an equitable adjustment in schedule or other terms that may be affected by the State's required removal.

10.2 Contractor's Project Manager. Throughout the Term of this Contract, Contractor must maintain a Contractor employee acceptable to the State to serve as Contractor's Project Manager, who will be considered Key Personnel of Contractor. Contractor's Project Manager will be identified in the Statement of Work.

(a) Contractor's Project Manager must:

(i) have the requisite authority, and necessary skill, experience, and qualifications, to perform in such capacity;

(ii) be responsible for overall management and supervision of Contractor's performance under this Contract; and

(iii) be the State's primary point of contact for giving and receiving all day-to-day approvals and consents.

(b) Contractor's Project Manager must attend all regularly scheduled meetings as set forth in the Implementation Plan, and will otherwise be available and perform the duties as set forth in the Statement of Work.

(c) Contractor will maintain the same Project Manager throughout the Term of this Contract, unless:

(i) the State requests in writing the removal of Contractor's Project Manager;

(ii) the State consents in writing to any removal requested by Contractor in writing;

(iii) Contractor's Project Manager ceases to be employed by Contractor, whether by resignation, involuntary termination or otherwise.

(d) Contractor will promptly replace its Project Manager on the occurrence of any event set forth in **Section 10.2(c)**. Such replacement will be subject to the State's prior written approval.

10.3 Contractor's Key Personnel.

(a) The State has the right to recommend and approve in writing the initial assignment, as well as any proposed reassignment or replacement, of any Key Personnel. Before assigning an individual to any Key Personnel position, Contractor will notify the State of the proposed assignment, introduce the individual to the State's Project Manager, and provide the State with a resume and any other information about the individual reasonably requested by the State. The State reserves the right to interview the individual before granting written approval. In the event the State finds a proposed individual unacceptable, the State will provide a written explanation including reasonable detail outlining the reasons for the rejection.

(b) Contractor will not remove any Key Personnel from their assigned roles on this Contract without the prior written consent of the State. The Contractor's removal of Key Personnel without the prior written consent of the State is an unauthorized removal ("**Unauthorized Removal**"). An Unauthorized Removal does not include replacing Key Personnel for reasons beyond the reasonable control of Contractor, including illness, disability, leave of absence, personal emergency circumstances, resignation, or for cause termination of the Key Personnel's employment. Any Unauthorized Removal may be considered by the State to be a material breach of this Contract, in respect of which the State may elect to terminate this Contract for cause under **Section 25.1**.

(c) It is further acknowledged that an Unauthorized Removal will interfere with the timely and proper completion of this Contract, to the loss and damage of the State, and that it would be impracticable and extremely difficult to fix the actual damage sustained by the State as a result of any Unauthorized Removal. Therefore, Contractor and the State agree that in the case of any Unauthorized Removal in respect of which the State does not elect to exercise its rights under **Section 25.1**, Contractor will issue to the State an amount equal to $25,000 per individual (each, an "**Unauthorized Removal Credit**").

(d) Contractor acknowledges and agrees that each of the Unauthorized Removal Credits assessed under **Subsection (c)** above: (i) is a reasonable estimate of and compensation for the anticipated or actual harm to the State that may arise from the Unauthorized Removal, which would be impossible or very difficult to accurately estimate; and (ii) may, at the State's option, be credited or set off against any Fees or other charges payable to Contractor under this Contract.

10.4 Subcontractors. Contractor will not, without the prior written approval of the State, which consent may be given or withheld in the State's sole discretion, engage any Third Party to perform Services. The State's approval of any such Third Party (each approved Third Party, a "**Permitted Subcontractor**") does not relieve Contractor of its representations, warranties or obligations under this Contract. Without limiting the foregoing, Contractor will:

(a) be responsible and liable for the acts and omissions of each such Permitted Subcontractor (including such Permitted Subcontractor's employees who, to the extent providing Services or Deliverables, shall be deemed Contractor Personnel) to the same extent as if such acts or omissions were by Contractor or its employees;

(b) name the State a third party beneficiary under Contractor's Contract with each Permitted Subcontractor with respect to the Services;

(c) be responsible for all fees and expenses payable to, by or on behalf of each Permitted Subcontractor in connection with this Contract, including, if applicable, withholding of income taxes, and the payment and withholding of social security and other payroll taxes, unemployment insurance, workers' compensation insurance payments and disability benefits; and

(d) notify the State of the location of the Permitted Subcontractor and indicate if it is located within the continental United States.

11. State Obligations.

11.1 State Resources and Access. The State is responsible for:

(a) providing the State Materials and such other resources as may be specified in the Statement of Work (collectively, "**State Resources**"); and

(b) providing Contractor Personnel with such access to State facilities as is necessary for Contractor to perform its obligations on a timely basis as set forth in the Statement of Work.

11.2 State Project Manager. Throughout the Term of this Contract, the State will maintain an individual to serve as the State's Project Manager under this Contract. The State's Project Manager will be identified in the Statement of Work. The State's Project Manager will be available as set forth in the Statement of Work.

12. Pre-Delivery Testing.

12.1 Testing By Contractor. Before delivering and installing the Software, Contractor must, unless otherwise specified in the Statement of Work:

(a) test the Software to confirm that it is fully operable, meets all applicable Requirements and will function in accordance with the Requirements and Documentation when properly installed in the Operating Environment;

(b) scan the Software using industry standard scanning software and definitions to confirm it is free of Harmful Code; and

(c) remedy any Non-Conformity or Harmful Code identified and retest and rescan the Software.

12.2 Test Data and Estimates. Unless otherwise specified in the Statement of Work, Contractor shall provide to the State all test data and testing scripts used by Contractor for its pre-delivery testing ("**Test Data**"), together with the results Contractor expects to be achieved by processing the Test Data using the Software ("**Test Estimates**," and together with Test Data, "**Contractor's Test Package**").

13. Acceptance Testing.

13.1 Acceptance Testing.

(a) Unless otherwise specified in the Statement of Work, upon installation of the Software, Acceptance Tests will be conducted as set forth in this **Section 13** to ensure the Software conforms to the requirements of this Contract, including the applicable Requirements

and Documentation. The State may, but is not obligated, to perform its own pretest on the Software utilizing Contractor's Test Package. If the State does perform a pretest, and Contractor's Test Package does not conclusively illustrate that the Test Estimates match the actual results of the pretest, the State, at its discretion, is not obligated to move into the formal Acceptance Tests set forth in this Section. The State may elect to send Contractor's Test Package back to Contractor to correct any problems encountered with the Test Data or Test Estimates.

(b) All Acceptance Tests will take place at the designated Site(s) in the testing environment described in the Statement of Work, commence on the Business Day following installation of the Software and be conducted for the period set forth in the Implementation Plan (the "**Testing Period**"). Acceptance Tests will be conducted by the party responsible as set forth in the Statement of Work or, if the Statement of Work does not specify, the State, provided that:

(i) for Acceptance Tests conducted by the State, if requested by the State, Contractor will make suitable Contractor Personnel available to observe or participate in such Acceptance Tests; and

(ii) for Acceptance Tests conducted by Contractor, the State has the right to observe or participate in all or any part of such Acceptance Tests.

Contractor is solely responsible for all costs and expenses related to Contractor's performance of, participation in, and observation of Acceptance Testing.

(c) Upon delivery and installation of any API, Configuration, or Customization to the Software under the Statement of Work, additional Acceptance Tests will be performed on the modified Software as a whole to ensure full operability, integration, and compatibility among all elements of the Software ("**Integration Testing**"). Integration Testing is subject to all procedural and other terms and conditions set forth in **Section 13.1**, **Section 13.3**, and **Section 13.4** and the Statement of Work.

(d) The State may suspend Acceptance Tests and the corresponding Testing Period by written notice to Contractor if the State discovers a material Non-Conformity in the tested Software or part or feature of the Software. In such event, Contractor will immediately, and in any case within ten (10) Business Days, correct such Non-Conformity, whereupon the Acceptance Tests and Testing Period will resume for the balance of the Testing Period.

13.2 Notices of Completion, Non-Conformities, and Acceptance. Within fifteen (15) Business Days following the completion of any Acceptance Tests, including any Integration Testing, the party responsible for conducting the tests will prepare and provide to the other party written notice of the completion of the tests. Such notice must include a report describing in reasonable detail the tests conducted and the results of such tests, including any uncorrected Non-Conformity in the tested Software.

(a) If such notice is provided by either party and identifies any Non-Conformities, the parties' rights, remedies, and obligations will be as set forth in **Section 13.3** and **Section 13.4**.

(b) If such notice is provided by the State, is signed by the State's Business Owner and Project Manager, and identifies no Non-Conformities, such notice constitutes the State's Acceptance of such Software.

(c) If such notice is provided by Contractor and identifies no Non-Conformities, the State will have thirty (30) Business Days to use the Software in the Operating Environment and determine, in the exercise of its sole discretion, whether it is satisfied that the Software contains no Non-Conformities, on the completion of which the State will, as appropriate:

(i) notify Contractor in writing of Non-Conformities the State has observed in the Software and of the State's non-acceptance thereof, whereupon the parties' rights, remedies and obligations will be as set forth in **Section 13.3** and **Section 13.4**; or

(ii) provide Contractor with a written notice of its Acceptance of such Software, which must be signed by the State's Business Owner and Project Manager.

13.3 Failure of Acceptance Tests. If Acceptance Tests identify any Non-Conformities, Contractor, at Contractor's sole cost and expense, will remedy all such Non-Conformities and re-deliver the Software, in accordance with the requirements set forth in the Statement of Work. Redelivery will occur as promptly as commercially possible and, in any case, within thirty (30) Business Days following, as applicable, Contractor's:

(a) completion of such Acceptance Tests, in the case of Acceptance Tests conducted by Contractor; or

(b) receipt of the State's notice under **Section 13.1(a)** or **Section 13.2(c)(i)**, identifying any Non-Conformities.

13.4 Repeated Failure of Acceptance Tests. If Acceptance Tests identify any Non-Conformity in the Software after a second or subsequent delivery of the Software, or Contractor fails to re-deliver the Software on a timely basis, the State may, in its sole discretion, by written notice to Contractor:

(a) continue the process set forth in this **Section 13**;

(b) accept the Software as a nonconforming deliverable, in which case the Fees for such Software will be reduced equitably to reflect the value of the Software as received relative to the value of the Software had it conformed; or

(c) deem the failure to be a non-curable material breach of this Contract and the Statement of Work and terminate this Contract for cause in accordance with **Section 25.1**.

13.5 Acceptance. Acceptance ("**Acceptance**") of the Software (subject, where applicable, to the State's right to Integration Testing) will occur on the date that is the earliest of the State's delivery of a notice accepting the Software under **Section 13.2(b)**, or **Section 13.2(c)(ii)**.

14. Training. Contractor shall provide training on all uses of the Software permitted hereunder in accordance with the times, locations and other terms set forth in the Statement of Work. Upon the State's request, Contractor shall timely provide training for additional Authorized Users or other additional training on all uses of the Software for which the State requests such training, at such reasonable times and locations and pursuant to such rates and other terms as are set forth in the Pricing Schedule.

15. Maintenance Releases; New Versions.

15.1 Maintenance Releases. Provided that the State is current on its Support Fees, during the Term, Contractor shall provide the State, at no additional charge, with all Maintenance Releases, each of which will constitute Software and be subject to the terms and conditions of this Contract.

15.2 New Versions. Provided that the State is current on its Support Fees, during the Term, Contractor shall provide the State, at no additional charge, with all New Versions, each of which will constitute Software and be subject to the terms and conditions of this Contract.

15.3 Installation. The State has no obligation to install or use any Maintenance Release or New Versions. If the State wishes to install any Maintenance Release or New Version, the State shall have the right to have such Maintenance Release or New Version installed, in the State's discretion, by Contractor or other authorized party as set forth in the Statement of Work. Contractor shall provide the State, at no additional charge, adequate Documentation for installation of the Maintenance Release or New Version, which has been developed and tested by Contractor and Acceptance Tested by the State. The State's decision not to install or implement a Maintenance Release or New Version of the Software will not affect its right to receive Support Services throughout the Term of this Contract.

16. Source Code Escrow.

16.1 Escrow Contract. The parties may enter into a separate intellectual property escrow agreement. Such escrow agreement will govern all aspects of Source Code escrow and release.

17. Fees.

17.1 License Fee. In consideration of, and as payment in full for, the rights and license to use the Software and Documentation as provided in this Contract and the License Agreement, the State shall pay to Contractor the license fees (the "**License Fee**") set forth on the Pricing Schedule, subject to and in accordance with the terms and conditions of this Contract and the License Agreement, including the applicable timetable and other provisions of the Statement of Work and this **Section 17**.

17.2 Implementation Fees. In consideration of, and as payment in full for, Contractor's provision of implementation services as provided in this Contract and the Statement of Work, the State shall pay to Contractor the implementation fees (the "**Implementation Fees**") set forth on the Pricing Schedule, subject to and in accordance with the terms and conditions of this Contract, including the applicable timetable and other provisions of the Statement of Work and this **Section 17**.

17.3 Support Fees. In consideration of Contractor providing the Support Services as required under the Service Level Agreement, the State shall pay to Contractor the Support Fees set forth in the Pricing Schedule, which include the line items for (i) Hosting and (ii) Support and Maintenance (collectively, the "**Support Fees**"), subject to and in accordance with the terms and conditions of this Contract, including the applicable provisions of the Service Level Agreement and this **Section 17**.

17.4 Firm Pricing/Fee Changes. All Pricing set forth in this Contract is firm and will not be increased, except as otherwise expressly provided in this **Section 17.4**.

(a) The License Fee will not be increased at any time except for the addition of additional licenses, the fees for which licenses will also remain firm in accordance with the Pricing set forth in the Pricing Schedule.

18. Invoices and Payment.

18.1 Invoices. Contractor will invoice the State for Fees in accordance with the requirements set forth in the Statement of Work, including any requirements that condition the rendering of invoices and the payment of Fees upon the successful completion of Milestones. Contractor must submit each invoice in electronic format, via such delivery means and to such address as are specified by the State in the Statement of Work.

18.2 Payment. Invoices are due and payable by the State, in accordance with the State's standard payment procedures as specified in 1984 Public Act no. 279, MCL 17.51, *et seq*., within forty-five (45) calendar days after receipt, provided the State determines that the invoice was properly rendered. The State will only disburse payments under this Contract through Electronic Funds Transfer (EFT). Contractor must register with the State at http://www.michigan.gov/cpexpress to receive electronic fund transfer payments. If Contractor does not register, the State is not liable for failure to provide payment.

18.3 Taxes. The State is exempt from State sales tax for direct purchases and may be exempt from federal excise tax, if Services or Deliverables purchased under this Contract are for the State's exclusive use. Notwithstanding the foregoing, all Fees are inclusive of taxes, and Contractor is responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by the State under this Contract.

18.4 Payment Disputes. The State may withhold from payment any and all payments and amounts the State disputes in good faith, pending resolution of such dispute, provided that the State:

(a) timely renders all payments and amounts that are not in dispute;

(b) notifies Contractor of the dispute prior to the due date for payment, specifying in such notice:

(i) the amount in dispute; and

(ii) the reason for the dispute set out in sufficient detail to facilitate investigation by Contractor and resolution by the parties;

(c) works with Contractor in good faith to resolve the dispute promptly; and

(d) promptly pays any amount determined to be payable by resolution of the dispute.

Contractor shall not withhold any Services or fail to perform any obligation hereunder by reason of the State's good faith withholding of any payment or amount in accordance with this **Section 18.4** or any dispute arising therefrom.

18.5 Right of Setoff. Without prejudice to any other right or remedy it may have, the State reserves the right to set off at any time any amount owing to it by Contractor against any amount payable by the State to Contractor under this Contract.

18.6 Responsibility for Costs. Contractor shall be responsible for all costs and expenses incurred in or incidental to the performance of the Services, including but not limited to all travel costs, and all other costs of doing business.

19. Intellectual Property Rights.

19.1 Ownership Rights in Software

(a) Subject to the rights and licenses granted by Contractor in this Contract and the License Agreement, and the provisions of **Section 19.1(b)**:

(i) Contractor reserves and retains its entire right, title and interest in and to all Intellectual Property Rights arising out of or relating to the Software; and

(ii) none of the State or Authorized Users acquire any ownership of Intellectual Property Rights in or to the Software or Documentation as a result of this Contract.

(b) As between the State, on the one hand, and Contractor, on the other hand, the State has, reserves and retains, sole and exclusive ownership of all right, title and interest in and to User Data, including all Intellectual Property Rights arising therefrom or relating thereto.

19.2 Rights in Open-Source Components. Ownership of all Intellectual Property Rights in Open-Source Components shall remain with the respective owners thereof, subject to the State's rights under the applicable Open-Source Licenses.

19.3 Rights in Third-Party Software. Ownership of all Third-Party Software, and all Intellectual Property Rights therein, is and will remain with its respective owners, subject to any express licenses or sublicenses granted to the State under this Contract and the Third-Party Licenses.

19.4 Ownership Rights in API and Work Product. The State is and will be the sole and exclusive owner of all right, title, and interest in and to all API and Work Product developed exclusively for the State under this Contract, including all Intellectual Property Rights. In furtherance of the foregoing:

(a) Contractor will create all API and Work Product as work made for hire as defined in Section 101 of the Copyright Act of 1976; and

(b) to the extent any API or Work Product do not qualify as, or otherwise fails to be, work made for hire, Contractor hereby:

(i) assigns, transfers, and otherwise conveys to the State, irrevocably and in perpetuity, throughout the universe, all right, title, and interest in and to such API and Work Product, including all Intellectual Property Rights; and

(ii) irrevocably waives any and all claims Contractor may now or hereafter have in any jurisdiction to so-called "moral rights" or rights of *droit moral* with respect to the API and Work Product.

20. State Data.

20.1 Ownership. The State's data ("**State Data**"), which will be treated by Contractor as Confidential Information, includes: (a) User Data; and (b) any other data collected, used, processed, stored, or generated by the State in connection with the Services, including but not limited to (i) personally identifiable information ("**PII**") collected, used, processed, stored, or generated as the result of the Services, including, without limitation, any information that identifies an individual, such as an individual's social security number or other government-issued identification number, date of birth, address, telephone number, biometric data, mother's maiden name, email address, credit card information, or an individual's name in combination with any other of the elements here listed; and (ii) personal health information ("**PHI**") collected, used, processed, stored, or generated as the result of the Services, which is defined under the Health Insurance Portability and Accountability Act ("**HIPAA**") and its related rules and regulations. State

Data is and will remain the sole and exclusive property of the State and all right, title, and interest in the same is reserved by the State. This **Section 20.1** survives termination or expiration of this Contract.

20.2 Contractor Use of State Data. Contractor is provided a limited license to State Data for the sole and exclusive purpose of providing the Services, including a license to collect, process, store, generate, and display State Data only to the extent necessary in the provision of the Services. Contractor must: (a) keep and maintain State Data in strict confidence, using such degree of care as is appropriate and consistent with its obligations as further described in this Contract and applicable law to avoid unauthorized access, use, disclosure, or loss; (b) use and disclose State Data solely and exclusively for the purpose of providing the Services, such use and disclosure being in accordance with this Contract, the Statement of Work, and applicable law; and (c) not use, sell, rent, transfer, distribute, or otherwise disclose or make available State Data for Contractor's own purposes or for the benefit of anyone other than the State without the State's prior written consent. This **Section 20.2** survives termination or expiration of this Contract.

20.3 Loss or Compromise of Data. In the event of any act, error or omission, negligence, misconduct, or breach on the part of Contractor that compromises or is suspected to compromise the security, confidentiality, or integrity of State Data or the physical, technical, administrative, or organizational safeguards put in place by Contractor that relate to the protection of the security, confidentiality, or integrity of State Data, Contractor must, as applicable: (a) notify the State as soon as practicable but no later than twenty-four (24) hours of becoming aware of such occurrence; (b) cooperate with the State in investigating the occurrence, including making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable law or as otherwise required by the State; (c) in the case of PII or PHI, at the State's sole election, (i) with approval and assistance from the State, notify the affected individuals who comprise the PII or PHI as soon as practicable but no later than is required to comply with applicable law, or, in the absence of any legally required notification period, within five (5) calendar days of the occurrence; or (ii) reimburse the State for any costs in notifying the affected individuals; (d) in the case of PII, provide third-party credit and identity monitoring services to each of the affected individuals who comprise the PII for the period required to comply with applicable law, or, in the absence of any legally required monitoring services, for no less than twenty-four (24) months following the date of notification to such individuals; (e) perform or take any other actions required to comply with applicable law as a result of the occurrence; (f) pay for any costs associated with the occurrence, including but not limited to any costs incurred by the State in investigating and resolving the occurrence, including reasonable attorney's fees associated with such investigation and resolution; (g) without limiting Contractor's obligations of indemnification as further described in this Contract, indemnify, defend, and hold harmless the State for any and all claims, including reasonable attorneys' fees, costs, and incidental expenses, which may be suffered by, accrued against, charged to, or recoverable from the State in connection with the occurrence; (h) be responsible for recreating lost State Data in the manner and on the schedule set by the State without charge to the State; and (i) provide to the State a detailed plan within ten (10) calendar days of the occurrence describing the measures Contractor will undertake to prevent a future occurrence. Notification to affected individuals, as described

above, must comply with applicable law, be written in plain language, not be tangentially used for any solicitation purposes, and contain, at a minimum: name and contact information of Contractor's representative; a description of the nature of the loss; a list of the types of data involved; the known or approximate date of the loss; how such loss may affect the affected individual; what steps Contractor has taken to protect the affected individual; what steps the affected individual can take to protect himself or herself; contact information for major credit card reporting agencies; and, information regarding the credit and identity monitoring services to be provided by Contractor. The State will have the option to review and approve any notification sent to affected individuals prior to its delivery. Notification to any other party, including but not limited to public media outlets, must be reviewed and approved by the State in writing prior to its dissemination. This **Section 20.3** survives termination or expiration of this Contract.

20.4 Data Retention. Specific data retention requirements for the State will be set forth in the Statement of Work.

20.5 Discovery. Contractor shall immediately notify the State upon receipt of any requests which in any way might reasonably require access to State Data or the State's use of the Software. Contractor shall notify the State by the fastest means available and also in writing. In no event shall Contractor provide such notification more than twenty-four (24) hours after Contractor receives the request. Contractor shall not respond to subpoenas, service of process, FOIA requests, and other legal requests related to State Data without first notifying State and obtaining the State's prior approval of Contractor's proposed responses. Contractor agrees to provide its completed responses to the State with adequate time for review, revision and approval

21. Confidential Information. Each party acknowledges that it may be exposed to or acquire communication or data of the other party that is confidential in nature and is not intended to be disclosed to third parties. This **Section 21** survives termination or expiration of this Contract.

21.1 Meaning of Confidential Information. The term "**Confidential Information**" means all information and documentation of a party that: (a) has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning; or, (c) should reasonably be recognized as confidential information of the disclosing party. The term "Confidential Information" does not include any information or documentation that was or is: (a) in the possession of the State and subject to disclosure under the Michigan Freedom of Information Act (FOIA); (b) already in the possession of the receiving party without an obligation of confidentiality; (c) developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights; (d) obtained from a source other than the disclosing party without an obligation of confidentiality; or, (e) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party). Notwithstanding the above, in all cases and for all matters, State Data is deemed to be Confidential Information.

21.2 Obligation of Confidentiality. The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Contract or to use such Confidential Information for any purposes whatsoever other than the performance of this Contract. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to the Contractor's subcontractor is permissible where: (a) the subcontractor is a Permitted Subcontractor; (b) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the Permitted Subcontractor's responsibilities; and (c) Contractor obligates the Permitted Subcontractor in a written contract to maintain the State's Confidential Information in confidence. At the State's request, any of the Contractor's Representatives may be required to execute a separate agreement to be bound by the provisions of this **Section 21.2**.

21.3 Cooperation to Prevent Disclosure of Confidential Information. Each party must use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party must advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Contract. Each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.

21.4 Remedies for Breach of Obligation of Confidentiality. Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of the State, at the sole election of the State, the immediate termination, without liability to the State, of this Contract or any Statement of Work corresponding to the breach or threatened breach.

21.5 Surrender of Confidential Information upon Termination. Upon termination or expiration of this Contract or a Statement of Work, in whole or in part, each party must, within five (5) Business Days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control. If Contractor or the State determine that the return of any Confidential Information is not feasible, such party must destroy the Confidential Information and certify the same in writing within five (5) Business Days from the date of termination to the other party.

22. HIPAA Compliance. The State and Contractor must comply with all obligations under HIPAA and its accompanying regulations, including but not limited to entering into a business associate agreement, if reasonably necessary to keep the State and Contractor in compliance with HIPAA.

23. ADA Compliance. The State is required to comply with the Americans with Disabilities Act of 1990 (ADA), and has adopted a formal policy regarding accessibility requirements for websites and software applications. Contractor's Service Software must comply, where relevant, with level AA of the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0.

24. CJIS Compliance. Contractor shall comply with all Criminal Justice Information Services (CJIS) requirements. Contractor or its subcontractor, if necessary, will enter into an FBI CJIS Security Addendum on behalf of the State.

25. Termination, Expiration, Transition. The State may terminate this Contract, the Support Services, or any Statement of Work, in accordance with the following:

25.1 Termination for Cause. In addition to any right of termination set forth elsewhere in this Contract:

(a) The State may terminate this Contract for cause, in whole or in part, if Contractor, as determined by the State: (i) endangers the value, integrity, or security of State Systems, State Data, or the State's facilities or personnel; (ii) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; or (iii) breaches any of its material duties or obligations under this Contract. Any reference to specific breaches being material breaches within this Contract will not be construed to mean that other breaches are not material.

(b) If the State terminates this Contract under this **Section 25.1**, the State will issue a termination notice specifying whether Contractor must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Contractor was not in breach of this Contract, the termination will be deemed to have been a termination for convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in **Section 25.2**.

(c) The State will only pay for amounts due to Contractor for Services accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Contractor for the State's reasonable costs in terminating this Contract. Contractor must promptly reimburse to the State any Fees prepaid by the State prorated to the date of such termination, including any prepaid Support Fees and License Fees. Further, Contractor must pay all reasonable costs incurred by the State in terminating this Contract for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Services from other sources.

25.2 Termination for Convenience. The State may immediately terminate this Contract in whole or in part, without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. The termination notice will specify whether Contractor must: (a) cease performance immediately, or (b) continue to perform in accordance with **Section 25.3**. If the State terminates this Contract for convenience, the State will pay all reasonable costs, as

determined by the State, for State approved Transition Responsibilities to the extent the funds are available.

25.3 Transition Responsibilities. Upon termination or expiration of this Contract for any reason, Contractor must, for a period of time specified by the State (not to exceed 90 calendar days; the "**Transition Period**"), provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the Contract to continue without interruption or adverse effect, and to facilitate the orderly transfer of the Services to the State or its designees. Such transition assistance may include but is not limited to: (a) continuing to perform the Services at the established Contract rates; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable Services to the State or the State's designee; (c) taking all necessary and appropriate steps, or such other action as the State may direct, to preserve, maintain, protect, or return to the State all State Data; and (d) preparing an accurate accounting from which the State and Contractor may reconcile all outstanding accounts (collectively, the "**Transition Responsibilities**"). The Term of this Contract is automatically extended through the end of the Transition Period.

25.4 Survival. This **Section 25** survives termination or expiration of this Contract.

26. Stop Work Order. The State may, at any time, order the Services of Contractor fully or partially stopped for its own convenience for up to ninety (90) calendar days at no additional cost to the State. The State will provide Contractor a written notice detailing such suspension (a "**Stop Work Order**"). Contractor must comply with the Stop Work Order upon receipt. Within 90 days, or any longer period agreed to by Contractor, the State will either: (a) issue a notice authorizing Contractor to resume work, or (b) terminate this Contract. The State will not pay for any Services, Contractor's lost profits, or any additional compensation during a stop work period.

27. Contractor Representations and Warranties.

27.1 Authority. Contractor represents and warrants to the State that:

(a) It is duly organized, validly existing, and in good standing as a corporation or other entity as represented under this Contract under the laws and regulations of its jurisdiction of incorporation, organization, or chartering;

(b) It has the full right, power, and authority to enter into this Contract, to grant the rights and licenses granted under this Contract, and to perform its contractual obligations;

(c) The execution of this Contract by its Representative has been duly authorized by all necessary organizational action; and

(d) When executed and delivered by Contractor, this Contract will constitute the legal, valid, and binding obligation of Contractor, enforceable against Contractor in accordance with its terms.

27.2 Bid Response. Contractor represents and warrants to the State that:

(a) The prices proposed by Contractor were arrived at independently, without consultation, communication, or agreement with any other bidder for the purpose of restricting competition; the prices quoted were not knowingly disclosed by Contractor to any other bidder to the RFP; and no attempt was made by Contractor to induce any other Person to submit or not submit a proposal for the purpose of restricting competition;

(b) All written information furnished to the State by or for Contractor in connection with this Contract, including Contractor's Bid Response, is true, accurate, and complete, and contains no untrue statement of material fact or omits any material fact necessary to make the information not misleading;

(c) Contractor is not in material default or breach of any other contract or agreement that it may have with the State or any of its departments, commissions, boards, or agencies. Contractor further represents and warrants that it has not been a party to any contract with the State or any of its departments that was terminated by the State within the previous five (5) years for the reason that Contractor failed to perform or otherwise breached an obligation of the contract; and

(d) If any of the certifications, representations, or disclosures made in Contractor's Bid Response change after contract award, the Contractor is required to report those changes immediately to the Contract Administrator.

27.3 Software Representations and Warranties. Contractor further represents and warrants to the State that:

(a) it is the legal and beneficial owner of the entire right, title and interest in and to the Software, including all Intellectual Property Rights relating thereto;

(b) it has, and throughout the license term, will retain the unconditional and irrevocable right, power and authority to grant and perform the license hereunder;

(c) the Software, and the State's use thereof, is and throughout the license term will be free and clear of all encumbrances, liens and security interests of any kind;

(d) neither its grant of the license, nor its performance under this Contract does or to its knowledge will at any time:

(i) conflict with or violate any applicable Law;

(ii) require the consent, approval or authorization of any governmental or regulatory authority or other third party; or

(iii) require the provision of any payment or other consideration to any third party;

(e) when used by the State or any Authorized User in accordance with this Contract and the Documentation, the Software or Documentation as delivered or installed by Contractor does not or will not:

(i) infringe, misappropriate or otherwise violate any Intellectual Property Right or other right of any third party; or

(ii) fail to comply with any applicable Law;

(f) as provided by Contractor, the Software does not or will not at any time during the license term contain any:

(i) Harmful Code; or

(ii) Open-Source Components or operate in such a way that it is developed or compiled with or linked to any Open-Source Components, other than Approved Open-Source Components specifically described in the Statement of Work.

(g) all Documentation is and will be complete and accurate in all material respects when provided to the State such that at no time during the license term will the Software have any material undocumented feature; and

(h) it will perform all Services in a timely, skillful, professional and workmanlike manner in accordance with commercially reasonable industry standards and practices for similar services, using personnel with the requisite skill, experience and qualifications, and will devote adequate resources to meet its obligations under this Contract.

(i) when used in the Operating Environment (or any successor thereto) in accordance with the Documentation, all Software as provided by Contractor, will be fully operable, meet all applicable Requirements, and function in all respects, in conformity with this Contract and the Documentation; and

(j) no Maintenance Release or New Version, when properly installed in accordance with this Contract, will have a material adverse effect on the functionality or operability of the Software.

27.4 Disclaimer. EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH IN THIS AGREEMENT, CONTRACTOR HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, WITH RESPECT TO THIS CONTRACT.

28. Indemnification.

28.1 General Indemnification. Contractor must defend, indemnify and hold the State, its departments, divisions, agencies, offices, commissions, officers, and employees harmless, without limitation, from and against any and all actions, claims, losses, liabilities, damages, costs,

attorney fees, and expenses (including those required to establish the right to indemnification), arising out of or relating to: (a) any breach by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable) of any of the promises, agreements, representations, warranties, or insurance requirements contained in this Contract; (b) any infringement, misappropriation, or other violation of any Intellectual Property Right or other right of any Third Party; and (c) any bodily injury, death, or damage to real or tangible personal property occurring wholly or in part due to action or inaction by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable).

28.2 Indemnification Procedure. The State will notify Contractor in writing if indemnification is sought; however, failure to do so will not relieve Contractor, except to the extent that Contractor is materially prejudiced. Contractor must, to the satisfaction of the State, demonstrate its financial ability to carry out these obligations. The State is entitled to: (i) regular updates on proceeding status; (ii) participate in the defense of the proceeding; (iii) employ its own counsel; and to (iv) retain control of the defense, at its own cost and expense, if the State deems necessary. Contractor will not, without the State's prior written consent (not to be unreasonably withheld), settle, compromise, or consent to the entry of any judgment in or otherwise seek to terminate any claim, action, or proceeding. Any litigation activity on behalf of the State or any of its subdivisions, under this **Section 28**, must be coordinated with the Department of Attorney General. An attorney designated to represent the State may not do so until approved by the Michigan Attorney General and appointed as a Special Assistant Attorney General.

28.3 Infringement Remedies.

(a) The remedies set forth in this **Section 28.3** are in addition to, and not in lieu of, all other remedies that may be available to the State under this Contract or otherwise, including the State's right to be indemnified for such actions.

(b) If any Software or any component thereof, other than State Materials, is found to be infringing or if any use of any Software or any component thereof is enjoined, threatened to be enjoined or otherwise the subject of an infringement claim, Contractor must, at Contractor's sole cost and expense:

(i) procure for the State the right to continue to use such Software or component thereof to the full extent contemplated by this Contract; or

(ii) modify or replace the materials that infringe or are alleged to infringe ("**Allegedly Infringing Materials**") to make the Software and all of its components non-infringing while providing fully equivalent features and functionality.

(c) If neither of the foregoing is possible notwithstanding Contractor's best efforts, then Contractor may direct the State to cease any use of any materials that have been enjoined or finally adjudicated as infringing, provided that Contractor will:

(i) refund to the State all amounts paid by the State in respect of such Allegedly Infringing Materials and any other aspects of the Software provided under the Statement of Work for the Allegedly Infringing Materials that the State cannot reasonably use as intended under this Contract; and

(ii) in any case, at its sole cost and expense, secure the right for the State to continue using the Allegedly Infringing Materials for a transition period of up to six (6) months to allow the State to replace the affected features of the Software without disruption.

(d) If Contractor directs the State to cease using any Software under **subsection (c)**, the State may terminate this Contract for cause under **Section 25.1**.

(e) Contractor will have no liability for any claim of infringement arising solely from:

(i) Contractor's compliance with any designs, specifications, or instructions of the State; or

(ii) modification of the Software by the State without the prior knowledge and approval of Contractor;

unless the claim arose against the Software independently of any of the above specified actions.

29. Damages Disclaimers and Limitations.

29.1 The State's Disclaimer of Damages. THE STATE WILL NOT BE LIABLE, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR BY STATUTE OR OTHERWISE, FOR ANY CLAIM RELATED TO OR ARISING UNDER THIS CONTRACT FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOST PROFITS AND LOST BUSINESS OPPORTUNITIES.

29.2 The State's Limitation of Liability. IN NO EVENT WILL THE STATE'S AGGREGATE LIABILITY TO CONTRACTOR UNDER THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR BY STATUTE OR OTHERWISE, FOR ANY CLAIM RELATED TO OR ARISING UNDER THIS CONTRACT, EXCEED THE MAXIMUM AMOUNT OF FEES PAYABLE UNDER THIS CONTRACT.

30. Records Maintenance, Inspection, Examination, and Audit.

30.1 Right of Audit. The State or its designee may audit Contractor to verify compliance with this Contract. Contractor must retain, and provide to the State or its designee and the auditor general upon request, all financial and accounting records related to this Contract through the Term of this Contract and for four (4) years after the latter of termination, expiration, or final

payment under this Contract or any extension ("**Financial Audit Period**"). If an audit, litigation, or other action involving the records is initiated before the end of the Financial Audit Period, Contractor must retain the records until all issues are resolved.

30.2 Right of Inspection. Within ten (10) calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Contractor's premises or any other places where Services are being performed, and examine, copy, and audit all records related to this Contract. Contractor must cooperate and provide reasonable assistance. If financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of this Contract must be paid or refunded within forty-five (45) calendar days.

30.3 Application. This **Section 30** applies to Contractor, any Affiliate, and any Permitted Subcontractor that performs Services in connection with this Contract.

31. Insurance.

31.1 Required Coverage.

(a) **Insurance Requirements.** Contractor must maintain the insurances identified below and is responsible for all deductibles. All required insurance must: (a) protect the State from claims that may arise out of, are alleged to arise out of, or result from Contractor's or a subcontractor's performance; (b) be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the State; and (c) be provided by an company with an A.M. Best rating of "A" or better and a financial size of VII or better.

Insurance Type	Additional Requirements
Commercial General Liability Insurance	
Minimal Limits: $1,000,000 Each Occurrence Limit $1,000,000 Personal & Advertising Injury Limit $2,000,000 General Aggregate Limit $2,000,000 Products/Completed Operations Deductible Maximum: $50,000 Each Occurrence	Contractor must have their policy endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds using endorsement CG 20 10 11 85, or both CG 2010 07 04 and CG 2037 07 0.
Umbrella or Excess Liability Insurance	
Minimal Limits: $5,000,000 General Aggregate	Contractor must have their policy endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers,

Insurance Type	Additional Requirements
	employees, and agents” as additional insureds.
Automobile Liability Insurance	
Minimal Limits: $1,000,000 Per Occurrence	
Workers' Compensation Insurance	
Minimal Limits: Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
Employers Liability Insurance	
Minimal Limits: $500,000 Each Accident $500,000 Each Employee by Disease $500,000 Aggregate Disease	
Privacy and Security Liability (Cyber Liability) Insurance	
Minimal Limits: $1,000,000 Each Occurrence $1,000,000 Annual Aggregate	Contractor must have their policy: (1) endorsed to add “the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents” as additional insureds; and (2) cover information security and privacy liability, privacy notification costs, regulatory defense and penalties, and website media content liability.
Professional Liability (Errors and Omissions) Insurance	
Minimal Limits: $3,000,000 Each Occurrence $3,000,000 Annual Aggregate Deductible Maximum: $50,000 Per Loss	

(b) If Contractor's policy contains limits higher than the minimum limits, the State is entitled to coverage to the extent of the higher limits. The minimum limits are not intended, and may not be construed to limit any liability or indemnity of Contractor to any indemnified party or other persons.

(c) If any of the required policies provide claim-made coverage, the Contractor must: (a) provide coverage with a retroactive date before the effective date of the contract or the beginning of contract work; (b) maintain coverage and provide evidence of coverage for at least three (3) years after completion of the contract of work; and (c) if coverage is canceled or not renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, Contractor must purchase extended reporting coverage for a minimum of three (3) years after completion of work.

(d) Contractor must: (a) provide insurance certificates to the Contract Administrator, containing the agreement or purchase order number, at Contract formation and within 20 calendar days of the expiration date of the applicable policies; (b) require that subcontractors maintain the required insurances contained in this Section; (c) notify the Contract Administrator within 5 business days if any insurance is cancelled; and (d) waive all rights against the State for damages covered by insurance. Failure to maintain the required insurance does not limit this waiver.

31.2 Non-waiver. This **Section 31** is not intended to and is not be construed in any manner as waiving, restricting or limiting the liability of either party for any obligations under this Contract (including any provisions hereof requiring Contractor to indemnify, defend and hold harmless the State).

32. Dispute Resolution.

32.1 Unless otherwise specified in the Statement of Work, the parties will endeavor to resolve any Contract dispute in accordance with **Section 32** (the "**Dispute Resolution Procedure**"). The initiating party will reduce its description of the dispute to writing (including all supporting documentation) and deliver it to the responding party's Project Manager. The responding party's Project Manager must respond in writing within five (5) Business Days. The initiating party has five (5) Business Days to review the response. If after such review resolution cannot be reached, both parties will have an additional five (5) Business Days to negotiate in good faith to resolve the dispute. If the dispute cannot be resolved within a total of fifteen (15) Business Days, the parties must submit the dispute to the parties' Contract Administrators. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

32.2 Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' Contract Administrators, and either Contract Administrator concludes that resolution is unlikely, or fails to respond within fifteen (15) Business Days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a

determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This **Section 32** does not limit the State's right to terminate this Contract.

33. Extended Purchasing Program.

33.1 Extended Purchasing. This Contract is extended to MiDEAL members and other states (including governmental subdivisions). A current list of MiDEAL members is available at www.michigan.gov/mideal. MiDEAL members and other states (including governmental subdivisions) may enter into separately negotiated contracts with Contractor, and the State will have no liability to either party.

33.2 Administrative Fee and Reporting. Contractor must pay an administrative fee of 1% to the State on all payments made to Contractor under any extended purchasing contract entered into by Contractor and MiDEAL members and other states (including governmental subdivisions). Administrative fee payments must be made by check payable to the State of Michigan and mailed to:

Department of Technology, Management and Budget Cashiering
P.O. Box 30681
Lansing, MI 48909

Contractor must submit an itemized purchasing activity report, which includes at a minimum, the name of the purchasing entity and the total dollar volume in sales. Reports should be sent electronically to MiDeal@michigan.gov. The administrative fee and purchasing activity report are due within 30 calendar days from the last day of each calendar quarter.

34. General Provisions.

34.1 Force Majeure.

(a) Force Majeure Events. Subject to **Subsection (b)** below, neither party will be liable or responsible to the other party, or be deemed to have defaulted under or breached this Contract, for any failure or delay in fulfilling or performing any term hereof, when and to the extent such failure or delay is caused by: acts of God, flood, fire or explosion, war, terrorism, invasion, riot or other civil unrest, embargoes or blockades in effect on or after the date of this Contract, national or regional emergency, or any passage of law or governmental order, rule, regulation or direction, or any action taken by a governmental or public authority, including imposing an embargo, export or import restriction, quota or other restriction or prohibition (each of the foregoing, a "**Force Majeure**"), in each case provided that: (a) such event is outside the reasonable control of the affected party; (b) the affected party gives prompt written notice to the other party, stating the period of time the occurrence is expected to continue; (c) the affected party uses diligent efforts to end the failure or delay and minimize the effects of such Force Majeure Event.

(b) State Performance; Termination. In the event of a Force Majeure Event affecting Contractor's performance under this Contract, the State may suspend its performance hereunder

until such time as Contractor resumes performance. The State may terminate this Contract by written notice to Contractor if a Force Majeure Event affecting Contractor's performance hereunder continues substantially uninterrupted for a period of five (5) Business Days or more. Unless the State terminates this Contract pursuant to the preceding sentence, any date specifically designated for Contractor's performance under this Contract will automatically be extended for a period up to the duration of the Force Majeure Event.

34.2 Further Assurances. Each party will, upon the reasonable request of the other party, execute such documents and perform such acts as may be necessary to give full effect to the terms of this Contract.

34.3 Relationship of the Parties. The relationship between the parties is that of independent contractors. Nothing contained in this Contract is to be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party has authority to contract for or bind the other party in any manner whatsoever.

34.4 Media Releases. News releases (including promotional literature and commercial advertisements) pertaining to this Contract or project to which it relates must not be made without the prior written approval of the State, and then only in accordance with the explicit written instructions of the State.

34.5 Notices. All notices, requests, consents, claims, demands, waivers and other communications under this Contract must be in writing and addressed to the parties as follows (or as otherwise specified by a party in a notice given in accordance with this **Section 34.5**):

If to Contractor:	**Physical Address:** Advanced Technologies Group, L.L.C. 1601 48th Street, Suite 220 West Des Moines, IA 50266 **Email**: shanee@a-t-g.com **Attention**: Shane Every, Vice President
If to State:	**Physical Address:** Michigan Department of Corrections 206 East Michigan Avenue Lansing, 48933 **Email**: Andersonj30@michigan.gov **Attention**: Jeff Anderson

Notices sent in accordance with this **Section 34.5** will be deemed effectively given: (a) when received, if delivered by hand (with written confirmation of receipt); (b) when received, if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by e-mail (with confirmation of transmission), if sent during normal business hours of the recipient, and on the next Business Day, if sent after normal business hours of the recipient; or (d) on the fifth

(5th) day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid.

34.6 Headings. The headings in this Contract are for reference only and do not affect the interpretation of this Contract.

34.7 Assignment. Contractor may not assign or otherwise transfer any of its rights, or delegate or otherwise transfer any of its obligations or performance, under this Contract, in each case whether voluntarily, involuntarily, by operation of law or otherwise, without the State's prior written consent. The State has the right to terminate this Contract in its entirety or any Services or Statements of Work hereunder, pursuant to **Section 25.1**, if Contractor delegates or otherwise transfers any of its obligations or performance hereunder, whether voluntarily, involuntarily, by operation of law or otherwise, and no such delegation or other transfer will relieve Contractor of any of such obligations or performance. For purposes of the preceding sentence, and without limiting its generality, any merger, consolidation or reorganization involving Contractor (regardless of whether Contractor is a surviving or disappearing entity) will be deemed to be a transfer of rights, obligations, or performance under this Contract for which the State's prior written consent is required. Any purported assignment, delegation, or transfer in violation of this **Section 34.7** is void.

34.8 No Third-party Beneficiaries. This Contract is for the sole benefit of the parties and their respective successors and permitted assigns. Nothing herein, express or implied, is intended to or will confer on any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Contract.

34.9 Amendment and Modification; Waiver. No amendment to or modification of this Contract is effective unless it is in writing, identified as an amendment to this Contract and signed by both parties Contract Administrator. Further, certain amendments to this Contract may require State Administrative Board Approval. No waiver by any party of any of the provisions of this Contract will be effective unless explicitly set forth in writing and signed by the party so waiving. Except as otherwise set forth in this Contract, no failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Contract will operate or be construed as a waiver. Nor will any single or partial exercise of any right, remedy, power or privilege under this Contract preclude the exercise of any other right, remedy, power or privilege.

34.10 Severability. If any term or provision of this Contract is invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality or unenforceability will not affect any other term or provision of this Contract or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal or unenforceable, the parties hereto will negotiate in good faith to modify this Contract so as to effect the original intent of the parties as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

34.11 Governing Law. This Contract is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Contract are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Contract must be resolved in the Michigan Court of Claims. Complaints against the State must be initiated in Ingham County, Michigan. Contractor waives any objections, such as lack of personal jurisdiction or forum non conveniens. Contractor must appoint agents in Michigan to receive service of process.

34.12 Equitable Relief. Each party to this Contract acknowledges and agrees that (a) a breach or threatened breach by such party of any of its obligations under this Contract may give rise to irreparable harm to the other party for which monetary damages would not be an adequate remedy and (b) in the event of a breach or a threatened breach by such party of any such obligations, the other party hereto is, in addition to any and all other rights and remedies that may be available to such party at law, at equity or otherwise in respect of such breach, entitled to equitable relief, including a temporary restraining order, an injunction, specific performance and any other relief that may be available from a court of competent jurisdiction, without any requirement to post a bond or other security, and without any requirement to prove actual damages or that monetary damages will not afford an adequate remedy. Each party to this Contract agrees that such party will not oppose or otherwise challenge the appropriateness of equitable relief or the entry by a court of competent jurisdiction of an order granting equitable relief, in either case, consistent with the terms of this **Section 34.12**.

34.13 Nondiscrimination. Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq*., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Contractor and its Permitted Subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or mental or physical disability. Breach of this covenant is a material breach of this Contract.

34.14 Unfair Labor Practice. Under MCL 423.324, the State may void any Contract with a Contractor or Permitted Subcontractor who appears on the Unfair Labor Practice register compiled under MCL 423.322.

34.15 Schedules All Schedules that are referenced herein and attached hereto are hereby incorporated by reference. The following Schedules are attached hereto and incorporated herein:

Schedule A	Statement of Work
Exhibit 1	Business Requirements and Technical Requirements
Exhibit 2	Enterprise Architecture Solution Assessment

Exhibit 3	Open-Source Components
Exhibit 4	Preliminary Project Schedule
Exhibit 5	Roles and Responsibilities
Schedule B	License Agreement
Schedule C	Pricing Schedule
Schedule D	Service Level Agreement
Schedule E	Security Requirements
Schedule F	Disaster Recovery Plan

34.16 Counterparts. This Contract may be executed in counterparts, each of which will be deemed an original, but all of which together are deemed to be one and the same agreement and will become effective and binding upon the parties as of the Effective Date at such time as all the signatories hereto have signed a counterpart of this Contract. A signed copy of this Contract delivered by facsimile, e-mail or other means of electronic transmission (to which a signed copy is attached) is deemed to have the same legal effect as delivery of an original signed copy of this Contract.

34.17 Effect of Contractor Bankruptcy. All rights and licenses granted by Contractor under this Contract are and will be deemed to be rights and licenses to "intellectual property," and all Software and Deliverables are and will be deemed to be "embodiments" of "intellectual property," for purposes of, and as such terms are used in and interpreted under, Section 365(n) of the United States Bankruptcy Code (the "**Code**"). If Contractor or its estate becomes subject to any bankruptcy or similar proceeding, the State retains and has the right to fully exercise all rights, licenses, elections, and protections under this Contract, the Code and all other applicable bankruptcy, insolvency, and similar Laws with respect to all Software and other Deliverables. Without limiting the generality of the foregoing, Contractor acknowledges and agrees that, if Contractor or its estate shall become subject to any bankruptcy or similar proceeding:

(a) all rights and licenses granted to the State under this Contract will continue subject to the terms and conditions of this Contract, and will not be affected, even by Contractor's rejection of this Contract; and

(b) the State will be entitled to a complete duplicate of (or complete access to, as appropriate) all such intellectual property and embodiments of intellectual property comprising or relating to any Software or other Deliverables, and the same, if not already in the State's possession, will be promptly delivered to the State, unless Contractor elects to and does in fact continue to perform all of its obligations under this Contract.

34.18 Compliance with Laws. Contractor and its Representatives must comply with all Laws in connection with this Contract.

34.19 Non-Exclusivity. Nothing contained in this Contract is intended nor is to be construed as creating any requirements contract with Contractor. This Contract does not restrict the State or its agencies from acquiring similar, equal, or like Services from other sources.

34.20 Entire Agreement. This Contract, together with all Schedules, Exhibits, and the Statement of Work constitutes the sole and entire agreement of the parties to this Contract with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings and agreements, representations and warranties, both written and oral, with respect to such subject matter. In the event of any inconsistency between the statements made in the body of this Contract, the Schedules, Exhibits, and the Statement of Work, the following order of precedence governs: (a) first, this Contract, excluding its Exhibits and Schedules, and the Statement of Work; and (b) second, the Statement of Work as of the Effective Date; and (c) third, the Exhibits and Schedules to this Contract as of the Effective Date. NO TERMS ON CONTRACTORS INVOICES, WEBSITE, BROWSE-WRAP, SHRINK-WRAP, CLICK-WRAP, CLICK-THROUGH OR OTHER NON-NEGOTIATED TERMS AND CONDITIONS PROVIDED WITH ANY OF THE SERVICES, OR DOCUMENTATION HEREUNDER WILL CONSTITUTE A PART OR AMENDMENT OF THIS CONTRACT OR IS BINDING ON THE STATE OR ANY AUTHORIZED USER FOR ANY PURPOSE. ALL SUCH OTHER TERMS AND CONDITIONS HAVE NO FORCE AND EFFECT AND ARE DEEMED REJECTED BY THE STATE AND THE AUTHORIZED USER, EVEN IF ACCESS TO OR USE OF SUCH SERVICE OR DOCUMENTATION REQUIRES AFFIRMATIVE ACCEPTANCE OF SUCH TERMS AND CONDITIONS.

Schedule A - Statement of Work (SOW)

1.000 Project Identification

1.001 Project Request

The project will replace the Michigan Department of Corrections' (MDOC) offender-related functionality of its Offender Management Network Information System (OMNI) (which represents approximately 88% of the legacy system), its Offender Management System (OMS), and multiple ancillary systems.

This Contract is for an initial ten-year period which may be renewed by the State of Michigan (the State) in one (1) year, three (3) year, or five (5) year periods.

1.002 Reserved

1.003 Project Objectives and Goals

The goals of this Contract include:

A. Provide an interoperable and fully functional offender management system to access accurate and complete offender information to ensure public safety and meet the demands of a dynamic and data intensive corrections environment.
B. Provide a current state-of-the-art technology system architecture that will effectively support the dynamic application processes and modifications required as a result of legislative and judicial case law changes.
C. Provide a system with user-friendly search criteria to provide internal and external stakeholders, partners, and the public with easily accessible, secured, and "on demand" access to corrections data.
D. Provide a system with a workload management component for managing the workflow throughout MDOC, including both the institutional and community supervision business processes.
E. Provide ability to access, share, and report on data, in real time, across functions.
F. Improve business process cycle time, service quality, data accuracy, and operating performance throughout MDOC.
G. Reduce the costs of operations, specifically in removal of redundant business processes, the introduction of streamlined workflows, and the elimination of data errors.
H. Increase data accuracy at every "entry point" and remove all duplicate data entry.
I. Improve ease of system maintenance and support and to provide knowledge transfer during system development.
J. Implement common technical architecture, complying with applicable State standards.
K. Improve security and privacy of data and data access.
L. Provide an implementation plan identifying the functional, budget, resource, and procurement requirements for a cost-effective acquisition process.

To comply with the State's protocol requiring lean process improvement as part of all legacy modernization efforts, it is MDOC's intention to modify its business practices to accommodate the workflow processes utilized within the Contractor's solution. Such modification of current MDOC business practices will be approved on a case-by-case basis since many MDOC business practices are required by law, judicial decision, or have come about due to circumstances that make them non-modifiable. However, it is the department's intention to make such modifications where possible to minimize customization to the new system through software coding changes.

The State expects to achieve several benefits from such an integrated system:

A. Replace all or significant portions of legacy IT systems and thereby bring MDOC systems more in alignment with standard industry practices and norms
B. Increase system uptime by modernizing current system platforms
C. Increase staff efficiency by integrating tasks currently allocated across multiple systems
D. Increase staff efficiency by automating manual tasks

E. Increase staff efficiency by improving business processes
F. Reduce maintenance costs by replacing legacy technologies with a state-of-the-art solution
G. Reduce staff time dedicated to triaging and repairing bugs in the current systems

1.100 Scope of Work and Deliverables

1.101 In Scope

The project described in this Contract is a customization and implementation of a commercial, off-the-shelf application.

All services and products provided as a result of this Contract must comply with all applicable federal and state laws, and State IT Policies, Standards and Procedures (PSPs). The Contractor agrees to comply with all Requirements and remediate, at its cost, any failure to comply with such Requirements.

This project consists of the following stages considered to be in scope of this project:

A. Initiation & Planning
B. Requirements Analysis & Validation
C. Software
D. Hardware
E. Peripheral hardware
F. Implementation
    - Installation
    - Configuration
    - Data cleansing
    - Data conversion and migration
    - Document conversion and migration
    - Reports, forms, and templates creation
    - Interfaces/integration with existing systems
    - Development of required and optional customizations
    - System testing
    - User acceptance testing
    - Disaster recovery
    - Cutover to production
G. Training and knowledge transfer
H. Participation with Organizational Change Management efforts
I. Documentation
J. Production Operations
K. Maintenance & support
L. Reserve bank of hours for future enhancements and/or legislative mandates

1.103a Environment – Requirements

The resulting COTS solution implemented by the Contractor will be compatible with the Michigan Department of Management and Budget's (DTMB's) Standard Information Technology Environment. The Offender Management Suite provided by the Contractor to the State includes the following modules:

- Case Management
- Offender Funds Administration

- Inmate Enablement
- Electronic Health Records
- Pharmacy Administration
- Food Service Management
- Investigation System

The solution resulting from this Contract must be maintainable by the State in the event the Contractor is unable or unwilling to maintain the solution. All customizations must be developed using standard development tools. Non-standard tools may not be used unless approved by the State. The Contractor must request approval, in writing, to use non-standard software development tools by providing the justification for the requested change and all costs associated with any change. The State Project Manager and DTMB must approve any tools, in writing, before used to provide services under this Contract.

The Contractor may request, in writing, a change in the standard environment, providing justification for the requested change and all costs associated with any change. The State Project Manager and DTMB must approve any changes, in writing, before work may proceed based on the modified environment.

The Contractor will meet or exceed the Requirements in this Contract, as well as the Requirements listed below, unless otherwise waived in writing by the State:

A. All State IT PSPs (unless waived by the State in writing)

B. Federal security regulations for the classification of data contained in the Contractor's system.

C. CJIS Security Policy

D. Applicable federal or state law relevant to the nature of the information being stored or otherwise used with the system

E. The State Unified Information Technology Environment (SUITE)

F. State's IT Identity and Access Management Approach (MiLogin)

G. ADA Compliance

1. The Contractor's solution, where relevant, will conform to level AA of the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0. The State may require that the Contractor complete a Voluntary Product Accessibility Template for WCAG 2.0 (WCAG 2.0 VPAT) or another comparable document for the Contractor's solution.

H. Electronic Signatures

1. The Contractor's solution must adhere to the State's Electronic Signatures Standard as further described in the State's PSPs.

I. Look and Feel Standard

1. The Contractor must adhere to the state's Look and Feel Standards as described at www.michigan.gov/somlookandfeelstandards for all public facing portals being implemented; including, but not limited to, responsive design. Portals facing individuals working on behalf of the State (of political subdivisions) or State personnel are not considered public.

1.103b Environment

A. The Contractor will maintain, at a minimum, the following five (5) environments suitable to support the Contractor's implementation strategy:

1. Development

a. To implement, customize, and extend the solution, if necessary. This environment will be managed by the Contractor and used for unit testing, software upgrade testing, and any other purposes deemed necessary by the Contractor or the State.

2. System Testing

   a. To be where all release modules are compiled and tested as a single configuration by the Contractor. This environment is used for system and integration testing of the release by the Contractor prior to UAT.

3. User Acceptance Testing (UAT)

   a. Where the State shall conduct all UAT activities.

4. Training

   a. This environment must provide a training database sufficient to meet the Requirements for classroom training and create a test environment that reasonably simulates the data and transactions volume expected in the production environment.

5. Production

   a. To provide the final integrated solution environment.

These environments are not required to reside on distinct hardware.

The Contractor may NOT use or otherwise maintain live or unmasked production data within the Development or System Testing environments.

1.104 Work and Deliverables

A. Initiation & Planning

The Contractor will be responsible for ensuring timely completion of all project management deliverables.

1. The Contractor will engage with the State Project Manager, State project staff, and any IV&V resources through all phases of this Contract, and as specifically described throughout this Contract. The Contractor will do this exclusively through the State Project Manager.

2. The Contractor, with input from the State, shall be responsible for the creation of these deliverables and comply with all guidelines, tools, and processes during the execution of the project. This includes, but is not limited to, usage of the SUITE and State established processes and tools for all project management activities. The State's project management methodology will be utilized for this project.

3. Project management documentation will be stored, maintained, and owned by the State on the State's network in a location to be determined by the State.

4. The State shall conduct an orientation meeting with key staff from the State and the Contractor to discuss the content and procedures of the Contract. The meeting must be held within 14 Business Days of final Contract execution, in Lansing, Michigan at a date and time mutually agreed upon by the State and Contractor.

   The Contractor and all Key Personnel will attend the orientation in-person and meet with the State's staff to review the Requirements specified herein to ensure the Contractor's system and services will be implemented successfully. The Contractor will identify any functional, general, or technical issues that need to be addressed to ensure successful implementation and will propose resolutions to be undertaken and the timing thereof.

The orientation meeting will formally recognize the start of the project, introduce key project participants, communicate a shared view of the project, ensure understanding of the approved project objectives, and clarify next steps for staff.

5. The parties will review the preliminary executive summary and the preliminary project plan that the Contractor submitted during Contract negotiations with the State and identify any issues that need to be addressed. The Contractor will then provide the final executive summary, initial project plan, project schedule, and final report formats described herein detailing how the Contractor's system will be implemented to provide the State's requested functionality.
6. The parties will meet to review the preliminary Enterprise Architecture Solution Assessment (EASA) the Contractor submitted with its proposal and identify any issues that need to be addressed. The Contractor will then submit a final EASA to the State's Project Manager encapsulating any identified changes within the timeframe established in the initial project plan.
7. It is the Contractor's responsibility to assist State personnel in completing a security plan and risk assessment for the Contractor's system. The State may also require the Contractor to obtain additional state cyber security approvals within the timeframes established in the initial project plan.

Deliverables

1. Project Charter (PMM-0101)
2. Initial Project Plan (PMM-0102)
3. Project Schedule
4. Work Breakdown Structure (WBS)
5. Procurement Management Plan
6. Risk Management Plan
7. Issue Management Plan
8. Quality Management Plan
9. Resource Plan
10. Communications Plan
11. Project Change Management Plan
12. Termination Assistance Plan
13. Final Executive Summary of the Contractor's solution
14. Final EASA
15. EASA Approval
16. Participation in the Final Business Impact Analysis documentation process for the Security Accreditation Process (LockPath Keylight)
17. Structured walkthroughs are required for each project deliverable (SEM-0187)
18. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

See the State Unified Information Technology Environment (SUITE) which includes standards for project management, systems engineering, and associated forms and templates that must be followed: http://www.michigan.gov/suite.

Acceptance Criteria

1. High-level acceptance criteria listed in *Section 1.501* of this SOW

B. Requirements Analysis & Validation

Requirements, attached to this SOW and as found elsewhere in this Contract, will be utilized by the Contractor to implement the new solution. The Contractor will be allowed, in specific circumstances as outlined in Exhibit 1 to this SOW, to complete a gap analysis prior to determining how the Requirement will be met and whether the effort to meet the Requirement should be adjusted pursuant to a change order. Further, after analyzing the Requirements, the Contractor will initiate the functional design process with the State.

Deliverables

1. Current business operations document outlining MDOC's current processes (as an example, see *Attachment 04 – Business Process Diagrams* of the Request for Proposal (RFP))
    a. This is detailed description of the Contractor's understanding of the current MDOC business processes. The State reserves the right to require redrafting of this deliverable if, in the State's opinion, the Contractor does not fully understand or accurately capture the current state of MDOC processes. This Requirement may be waived by the State in lieu of materials presented in the Contractor's response to the RFP.
2. Conceptual business operations document outlining the processes to be implemented
    a. This is a detailed description of the Contractor's proposed modifications to MDOC's business processes. In conjunction with the conceptual business workflow diagrams (described immediately below), this document must provide the State with a clear understanding of what the future state of MDOC's business processes will be. The level of detail to be provided in this document must be agreed to by the State.
3. Conceptual business workflow diagrams (The level of detail must be equivalent to that found in *Attachment 04 – Business Process Diagrams* of the RFP.)
4. Requirements document
    a. This is a detailed description of the Requirements of the Contractor's solution based on the Contractor's analysis of the existing State systems and the Requirements provided in Exhibit 1 to this SOW and as found elsewhere in this Contract. The completion of this deliverable will demonstrate a complete understanding of the business process, Requirements, and business rules using diagrams and use cases where appropriate. This document will include, but is not limited to the following:
        1) Detailed description of how the business rules will be achieved and enforced
        2) Validation and verification of the business rules
        3) Description of the Contractor's solution processes and flows
        4) Application data flow including appropriate diagrams and data formats
        5) Detailed description of application interaction with databases and any middle-tier objects
        6) Detailed description of on-line and server-based data validations
        7) Detailed description of error handling, logging, and error recovery.
5. Technical Requirements Document
    a. This is a detailed description of the technical Requirements of the Contractor's solution including:
        1) A description of software, hardware, hosting, backup, and disaster recovery.

2) Integration and operation with the identified automated systems being utilized by the State.

6. Disaster Recovery Plan and Business Continuity Plan for Contractor-hosted solution

   a. The disaster recovery plan is designed to protect the system and recover data in the event of any disaster. The plan will layout steps to recover data and the system from physical, virtual, or cyber security breaches or attempted breaches, extended power loss, natural disasters, and/or physical loss of the hosting center. The Contractor is required to produce and maintain both the State-approved disaster recovery plan and business continuity plan.

   b. These plans must adhere to PSPs set forth by the State.

   c. The disaster recovery plan and business continuity plan must be, at a minimum, tested annually, unless waived in writing by the State. The tests will be coordinated with the State. The State will review and verify the results of the tests.

   d. Disaster Recovery Plan

      The disaster recovery plan shall address the following, but not limited to:

      1) Failure of a disk in the storage subsystem
      2) Failure of a disk in any server
      3) Failure of a CPU in any individual database, web, or application server
      4) Failure of any network interface on any server or appliance, including interfaces to external storage systems
      5) Failure of the power supply in any individual server
      6) Failure of any switch or hub essential to the system
      7) Complete loss of any server
      8) Complete loss of any single appliance such as a load balance, security device, etc.
      9) Complete loss of the primary storage system

      The Contractor will perform, at a minimum, weekly encrypted backups of all system software, configurations, and other critical software.

      The Contractor must schedule and execute encrypted backups for data and for application software source and object libraries including those in the State production, test, and development environment libraries.

      The Contractor shall, within one (1) business day of the State's request, provide the State, without charge and without any conditions or contingencies whatsoever (including but not limited to the payment of any fees due to Contractor), an extract of the State's data in the format specified by the State.

   e. Business Continuity Plan

      The business continuity plan is related to disaster recovery, but it primarily covers a single scenario: a catastrophic failure of the Contractor's primary hosting center.

7. Document deliverables
    a. Gap Analysis (highlighting the differences between the Contractor's solution and MDOC's systems and processes)
    b. Requirements Traceability Matrix (SEM-0401)
    c. Requirements Specification document (SEM-0402)
    d. Functional Design Document (SEM-0501)
    e. Use Cases document (SEM-0502) (multiple)
    f. System Design Document (SEM-0604) (applicable only to customizations requested by the State and agreed to by the Contractor)
    g. System Design Checklist (SEM-0605)
    h. Mock-up of system screens
    i. Initiate a web review with e-Michigan
    j. Structured walkthroughs are required for each project deliverable (SEM-0187)
    k. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

Acceptance Criteria

1. High-level acceptance criteria listed in Section 1.501 of this SOW
2. Requirement deliverables meet the Requirements detailed in Exhibit 1 to this SOW and found elsewhere in this Contract.

C. Software

The Contractor will provide a solution that satisfies the Requirements as attached to this SOW and as found elsewhere in this Contract.

Deliverables

1. Systems Design Document (SEM-0604) (applicable only to customizations requested by the State and agreed to by the Contractor)
2. System Design Checklist (SEM-0605)
3. Final EASA
4. EASA Approval
5. Final Security Assessment and Risk Assessment documentation (LockPath Keylight)
6. Structured walkthroughs are required for each project deliverable (SEM-0187)
7. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

Acceptance Criteria

1. High-level acceptance criteria listed in Section 1.501 of this SOW
2. Requirement deliverables meet the Requirements detailed in Exhibit 1 to this SOW and found elsewhere in this Contract.

D. Implementation

For each phase, the Contractor will install (if applicable), configure, integrate, and test the solution in cooperation with the State's resources to ensure the complete and successful implementation of the system. Demonstrably qualified personnel must perform all software installations.

1. Configuration/Customization

    The Contractor will perform and or assist in configuring/customizing the Contractor's solution. The Contractor will also provide system configuration documentation to MDOC as necessary for self-configuration or customization options. The Contractor's solution will not be considered implemented until sufficient configuration/customization has been

completed to meet the Requirements detailed in the Requirements as attached to this SOW and found elsewhere in this Contract.

Deliverables

a. Customization/configurations per the Requirements and project plan
b. Software Configuration Management Plan (SEM-0302)
c. Structured walkthroughs are required for each project deliverable (SEM-0187)
d. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

2. Data Cleansing

The Contractor will be expected to develop a plan for the data cleansing of existing MDOC data. The Contractor will be expected to perform and assist in the cleansing of existing MDOC data before it is migrated to the new system. This will include, but not be limited to, database data. The Contractor's solution will not be considered implemented until all contractually required data cleansing is completed for a specific phase.

Deliverables

a. A data plan for and execution of data cleansing
b. Structured walkthroughs are required for each project deliverable (SEM-0187)
c. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

3. Data Conversion/Migration

The Contractor will be expected to perform and assist in the conversion and migration of existing MDOC data to the Contractor's solution. This will include, but not be limited to, database data. The Contractor's solution will not be considered implemented until all data conversion/migration is completed for a specific phase.

Additional data migration Requirements are as follows:

a. Data migration from existing systems must maintain referential integrity.
b. The data migration strategy must include pre-defined and mutually agreed upon success criteria and acceptable performance thresholds.
c. Data migration must include pre-defined and mutually agreed upon entity filter criteria for data extraction.
d. The data migration strategy must provide recoverability of data load processes including the ability to stop, start, cancel, or reload.
e. The data migration deliverables must include reporting of processing statistics including load execution time, duration, and source/destination counts.
f. The data migration deliverables must include suitable reporting of failures, error conditions, and unexpected terminations.

Deliverables

a. Summary report of data conversion/migration statistics (may be multiple reports)
b. A plan for and execution of data conversion/migration
c. Conversion Plan (SEM-0601)
d. Structured walkthroughs are required for each project deliverable (SEM-0187)
e. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

4. Document Conversion/Migration

The Contractor will be expected to perform and assist in the conversion and migration of existing MDOC documents from various repositories (such as the OMNI image database

and the NextGen document database) to the Contractor's solution. The Contractor's solution will not be considered implemented until all document conversion and migration is completed for a specific phase.

Deliverables

a. Summary report of document migration statistics (may be multiple reports)
b. A plan for and execution of document conversion/migration
c. Conversion Plan (SEM-0601)
d. Structured walkthroughs are required for each project deliverable (SEM-0187)
e. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

5. Forms and Reports Creation

MDOC requires the Contractor to have specific forms (enumerated State forms), reports (predefined system reports), and document templates (partially empty enumerated State forms populated via mail-merge) built and available upon the first day of production for any given phase. (See *Attachment 13a – Forms and Reports* of the RFP.) MDOC recognizes that with a phased implementation approach that not all data may be available to the new system required to provide all forms and reports. However, all forms and reports templates related to the specific phase being implemented and designated as Day-1 documents must be available on day 1 of implementation of that phase.

The Contractor is responsible for developing detailed report layouts for the agreed upon forms and reports. The Contractor must work with the State's SMEs to complete the detail layouts for each document.

MDOC also requires the Contractor to provide an ad hoc query tool in the form of either: (1) leveraging the current State standard - *SAP Business Objects 4.1*, (2) leveraging MDOC's current service, Information Builder's WebFocus reporting software, or (3) offering a fully integrated ad hoc query tool with similar functionality to *SAP Business Objects* be utilized for the main reporting solution.

Deliverables

a. Forms and Reports migration, creation, and implementation.
b. Design documentation for individual reports
c. Structured walkthroughs are required for each project deliverable (SEM-0187)
d. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

6. Interfaces/Integration with Existing Systems

The Contractor will be expected to perform and assist in the integration and interfacing of existing software systems to the Contractor's system. The Contractor's solution will not be considered implemented until all interfaces and integrations are completed for a specific phase. All applications not replaced by the Contractor's solution, must be integrated with the new solution. In addition to the integrations described above and elsewhere in this Contract, the following applications will be accounted for in the Contractor's project plan, if applicable:

a. State of Michigan Centralized Electronic Payment Authorization System (CEPAS)
b. Address Normalization Tool
c. State of Michigan E-mail Servers
d. Geographic Information Systems Capability
e. Microsoft Office Applications
f. Adobe Acrobat

g. State's WAN

MDOC reserves the right to request additional integrations with additional State or external systems (beyond those described in the RFP), if not already included in the Contractor's solution, as an approved change order to the project. Additional system integrations may include, but are not limited to:

a. State of Michigan Accounting System (MAIN or SIGMA)
b. New third-party applications added following the issuance of this Contract

The Contractor shall be responsible for developing, managing, testing, and supporting the temporary interfaces that will function as bridges between the implemented and legacy systems. The Contractor must provide a detailed plan documenting the strategy for building, testing, and supporting the temporary interfaces.

Deliverables

a. System interfaces/integration with the State's network, security environment, and end-user hardware.
b. A detailed plan documenting the strategy for building, testing, and supporting any interfaces during a phased implementation (SEM-0604) *(applicable only to customizations requested by the State and agreed to by the Contractor)*
c. Structured walkthroughs are required for each project deliverable (SEM-0187)
d. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

7. System Testing

The Contractor will be responsible for the full system testing of the Contractor's solution. The Contractor's solution will not be considered implemented until all system testing is completed for the functionality in the phase being implemented. System testing must include regression testing that includes all previously implemented phases. For each phase, the initial software solution will be implemented in a test environment and ran parallel to the existing MDOC system(s) for up to sixty (60) days or as agreed upon by MDOC before being moved into production.

MDOC reserves the right to request specific testing phases to be shorter than sixty (60) days depending upon the nature of the phase being implemented. At all times during implementation, the Contractor will work with State staff to identify gaps during system testing in fulfilling Requirements and will propose changes to the software to manage such gaps and will document the fulfillment of all gaps. Once identified gaps have been remediated, the software solution will be moved into the production environment.

Deliverables

a. Full system testing including regression testing of previously implemented phases
b. Testing scripts (multiple)
c. Test Plan (SEM-0600)
d. Test Type Approach & Report (SEM-0603) for each of the phases of implementation
e. Test Case (SEM-0606) (multiple)
f. Provide a common automated platform for use by the State and Contractor to track defects, issues, and enhancements.
g. Structured walkthroughs are required for each project deliverable (SEM-0187)
h. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

8. User Acceptance Testing

   The Contractor will be responsible for leading user acceptance testing of the Contractor's solution. The Contractor's solution will not be considered implemented until all user acceptance testing is completed and the results have been confirmed by a third-party IV&V resource, if the State engages such a resource.

   Deliverables

   a. Full user acceptance testing
   b. UAT Testing scripts that provide continuity of testing detail across test periods (multiple)
   c. Requirements Traceability Matrix showing relationship of test cases to Requirements (SEM-0401)
   d. Transition Plan (SEM-0701)
   e. Documentation identifying the fulfillment of each software Requirement
   f. Structured walkthroughs are required for each project deliverable (SEM-0187)
   g. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

9. Security Accreditation

   The Contractor will be responsible for participating through completion of the State's Security Accreditation Process and achieving Authority to Operate before cutover to production. The Security Accreditation Process includes a framework-based, questionnaire-driven security assessment and automated scans. Contractor must remediate any found vulnerabilities at its expense unless otherwise waived in writing by the State. Contractor must work closely with DTMB and the Michigan Cyber Security (MCS) team to document the security assessment in the State's Governance, Risk and Compliance (GRC) tool, which is currently Lockpath Keylight software.

   Deliverables

   a. Input on Business Impact Analysis, completed with close collaboration with MDOC, DTMB, and MCS, and stored in Lockpath Keylight GRC tool
   a. Input on Security Assessment, completed with close collaboration with MDOC, DTMB, and MCS, and stored in Lockpath Keylight GRC tool
   b. Application Scan, completed with close collaboration with DTMB and MCS
   c. Input on Plan of Action and Milestones, completed with close collaboration with MDOC, DTMB, and MCS, and stored in Lockpath Keylight GRC tool
   d. Vulnerability Remediation, completed by Contractor and verified by MCS
   e. Authority to Operate, granted by the Director of the Department of Technology, Management, and Budget. (Contractor will receive ATO (if granted), no actual deliverable from Contractor)

10. Cutover to Production

    The State may require a stabilization period of up to 60 days once a full release is put into production (a stabilization period will not be required for patches or production support releases) that would prevent the introduction of additional functionality to the production environment until the stabilization period ends.

    If an automated testing application is used, results from such tests shall be randomly tested by MDOC before they are considered complete.

    The results of the Pilot site rollout experience will be used as a significant basis for the State's Go/No-Go decision.

The installation plan must include the ability of State users to access system data during the cutover phase to the production environment; and, at a minimum, access system data in read-only format. The installation plan must be agreed upon by the State.

Deliverables

a. System moved into production environment complete with interfaces and integration with existing MDOC software systems that are not part of the Contractor's solution
b. Installation Plan (SEM-0702)
c. Structured walkthroughs are required for each project deliverable (SEM-0187)
d. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

Acceptance Criteria

1. The High-level acceptance criteria of deliverables for all implementation phases listed above are per *Section 1.501* of this SOW

E. Training and Knowledge Transfer

The Contractor will provide training to State personnel as described below to transfer knowledge of the application to the State. Training will be provided for each phase of implementation. Training sessions shall be conducted in person and onsite at an MDOC office location of MDOC's choosing. Training sessions shall include up to thirty (30) State-designated individuals per in-person training session and an unlimited number of individuals in remote training sessions. In addition to the lead trainer for the session, the Contractor shall provide an additional (1) trainer per thirty (30) State-designated individuals participating in in-person training sessions. MDOC requires all training to be performed on the training environment implemented as part of the Contractor's solution.

The Contractor must provide a training/demo environment for training users that will be backed up to a mutually agreeable baseline. This environment must provide a training database sufficient to meet the Requirements for classroom training. The training environment must be accessible to users throughout all project phases and allow a minimum of four hundred (400) concurrent users to access the environment. Each user must be able to access the training environment from their currently assigned workstation.

1. User Training

   The Contractor will provide training for various users of the system. Training will be broken up into several training sessions for each phase of the project, and further divided into training sessions within each phase of the project as designated and approved in the training plan. Within each phase of the project the Contractor will provide the following training:

   a. User training of the Contractor's base application functionality. The number of sessions and the number of hours will be recommended by the Contractor for approval by the State.

   b. User training for various users of the Contractor's application that includes all customizations. The training environment must be updated to include all customizations prior to this training being completed. The number of sessions and the number of hours will be recommended by the Contractor for approval by the State.

   c. Observation of system administrator training for system administrators, application security administrators, and other users, e.g. users responsible for ad hoc reporting. The number of sessions and the number of hours will be recommended by the Contractor for approval by the State.

In addition to classroom training for staff, the State would prefer a combination of “On the Job” training with the Contractor throughout the project.

2. Train-the-Trainer

   The Contractor will provide training for designated MDOC instructors. MDOC instructors may be comprised of select internal personnel and managers, and designated subcontractors.

   The Contractor should provide its recommendations based on experience. However, MDOC would prefer staff to be trained with a “Just-in-Time” approach to keep the delivery temporally near to the time when staff will be using the Contractor’s system. The use of a Train-the-Trainer approach does not exempt the Contractor from its responsibility for training delivery and to track the effectiveness of training, as well as training status.

3. Initial System Administrator and Technical Training

   The Contractor will provide system administrator and technical training. The training will be provided prior to the testing cycle for the first phase of the project. Training will be broken up into several training sessions as designated and approved in the training plan. If the State will be required to fulfill certain technical roles as part of the Contractor’s solution, technical training shall cover configuration of the application; including but not limited to use of ad hoc reporting server, interfaces, data conversion, customization, and security. All technical training will take place at an MDOC office location of MDOC’s choosing.

4. Optional Additional Training

   The Contractor will provide additional onsite training sessions in ten (10) hour increments as requested by the State and at the costs outlined in the Contractor’s Cost Table under *Labor Rates for Future Enhancements*. Additional training sessions shall be conducted in the same manner described in the preceding paragraphs.

5. Ongoing Free New Release/Upgrade Training

   The Contractor shall provide additional training, e.g. classroom or web-based training, training flier, release features, etc., at no additional cost for all upgrades and new versions to the system that affect end-user functionality.

Deliverables

1. Training Plan (SEM-0703)
2. Training Checklist (SEM-0704)
3. Onsite or webinar-based user training of the Contractor’s base product functionality related to the project phase. The number of sessions and the number of hours will be recommended by the Contractor for approval by the State.
4. Onsite or webinar-based user training of the Contractor’s product that includes all customizations. The number of sessions and the number of hours will be recommended by the Contractor for approval by the State.
5. Onsite or webinar-based system administrator training for system administrators, application security administrators and other users, e.g. users responsible for ad hoc reporting. The number of sessions and the number of hours will be recommended by the Contractor for approval by the State.
6. Train-the-Trainer training. The number of sessions and the number of hours will be recommended by the Contractor for approval by the State.
7. Onsite technical training. The number of sessions and the number of hours will be recommended by the Contractor for approval by the State.
8. Additional onsite training in 10-hour increments (as requested by the State)

9. User manuals (technical, system administrator and authorized role)
10. Training manuals
11. Pre-recorded training materials
12. Glossary
13. Ongoing free new release/upgrade training
14. Structured walkthroughs are required for each project deliverable (SEM-0187)
15. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

All training manuals, training plans, and other documentation provided become the property of the State and shall be delivered to the State in an editable format supported by the State.

Acceptance Criteria

1. High-level acceptance criteria listed in *Section 1.501* of this SOW
2. State-identified end-users are proficient in the use of the solution
3. State-identified system administrators are proficient in the administration and configuration of the solution
4. State-identified DTMB and MDOC technical staff are knowledgeable in the maintenance and support of the solution

F. Documentation

As part of every completed phase, the Contractor will provide an applicable and complete set of solution documentation to the State including, but not limited to, the deliverables specified below:

1. A copy of the following documentation in both an editable electronic format and available online:
    a. User and technical manuals, including detailed configuration instructions.
    b. Data element dictionary
    c. Operations manual

    Such documentation will also include any deliverable previously or subsequently requested in this SOW.
2. All updates of documentation during the term of the Contract, software license and maintenance agreement. The following documentation is to be provided for all modules and program development:
    a. System-wide documentation and specifications
    b. Baseline end-user training manuals to be used as a basis for “User Manuals” and online help
    c. Installation procedures
    d. Module configuration documents sufficient for configuration maintenance purposes
    e. Testing scripts
    f. Specification documentation
    g. Production migration
    h. Integrations: API and web services
    i. Architecture, security, and risk assessment updates reflecting any changes in the new system.
3. The documentation of components, features, and use of the hardware/software will be detailed such that resolution of most problems can be determined from the documentation, and most questions can be answered.

4. All system, operational, user, change, and issue documentation must be available in electronic format, delivered to the State in a format supported by the State, in an editable format, updated regularly, with unique numerical identifiers for each section and, be consistent with the most current version of the application(s) and three (3) previous versions.
5. All system, operational, user, change and issue documentation are to be organized in a format approved by the State and that facilitates updating and allows for revisions to the documentation to be clearly identified.
6. The Contractor must develop and submit for State approval complete, accurate, and timely system, operations, and user documentation.
7. Detailed workflow diagrams, in an editable format, updated regularly, depicting the business processes resulting from full implementation of the solution.
8. The Contractor must notify the State of any discrepancies or errors outlined in the system, operations, and user documentation.

All documentation provided becomes the property of the State.

Deliverables

1. User manuals
2. Technical manuals including detailed configuration instructions
3. Data elements dictionary
4. Operations manual
5. Updates to all documentation deliverables
6. Testing scripts documentation
7. Business process workflow diagrams
8. Specification documentation
9. Product migration documentation
10. Structured walkthroughs are required for each project deliverable (SEM-0187)
11. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

Acceptance Criteria

1. High-level acceptance criteria listed in *Section 1.501* of this SOW

G. Production Operations

Contractor will be responsible for scheduling, executing, and monitoring batch jobs, and keeping online screens available for use during hours of operation. Contractor will receive and act on alerts for performance, availability, and capacity for batch job execution and online operations.

Deliverables

1. Production Operations of the solution, which means running batch job and keeping online screens available for use.
2. Monitoring of performance, availability, and capacity of the solution

H. Maintenance and Support

Maintenance and support, and the Contractor's ongoing maintenance and support obligations, are covered elsewhere in this Contract. The State may, at its sole option, renew maintenance and support services on an annual basis.

For purposes of measuring and tracking the software system's response time, the Contractor will measure system latency against the Offender Detail Screen. Data regarding system latency will

be stored for at least 30 days and provided to the State upon request or through an automated retrieval process or report.

Deliverables

1. Maintenance of the solution
2. Support (Contractor support obligations are covered under the Service Level Agreement, attached as Schedule D to this Contract)
    a. Maintenance Plan (SEM-0301)
    b. Project Lessons Learned (PMM-0103)
    c. Project Closure Report (PMM-104)
    d. Defect Tracking Log (SEM-0186)
    e. System Maintenance Document (SEM-0931)
    f. Structured walkthroughs are required for each project deliverable (SEM-0187)
    g. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

Acceptance Criteria

1. High-level acceptance criteria listed in *Section 1.501* of this SOW
2. The Contractor's help desk is staffed with demonstrably qualified resources familiar with and knowledgeable of the solution
3. Support is available as described above with escalation as necessary to senior technical/engineering staff, and then to higher management and/or senior management.
4. Updated documentation as required to reflect changes to the solution

I. Future Enhancements

Upon request and at the State's sole discretion, the Contractor will provide additional services related to scope changes, enhancements, training, legislative, or judicial mandates identified in the future. The Contractor will ensure that technical resources are available to address this Requirement. To utilize these services, the State will submit a SOW to the Contractor for the additional services requested. If appropriate, the State may use "banked" hours provided by the Contractor as part of its proposal. See Section 2.005 below.

For each such SOW received from the State, the Contractor will provide a written proposal, including a fixed-price quote based on the rates established in this Contract. Upon review and written approval of the State Project Manager, MDOC will submit a Contract change request to DTMB-Procurement in accordance with *Section 1.410*. Upon review and written approval by DTMB-Procurement, a Contract amendment, if needed, will be executed. A fully executed Contract amendment is required prior to issuance of any delivery order. An issued delivery order is required prior to the Contractor providing any goods or services under this section.

Unless otherwise requested, the Contractor will develop customizations at its own facilities. The Contractor will provide any customizations specifically requested by the State, even if its other customers have not requested similar customizations. The Contractor will provide such services in a manner that meets State Requirements. The Contractor will support testing to ensure the as-built enhancements perform as specified by the State. The Contractor will provide test cases to the State that the Contractor used in testing the enhancements in advance of user acceptance testing. The Contractor must provide unit testing scripts that were used, checked, and validated prior to submitting software release to MDOC for user acceptance testing.

Deliverables

1. Written proposal including project plan and quote
2. Services upon the State's request

3. Structured walkthroughs are required for each project deliverable (SEM-0187)
4. Signoffs are required for each phase via Stage Exit Approval (SEM-0189)

Acceptance Criteria

1. High-level acceptance criteria listed in Section 1.501 of this SOW
2. Services conforming to each respective Statement of Work and Written Proposal

J. Future Considerations

Depending upon the ability of the Contractor to provide the appropriate services once the initial scope is met, the project scope may be expanded to include functionality not currently within scope of this Contract if such additional scope increases the overall value to the State. Such follow-on work would occur after a successful implementation of the functionality described in this Contract. The functionality that may be considered at a later time may include:

1. Employee support
2. Financial management
3. Human resources
4. Personnel support
5. Operations support
6. Data analytics
7. Business intelligence
8. Research and planning
9. Warehouse ordering and inventory
10. Offender-related functionality not included in the Requirements, such as:
    - Alert system for hearing impaired
    - Business rule application used for offender time computation
    - Community corrections case management of probationers
    - Debit cards for offenders leaving prison
    - Offender emails
    - Offender medication (prescription fill and delivery)
    - Law library (including legal writer approval and tracking) on a closed system network
    - Money deposits
    - Electronic devices
    - Commissary services
    - Care packages
    - Phone services
    - Vending machine card encoding (add money to a card for use in a vending machine)
    - Video visitation

As such, this Contract represents what may be the first phase of a plan to replace technologically outdated systems and manual records. The State plans to investigate follow-on opportunities that may provide additional value to the State.

Schedule A - Statement of Work (SOW)

1.200 Roles and Responsibilities

1.201 State Staff, Roles, and Responsibilities

The State project team will consist of the State Project Manager, Subject Matter Experts, other project support resources.

A. State Project Manager

The State will appoint a State Project Manager who will be responsible for the State's obligations during the project. The Contractor will report to this State contact and access all other State resources thorough the State Project Manager. At no time is the Contractor permitted to contact the State regarding this project except through the State Project Manager, unless otherwise authorized by this Contract.

The State Project Manager will be responsible for:

1. Safeguarding the State's interests related to this project
2. Managing the State's engagement on this project
3. Reporting directly to the project sponsors
4. Managing the State's relationship with the Contractor
5. Resolving project issues in a timely manner
6. Reviewing the project plan, status, and issues.
7. Resolving deviations from project plan
8. Making key implementation decisions
9. Coordinating and managing the State resources assigned to the project
10. Managing the coordination between all external contractors engaged on this project
11. Managing the communication between all project stakeholders
12. Providing acceptance and sign-off on deliverables/milestones
13. Approving timesheets and invoices
14. Escalating outstanding/high priority issues
15. Conducting regular and ongoing review of the project to confirm that it meets original objectives and Requirements
16. Documenting and archiving all important project decisions

B. Subject Matter Experts

The SMEs representing the State business units involved will provide the vision for the business design and how the solution shall provide for that vision. They report to the project through the State Project Manager and are available on an as-needed basis.

C. Other Roles and Responsibilities

The State may provide other staff, which may include:

1. System Administrators
2. Database Administrators
3. Network Administrators
4. Infrastructure Services
5. Systems Security Administrators
6. IT Business Analysts

Individual	Project Role
Jeff Anderson	Business Owner and State Service Manager
James Topping	Contract Administrator
Darren Elliott	Project Manager

1.202 Contractor Staff, Roles, and Responsibilities

A. Contractor Staff

Pursuant to the Contract, the Contractor has assigned the following Key Personnel to the project:

Individual (Key Personnel)	Project Role	Allocation to Project
Shane Every	Single Point of Contact, Project Manager, and Contract Administrator	100%
Atul Gupta	Business Analyst	30%
Ajit Kumar	Business Analyst – Fiduciary Systems	75%
Bryan Sandholm	Business Analyst	100%
Mike Last	Business Analyst	75%
Tim Heater	Business Analyst	30%
Greg Eekhoff	Business Analyst	30%
Thomas (Tim) Maulsby	Enterprise Data Architect	20%
Mike Schall	Technical Lead	20%

All Key Personnel may be subject to the State's interview and approval process.

Pursuant to the Contract, the Contractor has assigned the following Other Personnel to the project:

Individual (Other Personnel)	Project Role	Allocation to Project
Matt Reynolds	Configuration Lead, Contractor Service Manager, and Contractor Security Officer	10%
Molly Leih	Testing Lead	40%
Kris Jackson	Training Lead	40%
Don Seifried	Data Scientist	10%

1. The Contractor may propose additional resources beyond the required Key Personnel listed above. If the Contractor proposes such additional Key Personnel, it should provide a completed resource resume template for each additional staff position the Contractor proposes to leverage during the Contract. Such additional resource resumes may be either the actual resumes of specifically identified resources or representative resumes describing the proposed classification and skillsets.

Submit a letter of commitment for each specifically identified additional resources, signed by the identified resource, stating his/her commitment to work for the Contractor/subcontractor on this project contingent on award of the bid. If the identified resources are currently assigned to a State project, provide a letter signed by the State Project Manager releasing the individual from the project upon execution of the Contract. The Contractor may opt to provide representative resumes for such proposed additional resources positions, in which case no letters of commitment or release are required.

2. The Contractor will provide a list of all subcontractors, including firm name, address, contact person, and a complete description of the work to be contracted. Include descriptive information concerning subcontractor's organization and abilities.

3. The Contractor will provide an organizational chart indicating (a) lines of authority for resources involved in performance of this Contract and relationships of this staff to other programs or functions of the firm, (b) lines of authority to the next senior level of management and (c) indicating who within the firm will have prime responsibility and final authority for the work. Provide an updated chart when changes occur.

B. Project Manager

The Contractor Project Manager will coordinate all the activities of the Contractor resources assigned to the project and create all reports required by the State. The Contractor Project Manager will report to the State Project Manager.

The Contractor Project Manager is, at a minimum, responsible for:

1. Managing the Contractor's overall effort to meet the Requirements of this project
2. Communicating with the State on any and all project-related issues only and exclusively through the State Project Manager. If necessary, the State Project Manager will escalate any unresolved issues to the appropriate State resource. The Contractor is not to contact or otherwise communicate with State resources, including MDOC and DTMB project sponsors, unless arranged by the State Project Manager.
3. Coordinating and managing the day-to-day project activities of the Contractor's project team
4. Managing Contractor's subcontractors, if any.
5. Developing and updating the project plan and schedule
6. Assessing and reporting project feedback and status
7. Escalating project issues, project risks, and other concerns.
8. Reviewing all project deliverables and providing feedback
9. Preparing project documents and materials that are the direct responsibility of the Contractor
10. Assisting the State Project Manager with the drafting of all project documentation that is not the direct responsibility of the Contractor
11. When requested by the State Project Manager, attend project advisory committee meetings and present status, provide analysis and recommendations related to decisions or issues requiring resolution, and answer questions that may arise during the meeting. Other Contractor personnel may attend if needed to provide background, analysis, or a presentation on a topic scheduled for a particular meeting.
12. Proactively proposing and suggesting options and alternatives for consideration

C. Single Point of Contact (SPOC). The SPOC's duties include, but shall not be limited to:

1. Supporting the management of the Contract

2. Facilitating dispute resolution
3. Updating the State of performance under the terms and conditions of the Contract

   The State reserves the right to require a change in the current SPOC if the assigned SPOC is not, in the opinion of the State, adequately serving the needs of the State.

D. On-Site Work Requirements

1. Location of Work. Significant project work will be performed, completed, and managed at the following location: GrandView Plaza, MDOC Headquarters, Lansing, MI
2. Hours of Operation
   a. Normal State working hours are 8:00 am to 5:00 pm, et., Monday through Friday, with work performed as necessary after those hours to meet project deadlines. No overtime will be authorized or paid.
   b. The State is not obligated to provide State management of assigned work outside of normal State working hours. The State reserves the right to modify the work hours in the best interest of the project.
   c. The Contractor shall observe the same standard holidays as State employees. The State does not compensate for holiday pay.
3. Travel
   a. No travel or expenses will be reimbursed. This includes travel costs related to training provided to the State by the Contractor.
   b. Travel time will not be reimbursed.

E. Required Background Check of Contractor's Resources

1. Contractor resources who will have access to system data, the legacy or the Contractor's systems, and/or MDOC records, and those who have direct responsibility to configure and maintain any MDOC or the Contractor's system or networks that have direct access to CJIS data will be subject to a MDOC performed background check consisting of the following:
   a. Credit check
   b. Criminal history check
   c. State of residence and federal fingerprint-based records check
   d. Driving record check
   e. Delinquent tax check with the State
   f. Education history check
   g. Employment history check
   h. Additional personal identifying information received through a LexisNexis Accurint check
   i. Name based records check
2. Contractor resources who will have unescorted access to MDOC facilities, but will not have access to user data, the legacy or Contractor's systems, and/or MDOC records shall be subject to a MDOC performed background check consisting of the following:
   a. Criminal History Check
   b. Delinquent Tax Check with the State
   c. State of residence and federal fingerprint-based records check
   d. Name based records check
3. Any Contractor resources who will not have not have unescorted access to MDOC facilities and will not have access to user data and/or MDOC records or will not be

responsible for configuration and maintenance of computer systems and networks with direct access to user data or MDOC records will not be subject to a background check.

4. MDOC requires the appropriate background check process to be complete for Contractor resources prior to the Contractor resources being involved in the project and on a periodic basis thereafter.
5. MDOC reserves the right to make a determination that a Contractor resource is unsuitable to work on the project due to the results of the conducted background check.
6. MDOC reserves the right to determine the appropriate type of background check for each of the Contractor's resources.
7. It is the responsibility of the Contractor to supply Contractor resources that can successfully pass the appropriate background check.
8. The Contractor will pay for all costs associated with ensuring Contractor resources meet all applicable background check requirements and suitability.
9. The State will work expeditiously to complete background checks for each Contractor resource, but such reviews may take up to thirty (30) days. The Contractor must take this into consideration when developing its project and staffing plans.

F. The Contractor shall supply MDOC with a list of Contractor/subcontractor resources that have or have had access to MDOC information and data over the course of the project. This list shall contain enough information for MDOC to easily determine which individuals have current access and which individuals had (but no longer have) access to MDOC information and data. This list shall be updated weekly and delivered to the State Project Manager.

1.300 Project Plan

1.301 Project Plan Management

A. Preliminary Project Plan

The Contractor will develop a project plan using project management methodologies that adhere to PMBOK guidelines and that include the required DTMB SUITE steps.

B. Orientation Meeting

As described above, within fourteen (14) calendar days from execution of the Contract, the Contractor will be required to attend an orientation meeting to discuss the content and procedures of the Contract. The meeting will be held in a State office location in Lansing, Michigan, at a date and time mutually acceptable to the State and the Contractor. The State shall bear no cost for the time and travel of the Contractor for attendance at the meeting.

C. Performance Review Meetings

The State will require the Contractor to attend, at a minimum, monthly meetings with the State Project Manager and other State designees to review the Contractor's performance under the Contract. The meetings will be held in Lansing, Michigan, or by teleconference, as mutually agreed by the State and the Contractor. The State shall bear no cost for the time and travel of the Contractor for attendance at the meeting.

D. Project Control

1. The Contractor will carry out this project under the direction and control of the State Project Manager
2. Within fourteen (14) calendar days of the execution of the Contract, the Contractor will submit to the State Project Manager the project plan for final approval. This project plan must be in agreement with *Section 1.104 Work and Deliverables* of this SOW.

3. The Contractor will manage the project in accordance with the State Unified Information Technology Environment (SUITE) methodology, which includes standards for project management, systems engineering, and associated forms and templates.
    a. The Contractor will use an automated tool for planning, monitoring, and tracking the Contract's progress and the level of effort of any Contractor resources spent performing services under the Contract. The tool shall have the capability to produce:
        1) Staffing tables with names of resources assigned to Contract tasks
        2) Project plans showing tasks, subtasks, deliverables, and the resources required and allocated to each (including detailed plans for all services to be performed through the project completion, updated weekly)
        3) Updates must include actual time spent on each task and a revised estimate to complete
        4) Graphs showing critical events, dependencies, and decision points during the course of the Contract
    b. Any tool(s) used by Contractor for such purposes must produce information of a type and in a manner and format that will support reporting in compliance with the State standards.
4. The Contractor will be responsible for ongoing scope planning for future project phases in a timely manner and to so in a manner that provides the State a coherent and concise forward-looking calendar of events that will office in future phases.
5. The Contractor will provide the State with a schedule of payments anticipated under its project plan and revise this payment schedule as necessitated by changes in the project schedule that may occur from time to time.
    a. Payment to the Contractor will be eligible for invoicing upon the completion and acceptance of the deliverable or milestone. A milestone is defined as complete when all the deliverables within the milestone have been completed and accepted by the State.

1.302 Weekly Status Reporting

A. Weekly Status Meetings

MDOC requires a status meeting be held with the Contractor and the State Project Manager (and other State designees) at least once per week to be used to report on the status of the project. MDOC reserves the right to change the frequency of the status meetings on an as needed basis. Unless waived or otherwise modified by the State, all status report meetings must be held in person at a State office location of MDOC's choosing or via video conference at MDOC's discretion. The Contractor will provide agendas for all status report meetings.

B. Weekly Status Report Format

The Contractor will submit a proposed project reporting template to the State Project Manager for approval within fourteen (14) calendar days following the initial orientation meeting. Once both parties have agreed to the format of the weekly status report, it shall become the standard for the duration of the Contract.

The following is a list of report components that should be submitted in a weekly status report and reviewed during a weekly status meeting:

1. Weekly project overall status
2. Updated project plan (if necessary)
3. Summary of activity during the report period
4. Accomplishments expected during the report period

5. Deliverable statuses
6. Schedule status
7. Action Item statuses
8. Project Risks and Risk Mitigation Plans
9. Issues
10. Overview of Project Change Controls and Change Controls Pending
11. Repair status
12. Maintenance Activity
13. Upcoming Schedule Project Meetings
14. Project Cost Summary
15. Project Resource (Staffing) Allocation Summary

1.400 Project Management

1.401 Project Plan

The Project Plan is a formal consolidation of project planning documents that are used to manage and control the project. The Project Plan must be completed and approved at the end of the planning phase.

1.402 Project Schedule

The project schedule must include, at a minimum, time frames and deliverables for the various phases of the project, and the responsibilities and obligations of both the Contractor and the State. Include the following schedule detail:

A. The Contractor's staffing table with names of personnel assigned to the project. This must be in agreement with staffing proposed by the Contractor in its accepted proposal. Necessary substitutions due to change of employment status and other unforeseen circumstances may only be made with prior approval of the State.
B. The project work breakdown structure (WBS) showing sub-projects, activities and tasks, and resources required and allocated to each. All non-customization related tasks must be effort-driven and shown in no more than eighty (80) hours in duration.
C. The time-phased plan in the form of a graphic display, showing each event, task, and decision point in the WBS
D. Deliverables and milestone tasks
E. Target dates and critical paths for the deliverables
F. Identification of roles and responsibilities
G. Labor, hardware, materials, and supplies required to be provided by the State in meeting the target dates established in the draft project plan
H. Internal milestones (SEM and PMM stages)
I. Tasks
J. Task durations
K. Task work effort
L. Task description/notes
M. Resource allocation (specifically named individual) for each task

In addition, the Contractor must clearly identify schedule risks and critical paths.

1.403 Work Breakdown Structure (WBS)

During project execution, the Contractor is required to provide a detailed and resource-loaded project schedule.

1.404 Procurement Management Plan

The Contractor must develop a Procurement Management Plan for the project. The plan must specify:

A. All proposed hardware, software and/or services to procure and whether such items will be procured by the State or the Contractor

B. The intent/justification for using the proposed hardware, software, or services

C. The timing of when the IT commodities and/or services will be needed for the project (which should also be included as activities/tasks in the Project Schedule)

D. All associated cost

1.405 Risk Management

A risk is a potential circumstance or event that, if it occurs, may have a positive or negative impact on the project.

A. The Contractor is responsible for establishing a risk management plan and process, including the identification, and recording of risk items, prioritization of risks, definition of mitigation strategies, monitoring of risk items, and periodic risk assessment reviews with the State.

B. The Risk Management Plan is developed during the initial planning phase of the project. Once the Contractor and the State have agreed to the format of the plan, it shall become the standard to follow for the duration of the Contract. The plan must be updated weekly or as agreed.

C. The Contractor shall provide the tool to track risks. The Contractor will work with the State and allow input into the prioritization of risks.

D. The Contractor is responsible for identification of risks for each phase of the project. The State will assign responsibility of risks identified. The assigned party will be responsible for mitigating and/or eliminating assigned risks.

1.406 Issue Management

An issue is an identified event that if not addressed may affect schedule, scope, quality, or budget.

A. The Contractor shall maintain an issue log for issues relating to the provision of services under this Contract. The issue management log must be communicated to the State Project Manager on an agreed upon schedule, with email notifications and updates. The issue log must be updated and must contain the following minimum elements:

1. Description of issue
2. Issue identification date
3. Responsibility for resolving issue
4. Priority for issue resolution (to be mutually agreed upon by the State and the Contractor)
5. Resources assigned responsibility for resolution
6. Resolution date
7. Resolution description

Issues shall be escalated for resolution from low level to high level, as defined below:

- High Level: Operational Project Sponsor
- Medium Level: State Project Manager and Contractor Project Manager
- Low Level: MDOC SME or State designated project team member

All bugs and defects will be addressed by the Contractor at its cost.

B. The Contractor shall maintain a defects log for software defects identified by the State. As used in this Section, a defect is defined as a "shortcoming, imperfection, flaw, deviation, or inadequacy of the system to meet the approved Requirements for this project."

In short, a defect is something that does not work as designed and the Contractor is responsible for fixing free of charge. The defects log must be communicated to the State Project Manager on an agreed upon schedule, with email notifications and updates. The defects log must be updated and must contain the following minimum elements:

1. Description of each defect
2. Defect identification date
3. Priority for fixing defects (to be mutually agreed upon by the State and the Contractor)
4. Contractor resources assigned responsibility for fixing each defect
5. Estimated date for fixing each defect
6. Description of the fix to be applied

1.407 Quality Management Plan

The Quality Management Plan must define activities and include processes, procedures, time frames, and standards that must be used to assure quality and the resources required to conduct quality related activities. When establishing the Quality Management Plan, the Contractor must identify any quality risks and describe how those risks will be mitigated.

1.408 Resource Plan

The Resource Plan identifies and quantifies the resources needed to perform project activities/tasks (staff, equipment, and materials) and when those resources are required. The Resource Plan must include both labor and non-labor resources, identify any resource risks, and explain how those risks are mitigated.

1.409 Communications Plan

In the planning phase of the project, the Contractor must develop and secure appropriate approvals for the Communications Plan. The Communication Plan must document what, when, and how information must be disseminated to stakeholders and the project team throughout the project lifecycle. The plan must be approved by the State Project Manager before being implemented. This Requirement may be waived by the State in writing, if necessary.

1.410 Reserved

1.411 Termination Assistance Plan

Within 120 days of the project closure, the Contractor shall assist the State (and its designee) with the creation of a termination assistance plan. The contents of termination assistance plan will include, unless otherwise agreed, the services, functions, and activities as defined below:

A. Documentation of existing and planned projects and support activities
B. Identification of the services and related positions or functions that require transition and a schedule, plan, and procedures for the State assuming or reassuming responsibility
C. Description of actions to be taken by the Contractor in performing termination assistance
D. Description of how the transfer of (i) relevant information regarding the services, (ii) resources (if any), (iii) operations, and (iv) Contracts (if any) will be achieved
E. Detailed description of any dependencies on the State necessary for the Contractor to perform its obligations under the termination assistance plan
F. Inventory of documentation and work products required to facilitate the transition of responsibilities
G. Assist the State in the identification of significant potential risk factors relating to the transition and in designing plans and contingencies to help mitigate the risk
H. Set out the timeline for the transfer of each component of the terminated services (including key milestones to track the progress of the transfer)

I. Define a schedule and plan for the Contractor's return to the State of (i) the State service locations then occupied by the Contractor (if any), and (ii) the State confidential information, the State data, documents, records, and files in a type and standard agreeable to the State, that is in the Contractor's possession.

The State and the Contractor will select a team to manage this plan:

A. The Contractor will provide a senior project manager who will be responsible for the Contractor's overall performance of the termination assistance plan and who will be the primary point of contact for the State in respect of the termination assistance plan.
B. The State will appoint a senior project manager who will be the primary point of contact for the Contractor during any termination period.

In the event of activation of the termination assistance plan, the Contractor will:

A. Perform the activities reasonably required to help effect a smooth and orderly transfer of operational responsibility for the terminated services
B. Facilitate access to any State source code, object code, object and production libraries, reference files, field descriptions, record layouts and technical specifications along with run documentation for any State software then in the Contractor's possession including tools, scripts, run books, production schedules and procedures as required to support the in-scope applications which may be used in training, knowledge transfer, sizing assessments, operational reviews and other uses required by the State at the time of transfer
C. Cooperate with the State (or its designee) in conducting migration testing
D. Provide the State-owned documents and information related to the functionality, program code, data model and data base structure, and access methods for the in-scope applications and manual and automated processes used for the State, within the possession or control of Contractor, and reviewing such processes, documents and information with the State as reasonably requested
E. Cooperate with the State's test plans, back out procedures, and contingency plans as part of the migration of terminated services
F. After the transfer of the provision of terminated services to the State (its designee, or both), providing additional assistance as reasonably requested by the State to facilitate continuity of operations, through the end of the termination assistance period

If the State terminates this Contract, for convenience or cause, or if the Contract is otherwise dissolved, voided, rescinded, nullified, expires, or rendered unenforceable, the Contractor shall comply with direction provided by the State to assist in the orderly transition of equipment, services, software, leases, etc. to the State or a third party designated by the State through the Termination Assistance Plan. If this Contract expires or terminates, the Contractor agrees to make all reasonable efforts to affect an orderly transition of services within a reasonable period. The Contractor's efforts and responsibilities are further specified elsewhere in this Contract.

1.412 Warranty

The Contractor is required to support the system for the duration of the warranty period, which begins after the implementation of the first phase and after all stabilization periods end, if any.

For the 120-day warranty following statewide deployment of the integrated system or any portion of the system, and after a stabilization period (if any), the Contractor warrants that the system must conform in all material respects to the Requirements of the system as set out in the Contract and the accepted deliverables.

If, within the warranty period, the system fails to comply with this warranty, the Contractor must repair defects at no cost to the State to bring the system into compliance with the warranty.

The State is responsible for notifying the Contractor of the failure in writing, describing the correct operation, providing the Contractor with adequate documentation and evidence to reproduce the failure, and, when necessary, demonstrating the failure so that the cause of the failure may be traced and

corrected. The Contractor must make such warranty repairs in accordance with this Contract. For this project, “Defect” means any material error in the system that prevents the system from performing materially in compliance with the required functionality.

The Contractor shall have no obligation to make warranty repairs attributable to:

A. Misuse or modification of application by the State
B. State use of the system in combination with any product other than those specified by the Contractor or agreed to in the Contract
C. The quality or integrity of data from other automated or manual systems with which the system interfaces; hardware, systems software, telecommunications equipment, or software not a part of the system which is inadequate to allow proper operation of the system or which is not operating in accordance with manufacture specifications
D. Operation or utilization of the system in a manner not contemplated by the Contract

With respect to any third-party hardware or software product, the terms and conditions of the warranty shall be identical to the terms and conditions of the warranty provided by the manufacturer or software developer of the product, subject to all limitations contained therein.

1.500 Acceptance

1.501 Criteria

A. Document Deliverables
    1. Document deliverables are to be dated and in electronically editable format, compatible with State software.
    2. Document deliverables are to be delivered to the State in accordance with the final project plan and project schedule agreed upon by the State and the Contractor.
    3. Unless otherwise specified, MDOC shall have 10 Business Days to review document deliverables from the Contractor.
    4. On or before the 10th business day, the State will provide the Contractor a single document with comments and changes (using "tracked changes" when possible) for any State required comments or changes which must be addressed by the Contractor prior to acceptance of the document deliverable by the State.
    5. The State reserves the right to require an extension of 5 Business Days in addition to the original 10 Business Days to provide the Contractor comments and changes to be addressed in the document deliverable.
    6. The Contractor shall have 10 Business Days to edit and resolve with MDOC any comments or changes to the document deliverable from the date it is received from MDOC (revised document deliverable).
    7. The Contractor may request from the State Project Manager an extension of 5 Business Days, in addition to the original 10 Business Days, to edit and resolve with MDOC any comments or changes to the revised document deliverable from the date it is received from MDOC. The State Project Manager shall reserve the right to approve or deny the request for the 5-business day extension from the Contractor.
    8. MDOC will be provided 5 Business Days to review the revised document deliverable from the date the revised document deliverable was provided by the Contractor.
    9. On or before the 5th business day review of the revised document deliverable, MDOC shall either:
        a. Formally accept the deliverable.
        b. Have the State Project Manager provide notice to coordinate with the Contractor Project Manager a finalization session within 5 Business Days of the notice to resolve any outstanding issues pending and provide acceptance of document deliverable.

10. A document deliverable is not considered "Accepted" until there is a signature from the Operational Project Sponsor and the State Project Manager on the document deliverable

B. Software Deliverables

1. Deliverable approval process detailed in the Contract has been followed and met.

1.502 Final Acceptance

Final acceptance is expressly conditioned upon completion of ALL deliverables/milestones identified in the Contract, completion of ALL tasks in the project plan, completion of ALL applicable inspection and/or testing procedures, and the certification by the State (and its designees, if any) that the Contractor has met the defined Requirements. Final acceptance will be given after the expiration of the warranty period if all outstanding issues have been resolved to the State's satisfaction.

1.503 Ownership of Deliverables

The State is and will be the sole and exclusive owner of all deliverables required under this SOW.

1.600 Compensation and Payment

1.601 Compensation and Payment

A. Method of Payment

The State will pay Contractor on a firm-fixed price payment schedule as set forth in Schedule C to this Contract. A high-level description of deliverables associated with the project is detailed in this SOW. The formal acceptance procedure is detailed in *Section 1.500* of this SOW.

B. Travel

1. The State will not pay for any travel expenses, including hotel, mileage, meals, parking, etc. Travel time will not be reimbursed.

C. Most Favored Pricing

1. If the Contractor reduces its prices for any of the software or services during the term of this Contract, the State shall have the immediate benefit of such lower prices for new purchases. The Contractor shall send notice to the State's Contract Administrator with the reduced prices within twenty-one (21) calendar days of the reduction taking effect.

D. New Statements of Work and Issuance of Delivery Orders

1. Unless otherwise agreed by the parties, each new SOW will include:
    a. Background
    b. Project objective
    c. Scope of work
    d. Deliverables (cost and effort per deliverable)
    e. Acceptance criteria
    f. Project control and reports
    g. Specific department standards
    h. Project schedule
    i. Payment schedule
    j. Project contacts
    k. State agency responsibilities and assumptions
    l. Location of where the work is to be performed
    m. Expected Contractor work hours and conditions
    n. Detailed set of Requirements

o. Work breakdown structure / project plan
p. Cost model

2. The parties agree that the services/deliverables to be rendered by Contractor pursuant to this Contract (and any future amendments of it) will be defined and described in detail in a Contract notice (or Contract amendment, as the case may be) that include the SOWs executed under this Contract.

3. The Contractor will not be obligated or authorized to commence any work to implement a SOW until a fully executed Contract notice (or Contract amendment, as the case may be) and a subsequent delivery order are issued against this Contract.

E. The Contractor will perform in accordance with this Contract, including the SOWs and delivery orders executed under it.

F. Invoicing

1. The Contractor will submit properly itemized invoices for completed and accepted work only to:

DTMB – Financial Services
Accounts Payable
P.O. Box 30026
Lansing, MI 48909

or

DTMB-Accounts-Payable@michigan.gov

2. Invoices must provide and itemize, as applicable:

a. Contract number
b. Delivery order number (or equivalent)
c. Contractor name, address, phone number, and Federal Tax Identification Number.
d. Description of deliverables completed
e. Date(s) of delivery and/or date(s) of installation and setup
f. Price for each item, or Contractor's list price for each item and applicable discounts.
g. Maintenance charges
h. Net invoice price for each item
i. Shipping costs, if applicable.
j. Other applicable charges
k. Total invoice price

Incorrect or incomplete invoices will be returned to Contractor for correction and reissue.

2.000 Contract Management

2.001 Contractor Resource Qualifications

All persons assigned by the Contractor to the performance of services under this Contract and any resulting contract shall be employees of the Contractor or its majority-owned (directly or indirectly, at any tier) subsidiaries (or a State-approved subcontractor) and shall be fully qualified to perform the work assigned to them. The Contractor shall include a similar provision in any subcontract entered into with a subcontractor. For the purposes of this Contract and any resulting Contract, independent contractors engaged by the Contractor solely in a staff augmentation role shall be treated by the State as if they were employees of the Contractor for this engagement only; however, the State understands that the relationship between the Contractor and the subcontractor is an independent contractor relationship.

2.002 Reserved

2.003 Disclosure of Litigation

A. The Contractor shall disclose any material criminal litigation, investigations or proceedings involving the Contractor (and each subcontractor) or any of its officers or directors or any litigation, investigations, or proceedings under the Sarbanes-Oxley Act. In addition, each Contractor (and each subcontractor) shall notify the State of any material civil litigation, arbitration or proceeding which arises during the term of the Contract and extensions, to which Contractor (or, to the extent the Contractor is aware, any subcontractor) is a party, and which involves:

    1. Disputes that might reasonably be expected to adversely affect the viability or financial stability of the Contractor or any subcontractor; or

    2. A claim or written allegation of fraud against the Contractor or, to the extent Contractor is aware, any subcontractor by a governmental or public entity arising out of their business dealings with governmental or public entities. The Contractor shall disclose in writing to the Contract Administrator any litigation, investigation, arbitration, or other proceeding within 30 days of its occurrence. Details of settlements that are prevented from disclosure by the terms of the settlement may be annotated.

B. If any proceeding disclosed to the State under this section, or of which the State otherwise becomes aware, during the term of this Contract would cause a reasonable party to be concerned about (1) the ability of the Contractor (or a subcontractor) to continue to perform this Contract according to its terms and conditions, or (2) whether the Contractor (or a subcontractor) in performing services for the State is engaged in conduct which is similar in nature to conduct alleged in the proceeding, which conduct would constitute a breach of this Contract or a violation of Michigan law, regulations or public policy, then the Contractor must provide the State all reasonable assurances requested by the State to demonstrate that:

    1. The Contractor and its subcontractors will be able to continue to perform this Contract and any SOW according to its terms and conditions, and

    2. The Contractor and its subcontractors have not and will not engage in conduct in performing the services which is similar in nature to the conduct alleged in the proceeding.

2.004 Disclosure of Certain Events

Contractor shall make the following notifications in writing:

A. Contractor shall notify DTMB-Procurement within 30 days of Contractor becoming aware that a change in its ownership or officers has occurred, or is certain to occur, or a change that could result in changes in the valuation of its capitalized assets in the accounting records.

B. Contractor shall notify DTMB-Procurement within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur because of a change in ownership or officers.

2.005 Use and Accumulation of Miscellaneous Contractor Hours for Use by the State

MDOC will receive 4,000 hours annually, during base contract period based on term licenses paid, of ATG time at no additional cost to use for any services, plus an additional number of hours in Year 1 that will be immediately available for use. These hours shall be prorated across all licenses and shall not accrue until a license is active.

- Case Management: 1,600 hours/year
- Trust Accounting: 500 hours/year
- Electronic Health Records: 1,200 hours/year
- Pharmacy Administration System: 400 hours/year
- Investigation System: 300 hours/year

Schedule A - Statement of Work (SOW)

A. The Miscellaneous Contractor Hours shall be tracked using a process that is mutually acceptable to the State and the Contractor.

B. The expected accrual of hours is:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
2,713	2,633	3,925	4,000	4,000	4,000	4,000	4,000	4,000	4,000

C. The expected use and limits on hours are:

	Allowed use of bucket of hours	**Disallowed use of bucket of hours**
Timing	Unused hours can roll over for use in future years and any remaining balance at the end of the Contract period will roll into any extension or renewal period.	Future hours cannot be pulled forward to current years.
Functional scope	May be used on any work without limits based on which license generated the hours. Hours are fungible between modules.	
SDLC stage	• For all change orders: ▪ Scoping/Requirements • Detailed design • Development • Deployment • Training • Updating documentation	• Estimating • Regular maintenance including: o Performance monitoring o Database tuning o Server software updates o Server admin o Incident response o 2nd level help desk • COTS application upgrades to respond to underlying technology changes including: o Database version upgrade o Server operating system upgrade o Browser version upgrade
Source of work request	• Functional enhancement • Technical enhancement to match changes in interfacing systems (e.g. IRS interface or LEIN multibridge interface has/is going to change and requires COTS system to move/upgrade to a new technology)	• Remediation of warranty defects. • Remediation of security vulnerabilities
People		• During implementation, resources already assigned full-time to the project cannot use the bucket of hours because planning, estimating, managing, and

	Allowed use of bucket of hours	Disallowed use of bucket of hours
		supporting deliverables is part of their full-time role.

3.000 Glossary

In the event of a conflict between these definitions and those found in the Terms and Conditions (and its Schedules other that this SOW), the definition found in the Terms and Conditions will govern.

Term	Definition
ADA	Americans with Disabilities Act of 1990
ADSS	Automated Data Systems Section is the administrative unit that is responsible for the coordination of all information technology services and projects within MDOC. The unit is responsible for IT user support and training.
AFIS	Michigan State Police Automated Fingerprint Identification System
Agent	An FOA employee who supervises offenders in the community (parolees or probationers).
AIM	Administrative Investigation Management system tracks all MDOC investigations. It provides a workflow and automation of processes to ensure efficient and timely completion of each investigation.
ALE	Administrative Law Examiners are the hearing officers that conduct hearings, e.g. offender misconducts, visitor restrictions, risk classifications, excess legal property, classifications to segregation, etc.
API	Application program interface is a set of routines, protocols, and tools for building software applications. An API specifies how software components should interact. Additionally, APIs are used when programming graphical user interface (GUI) components and communication between applications.
Appriss	Offender information is provided to this service provider to support notification requirements to victims/concerned citizens regarding offender releases, transfers, and custody reductions. The service includes automated calls with pre-recorded messages regarding prisoner status changes.
ARU	Absconder Recovery Unit are armed employees whose mission is to apprehend escapees and parole absconders.
Audit Trail	A history of all actions taken within the proposed system by a user or groups of users.
Bidder	A firm or individual that has submitted a proposal to the State in response to the RFP.

Schedule A - Statement of Work (SOW)

Term	Definition
Business Day	Any day other than a Saturday, Sunday, or State-recognized legal holiday (as identified in the Collective Bargaining Agreement for State employees) from 8:00 am, et. through 5:00 pm, et., unless otherwise stated.
Business Process	A collection of related, structured activities or tasks that produce a specific service or product (serve a particular goal) for a particular customer or customers.
Business Requirements	The critical activities of an enterprise that must be performed to meet the organizational objective(s).
Business Critical	Any function that is critical to a business's ability to fulfill its mission.
Callout	Any appointment an offender is scheduled to attend.
Caseload	The number of offenders assigned to a staff person (agent, prison counselor, psychologist, etc.). This term can also identify a location or group of locations.
Change Management Activities	Activities surrounding management of the organizational change efforts critical to the success of the implementation of the Corrections Offender Management System (the name of the system that will be delivered pursuant to this Contract), using defined organization change strategies. The goal is to support each of the business areas during the various phases and implementation efforts.
CFA	Corrections Facility Administration is responsible for the operation of all correctional institutions operated by MDOC.
COMPAS (Equivant)	Correctional Offender Management Profiling for Alternative Sanctions is a research-based, risk and needs assessment tool for criminal justice practitioners to assist them in the placement, supervision, and case management of offenders in community and secure settings.
COST	Correctional Operations and Services Transformation is a MDOC initiative to identify and capture double digit value measured in cost reductions, security compliance, improved asset utilization, efficiency improvements and employee job enrichment.
COTS	Commercial off the Shelf
DAS	The Document Access System is a document repository that includes policies and procedures, manuals, directories, forms, etc. The application is capable of tracking versioning of documents.
DBMS	Database Management System is a software package with computer programs that control the creation, maintenance and use of a database. It allows organizations to conveniently develop databases for various applications by database administrators and other specialists.
DCH	Department of Community Health. It is located within the Michigan Department of Health and Human Services (DHHS).

Schedule A - Statement of Work (SOW)

Term	Definition
DHHS	Department of Health and Human Services
Disciplinary Credits	A sentence computation type for certain offenses committed on or after April 1, 1987 and before December 15, 2000. These sentences are calculated with regular disciplinary credits and special disciplinary credits.
DOJ	U.S. Department of Justice is the department of the U.S. federal government charged with the responsibility for the enforcement of federal laws.
DRC	Detroit Reentry Center is an MDOC facility that houses parolees who are required to participate in and satisfactorily complete reentry programming, violation sanctions, etc. as an initial condition of parole. The facility also houses a small, but separate population of prisoners.
DTMB	Michigan Department of Technology, Management and Budget
DWH	Duane Waters Hospital is a hospital within a MDOC CFA facility that provides medical services to offenders throughout the MDOC system and includes telemedicine support services, inpatient care, and outpatient treatment.
EHR	Electronic Health Record is comprised of many components that work together to capture, create, share, maintain, and store an accurate patient health record.
EIM	Enterprise Information Management is a statewide initiative created in response to the Michigan Governor's 2013 Executive Directive to enable the sharing and management of data across all executive branch agencies. A field of interest within information technology, it specializes in finding solutions for the optimal use of information within organizations.
Electronic	Essentially created, saved, or transmitted through an information system.
Email Reports	Certain MDOC systems include functionality that produce various reports and deliver those reports via email on a predetermined schedule.
EMAR	Electronic Medication Administration Record serves as the legal record of the drugs administered to a patient at a facility by a health care professional. These records are included in the patient's health record.
ERD	Earliest Release Date. The Parole Board obtains jurisdiction on a case after the offender has served the minimum sentence.
FOA	Field Operations Administration is responsible for the management and community supervision of parole and probation offenders, as well as the operation of all field office locations, services, treatment programs, and providing investigative support, information, and sentencing recommendations to the courts in criminal cases.
FOIA	Freedom of Information Act provides for the disclosure of information held by administrative agencies to the public, unless the documents requested fall into one of the specific exemptions set forth in the statute.

Term	Definition
Forfeiture	When an offender is found guilty of a Class I Misconduct the Good Time or Disciplinary Credits earned for that month are automatically lost. This is known as forfeiture. A warden can also order the forfeiture of additional credits earned based on misconduct.
Gate Pass Detail	Used to authorize an offender to move outside the security perimeter of the facility or for a Public Works assignment.
GED	General Educational Development is a substitute for a traditional high school diploma and is awarded after passing the GED test.
Good Time Credits	A computation type for certain offenses committed prior to April 1, 1987.
GPS	Global Positioning System is utilized to obtain the exact position of an offender's location using an electronic monitoring device.
HRMN	Human Resource Management Network is the State's human resource, benefit, and payroll system. The HRMN system is integrated with OMNI providing certain employee data used to create an OMNI user account. Certain HRMN functions will be assumed by a new State system (called SIGMA) in Fall 2017.
HYTA	Holmes Youthful Training Act is a State law that allows the sentencing court to place a youth between the ages of 17 and 24, who is alleged to have committed a crime and who has plead guilty to that crime, in prison or on probation without an official conviction to avoid a criminal record. This action protects the privacy of the offender. If the youth successfully completes the program, there is no public criminal record.
ICAC	Internet Crimes Against Children program is a national network of 61 coordinated task forces representing over 3,500 federal, state, and local law enforcement and prosecutorial agencies. These agencies are engaged in both proactive and reactive investigations, forensic investigations, and criminal prosecutions.
ICE	Immigration and Customs Enforcement, a division of the federal Department of Homeland Security, enforces federal laws governing border control, customs trade, and immigration to promote homeland security and public safety. ICE enforces immigration and customs laws and works to protect the U.S. against terrorist attacks.
ICHAT	Internet Criminal History Access Tool maintained by the Michigan State Police.
ICOTS	Interstate Compact Offender Tracking System is a web-based system that facilitates the transfer of supervision for probationers and paroles from one state to another. In addition to serving as the main communication tool for processing compact transfer requests, ICOTS serves as a clearing house for compact offender information. ICOTS data is accessible as active case information or as historical records.

Schedule A - Statement of Work (SOW)

Term	Definition
IDRP	Intensive Detention Reentry Program is intended for use in chronic non-compliance parole cases in which community supervision of the offender is likely to be continued. During the offender's placement in IDRP, they are assisted with housing, treatment programming, and employment needs.
Immersive	Immersive Engineering Software application provides offenders with educational programming related to computer aided design.
Inmate Call Manager Investigative Suite (GTL)	Offender information is provided to this contracted vendor to support telephone services for prisoners, deposit processing for prisoner accounts, and data analytic functionality. There is an additional integration that provides MDOC with all transaction information. This information is used for reporting, analytics, and investigations.
In-reach	Facilities that offer specialized programming, assessment, and transition services to assist offenders in the successful transition to the community. Offenders who are granted a parole contingent upon completion of offender reentry in-reach services, and offenders who have been determined to need in-reach services prior to discharge, shall be transferred to the in-reach facility servicing the county to which the offender will parole or discharge.
InRule	This application is the business rules engine that contains all rules for offender time computation. It is integrated with the OMS case management system.
IRMA (Graphic Science)	The Imaging Repository for Michigan Agencies provides simple storage and retrieval functionality. It is a digital records center for active and inactive records that is hosted and supported by DTMB.
IRS	U.S. Internal Revenue Service
IT	Information Technology
IV&V	Independent verification and validation
Jurisdiction	A period of continuous supervision within MDOC that can include a combination of prison, parole, and probation. An offender can have multiple jurisdictions.
Key Personnel	Any personnel designated in this SOW or Contract as a key resource.
LEIN	The Michigan Law Enforcement Information Network is a statewide computerized information system, which was established July 1, 1967, as a service to Michigan's criminal justice agencies. The goal of LEIN is to assist the criminal justice community in the performance of its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information and making it readily available to all criminal justice agencies. Access to LEIN is restricted to criminal justice agencies or those agencies statutorily granted authorization.

Term	Definition
LEIN Michigan State Police (MSP)	The Law Enforcement Information Network is a statewide information system that assists the criminal justice community in the performance of duties by tracking accurate and timely criminal justice information and making it readily available to all criminal justice agencies. LEIN is integrated with OMNI and OMS.
LEIN MultiBridge (Core Technologies)	The Law Enforcement Information Network MultiBridge provides MDOC users with a web portal to access LEIN. It also provides a portal for the Michigan State Police to retrieve offender information from OMNI.
Livescan Fingerprint and Livescan Web service	Livescan units provide secure digital capture and transmission of offender fingerprints. This biometric identification is transmitted to AFIS. The Livescan units are integrated with OMNI.
LTS	Litigation Tracking System tracks all allegations for employees and offenders. In addition, the system tracks all litigation involving MDOC.
MAIN	Michigan Administrative Information Network is the State's automated administrative management system that supports accounting, purchasing and other activities. MAIN functionality will be assumed by a new State system (called SIGMA) in Fall 2017.
Maximum Date	The date computed from the offender's maximum sentence term. This date is the last day of MDOC jurisdiction over an offender's case and is the day of mandatory release from custody.
MCL	Michigan Complied Laws are the compilation of Michigan laws, arranged without alteration, under appropriate headings and titles.
MCO	Michigan Correction Organization. The union representing correctional officers.
MCS	Michigan Cyber Security defines and audits security for State systems. Formerly known as OES.
MDOC	The Michigan Department of Corrections
Meal Period	Breakfast, lunch, dinner, etc.
Michigan	The State of Michigan or The State
Migration	The moving of programs, processes, and data from one system platform to another.
Minimum Date	The earliest possible date a prisoner is eligible to be released unless the court has not granted jurisdiction prior to a greater Parole Board Jurisdiction Date.
MMCC	Michigan Master Computing Contract is a State contract which allows the State to purchase desktops and peripherals, servers and server operating systems, software, and document output management systems.

Term	Definition
Most Wanted	This public facing web application provides information regarding MDOC's most wanted offenders.
Movement Reason	The reason an offender is moved from location to location. In some instances, a movement reason can be used to track a data point in time, e.g. "New Commitment – While Under Sentence."
MSOP	Michigan Sex Offender Program has been designed to provide offenders with skills to reduce the probability of sexual re-offense by assisting offenders in developing self-confidence and attitudes necessary to pursue a productive life. The program anticipates that sex offenders who complete treatment will be better equipped to lead healthier lives, to independently meet their basic needs, and therefore be less likely to commit another offense and create new victims.
MSP	Michigan State Police
NCIC	National Crime Information Center is a computerized database of documented criminal justice information.
NCIC Code	Codes that are defined by the FBI that represent offense category codes. The NCIC code works in conjunction with the PACC codes to define the crime category that the PACC code would be identified or associated with by the FBI.
NDA	Non-Disclosure Agreement
NextGen (NextGen)	Offender information is provided to this contracted vendor to support multiple services tracked within this comprehensive electronic medical record used by healthcare staff for offenders in prison. The services include all related healthcare areas within the continuum of care, e.g. physical health, mental health, dental, dietetics etc. There are additional integrations that include the State's pharmaceutical vendor and the State's lab services vendor. The information includes, but is not limited to, medication orders, allergy information and lab test results.
OCM	Organizational Change Management
OES	Formerly the Office of Enterprise Security, defines and audits security for State systems. Now MCS.
Offender	An individual under MDOC supervision which may be a probationer, prisoner, or parolee.
OffenderLink (Fieldware, LLC)	Offender information is provided to this contracted vendor to support multiple services including telephone reporting of offenders being supervised in the community and fee payments.
Offense Codes	This is not a defined term, but used in MDOC lexicon to represent the numeric and letter code of either the MCL or PACC offense code.

Term	Definition
OMNI	Offender Management Network Information System is the primary case management application used to track probationer, prisoner, and parolee information. OMNI has various internal and external integrations and a vast amount of functionality used by the entire department.
OMS	Offender Management System is an additional case management application that manages functions that include offender number generation, misconducts, some mental health records, Parole Board actions, and parole release processing, including the generation of the Order of Parole and other important documents. OMS is integrated with InRule for time computation and has key functions related to the computation of time, including tracking time related transactions and editor functions for judicial sentence sequencing.
ORI	Originating Agency Identifier is a nine-digit code used by agencies on the law enforcement information network (LEIN).
OS	Operating System
OTIS	Offender Tracking Information System is a public facing web application that provides information regarding offenders that have been or are currently being supervised by the department. Note: There are various filters in place to suppress specific offenders and some historical data.
PACC	Prosecuting Attorney Coordinating Council is an autonomous entity with the Michigan Department of Attorney General. Its statutory mission is to ensure that all 83 of Michigan's prosecutors are "informed of all changes in law and matters pertaining to their offices."
PACC Codes	A representation of the offense, defined codes that represent charges that correspond to violations of state laws, produced by the Prosecuting Attorneys Coordinating Council.
PACS (Radiology Imaging Solutions Inc.)	Picture Archiving and Communication System includes medical imaging technology which provides storage and retrieval for digital images of x-rays.
PATS	Personnel Action Tracking System tracks all personnel actions administered as a result of employee discipline investigations, grievances, or arbitration.
PBA	Parole Board Action is any decision made by the Parole Board regarding an offender's release on parole, e.g. grant, deferral, continuance, no fixed date parole, etc.
PBIS	Parole Board Information System tracks and schedules offenders eligible for Parole Board reviews and interviews. Additionally, all screening, internal assessments, voting, and various other functions are included.
PBJ	Parole Board Jurisdiction is the earliest possible date a prisoner is eligible to be released unless granted jurisdiction on an earlier minimum date by the court.

Term	Definition
PER	Parole Eligibility Report is a report completed by CFA staff approximately eight months prior to the offender becoming eligible for parole to aid the Parole Board in determining if parole will be granted. The report includes information such as current sentence, conduct in prison, assessment results, programming information, current housing level, etc.
Permanent Restriction	A visit restriction that is applied because of an administrative hearing.
Pharmacorr (CORIZON)	Offender information is provided to this contracted vendor to support multiple services including the filling of medication orders and the delivery of the medication to locations for disbursement to offenders.
PHS (CORIZON)	Offender information is provided to this contracted vendor to support multiple health care services within the continuum of care provided to offenders.
PPIN ELL	The Electronic Law Library provides offenders access to legal materials (books and forms). Note: this application is located on a separate network (PPIN).
PPIN GED	The General Educational Development application is used to administer the GED testing of offenders. Note: this application is located on a separate network (PPIN).
PREA	Prison Rape Elimination Act is a federal law that prohibits sexual misconduct in correctional settings such as prisons.
Prisoner	An offender that is incarcerated at an MDOC facility.
PSI Report	The Pre-Sentence Investigation report is a comprehensive investigative report completed by a state probation agent after a defendant has been convicted of a felony or certain designated misdemeanors. It is used by judges for sentencing an offender. It contains a description of the crime; any prior criminal record; information on the offender's marital status and family; any impact statement from the victim; and information on employment and economic status, education, substance-abuse history, and mental and physical health. State law requires that an investigation be completed and a report be prepared for every person convicted of a felony. If the offender is sentenced to prison, the PSI Report is utilized by MDOC to determine classification, risk potential, and appropriate programming while incarcerated.
PSOR	Public Sex Offender Registry is a 1994 law that requires certain offenders convicted of certain sex offenses to register with the Michigan State Police. MDOC assists with this registration process.
PSPs	State IT policies, standards, and procedures.
PSU	Parole Supervision Unit provides investigative support and information to the Parole Board regarding the supervision process.
PVU	Parole Violation Unit completes the parole revocation process via arraignments and administrative hearings on all alleged parole violations.

Term	Definition
RBAC	Role-based access control is a method of regulating access to computer or network resources based on the roles of individual users within an enterprise. In this context, access is the ability of an individual user to perform a specific task, such as view, create, or modify a file.
Reporting Station	This is a location within the facility that an offender would report for specific callouts or during count.
Requirement(s)	For the Software, the specifications collectively set forth in the Business Requirements Specification, Technical Specification, Documentation, RFP, or Contractor's Bid Response, if any, for such Software, or elsewhere in the Statement of Work. It also includes all deliverables as outlined in this SOW or elsewhere in this Contract.
RFP	Request for Proposals designed to solicit proposals for services. Specifically, the RFP issued by the State on May 22, 2017 and all subsequent amendments to that RFP.
RGC	Charles Egeler Reception and Guidance Center contains three separate units: i. RGC Main Complex which houses offenders pending completion of their reception center processing, i.e. intake. ii. C Unit which houses minimum security offenders primarily with medical issues. iii. Duane L. Waters Health Center which provides medical services to offenders throughout MDOC and includes telemedicine support services, inpatient care, and outpatient treatment.
SA1, SA2, SA3	Multiple security applications which are used to maintain user accounts including IDs and passwords. In addition, role-based profiles are created and maintained for each application. The role based profiles are assigned to users, allowing them the access within the profile.
SAI	Special Alternative Incarceration is a program that includes both male and female prisoners and probationers. State law precludes participation in SAI if an offender is convicted of any number of primarily assaultive crimes.
SaaS	Software as a Service
SAMS (Alere)	Prisoner substance abuse test samples may be physically sent to this contracted vendor to verify the results of an initial instant test performed onsite. The integration includes information that updates the existing offender substance abuse records tracked in the OMNI case management system.

Term	Definition
SASSI (SASSI Institute)	Substance Abuse Subtle Screening Inventory application is a self-administered instrument that assesses substance abuse risk and dependency based on criteria established by the American Psychiatric Association. This information is used to determine programming type and intensity as part of the offender's risks and needs related to the offender reentry model. Note: currently there is a function that creates batch files to be imported into OMS that includes SASSI assessment results.
SCAO/JDW	The State Court Administrator's Office oversees the judicial data warehouse. Offender information is provided to this data warehouse multiple times per week. Multiple State agencies access this information to support their operations.
Segregation	Cells that are used to physically separate MDOC offenders with special management needs from the general population and limit an offender's movement inside the institution.
Selected Bidder	A Bidder who has been awarded the work described in this RFP.
Sentencing Guidelines	Numeric scale (ranges) used by sentencing judges to determine an appropriate minimum sentence. Sentencing Guidelines impact offenders whose crime occurred after January 1, 1999.
Serving Line	Location where offender meals are served
SIGMA	A new enterprise resource planning system focused on replacing the State's enterprise-wide financial systems. It is currently being implemented and will integrate many functions across all State agencies.
SLA	Service Level Agreement
SME	Subject Matter Expert
SNAP Michigan State Police (MSP)	Offender photographic images and identifying marks (scars, marks, tattoos, etc.) are provided to the MSP to support their operations. The integration provides the images and other data to the Statewide Network of Agency Photographs application.
SOM	State of Michigan or the State
SOW	Statement of Work
Special Accommodation	Whenever an offender is identified as having a medical condition which restricts the offender's ability to function adequately in the institutional environment, a qualified health professional will identify reasonable options available in a correction setting which will meet the offender's special medical needs. Options may include prosthetics, medical supplies, assistive devices (e.g., wheelchairs, canes), medical treatment, or restrictions on activities, placement, or housing. A special accommodation is issued if the option is expected to be required for more than six months.

Schedule A - Statement of Work (SOW)

Term	Definition
Special Condition	Imposed by the sentencing judge or Parole Board and are based on the offender's background and crime. Special Conditions are intended to provide the right amount of structure to increase the offender's chance of making a successful adjustment in the community.
SPOC	Single Point of Contact
SPON	Special Problem Offender Notices track information about dangerous or potentially dangerous offenders and known or potential conflicting situations including offender/offender and offenders/staff.
SSA	U.S. Social Security Administration
SSO	Single sign-on is a session and user authentication service that permits a user to use one set of login credentials (e.g. name and password) to access multiple applications.
State Location	Any physical location where the State performs work. State location may include state-owned, leased, or rented space.
STG	Security Threat Group is a formal or informal group of offenders that have been identified as a threat to the safety of prison officials and other prisoners. The STG application tracks offenders associated with groups that are identified as security threats. This includes tracking the offender's security threat status, e.g. suspect, STG 1, STG 2, etc., and the associated group.
SUITE	State Unified Information Technology Environment is the Systems Engineering Methodology (SEM) and Project Management Methodology (PMM) adopted by the State to provide guidance for information systems engineering related project management activities and quality assurance practices and procedures. The overall goal of SUITE is to integrate project management, systems engineering, process management, and supporting processes into a single unified environment.
Subcontractor	A company performing services or delivery of goods to a Bidder that has the responsibility for performing under a contract with the State. This does not include independent contractors engaged by a vendor solely in a staff augmentation role.
Sunset Technology	A technology which is no longer considered to be on the State's information technology adoption plan or roadmap. Technologies identified as sunset are retiring from the State enterprise and lack continued development, implementation, or support.
Syteline (Infor US Inc.)	A cost accounting application that is located on a server managed by DTMB. It is used to process orders and manage inventories for 14 prison (Michigan State Industries – MSI) factories.
TABE	Test of Adult Basic Education is a practice test that involves reading, math, and English to determine if an offender ready to take the GED test.

Term	Definition
TAC	Terminal Agency Coordinator is responsible for agency compliance with all National Crime Information Center (NCIC) and Law Enforcement Information Network (LEIN) policies and regulations. The TAC must provide required training and testing, as well as, maintain a current list of designated LEIN operators for each Originating Agency Identifiers (ORI) the TAC is responsible.
TAP	Transition Accountability Plan is created within the COMPAS application and contains the needs, goals, tasks, and activities recommended for successful reentry to the community.
TAPS/TRUST/OAIS	The Trust and Payroll System is a comprehensive accounting system of prisoner funds, including credits, debits, loan tracking, debts, indigent management, federal tax form (1099) creation, and paid assignment records. This system is integrated with OMNI and several contracted service providers. Note: the payroll functionality is not used at this time.
Temporary Restriction	A visit restriction that has a definitive end date.
Track	Defined as create, add, update, edit, maintain historical data and versioning for a record.
Training Website	This web application provides access to e-learning and training for staff and contractors, e.g. new employee training, in-service training, specialized training programs, etc.
Transfer Order	This provides consolidated information involving security level, security classification screens, risk screens, pending charges, RGC recommendations, escape history, and SPONs. This document travels with the prisoner when the offender is transferred to another location.
Transportation Pass Detail	This is a list of all offenders being transferred on a certain date.
Treasury	Michigan Department of Treasury. Offender information is provided to the Department of Treasury multiple times per week. The information includes offenders who were incarcerated the entire year (prior to the current calendar year) and includes offenders who died or escaped. Other integrations include identifying offender debts as “bad debts” and turning them over to the Treasury for collection.
UAT	User Acceptance Testing
Ultrafile (Tracy Inc.)	This application is used to track all central office files including the central office offender files.
UltraTime (Tracy Inc.)	This application is used to track employee time and attendance. This is primarily used for employees that work in positions located within a prison.
Visitor List	A list submitted by the offender identifying individuals from whom the offender would like to receive a visit.

Term	Definition
VPN	Virtual Private Network
VRLN	Victims' Rights Letter Notification application allows users to generate notifications (letters) that can be customized and printed for delivery by mail. The system is integrated with the OMS case management system. Note: this application retains a historical copy of every letter generated including which user generated the letter.
VTS	Visitor Tracking System tracks individuals who have been verified and approved to visit an offender. Additionally, the application tracks each visit processed, monthly visit limits, and visiting restrictions imposed for both offenders and visitors. Note: this application also tracks all outreach organizations and the representatives approved to visit on behalf of these organizations.
WAN	Wide Area Network
WEB-Enabled OMNI – Agents	The OMNI Agents web application is a mobile optimized web application that allows users to access various OMNI functionality from the internet. For instance, parole and probation agents can track caseload work while out in the field. Note: OMNI security is utilized throughout Web-Enabled OMNI.
WEB-Enabled OMNI – CP	The OMNI Community Providers web application allows external users to access and update offender information targeted for community service providers from the internet. Programming and other information can be updated by service providers who interact with offenders supervised in the community. Note: OMNI security is utilized throughout Web-Enabled OMNI.
WEB-Enabled OMNI – LE	The OMNI Law Enforcement web application allows external users to access offender information targeted for law enforcement agencies from the internet. Additionally, the application includes email functionality. All data is view only. Note: OMNI security is utilized throughout Web-Enabled OMNI.
WEB-Enabled OMNI – MT	The OMNI Meal Tracking web application is a web application that tracks the meals served within prison facilities. Other functions including tracking offsite meals, mass processing of units where offenders must be fed in their cell, and various reports. This application is accessed from the intranet. Note: OMNI security is utilized throughout Web-Enabled OMNI.
WEB-Enabled OMNI – PA	The OMNI Prosecuting Attorneys web application allows external users to access offender information targeted for prosecuting attorneys from the internet. Additionally, the application includes lists of offenders who have recently been paroled or will soon be paroling, and allows the users to flag certain offenses to efficiently track offenders who are planning to parole to the county of jurisdiction. Note: OMNI security is utilized throughout Web-Enabled OMNI.

Term	Definition
WEB-Enabled OMNI - SOS	The OMNI Secretary of State web application allows external users to access offender information targeted for Secretary of State staff from the internet. This information provides identification verification for offenders released from prison who are attempting to obtain state identification credentials. In addition, the application includes email functionality. All data is view only. Note: OMNI security is utilized throughout Web-Enabled OMNI.
WebFocus Analytics and Data Warehouse	Provides the most recent information on offenders and is used for reporting, e.g. internal requests, external requests, ad hoc, recurring reporting, etc.
Workflow	Implies a business process that has been mapped into a programmed component that consists of input, process, and output. It is a progression of steps (tasks, events, interactions) that comprise a work process.
Workload Points	Given monthly to agents for investigation assignments and for each offender on the agent's caseload. Workload point values are associated with the offender's supervision level.
WRAP	Wayne County Residential Alternative to Prison is a pilot program targeting probation violators that would be sent to prison without this alternative. The program provides vocational and cognitive programming for the offenders
WRIT	A written judicial order to perform a specific act, e.g. as a summons to appear, etc.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
GN.01.000	–	The new system will support configurability functions to be performed and administratively maintained by an authorized user or role.
GN.01.002	–	The new system will maintain a history of offender data minimizing the overwriting of data over the life cycle of an offender's case.
GN.01.003	–	The new system will support the use of internal identifiers that correspond to lookup or reference values that are customizable and groupable by certain users wherever possible, avoiding the use of hard-coded values, e.g. adding a new eye color should be possible as a value maintenance function for certain users without resorting to Contractor programming.
GN.02.000	–	The new system will support spell check capabilities.
GN.02.001	–	The new system will support automatically performing spell check on all free-form entry data fields.
GN.03.000	–	The new system will provide meaningful error messages which provide a user detailed information on why an error message is being received i.e. when a required field has not been completed, the message will identify what field(s) are missing data.
GN.04.000	–	The new system will allow an authorized user or role to print any screen in the system in a "printer-friendly" manner.
GN.05.000	–	The new system will support the capture and use of electronic signatures.
GN.05.001	–	The new system will support the use of electronic signatures in accordance with: Uniform Electronic Transactions Act (State law) and State PSPs.
GN.05.002	–	The new system will support electronic signatures required and applied to specific workflow steps or tasks.
GN.06.000	–	The new system will support address normalization and validation for all addresses maintained in the system using a tool similar to the USPS standards.
GN.07.000	–	The new system will support data validation on fields.
GN.07.001	–	The new system will validate data which is being entered in a field by: data type, field length, data formats, and data ranges, as well as last modifying user's metadata and timestamps.
GN.08.000	–	The new system will allow for management of business processes via workflow and support administratively maintainable configurable workflows.
GN.08.001	–	The new system will support a workflow designer tool which provides a user-friendly interface to create workflows.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
GN.08.002	–	The new system will support automatically executing to the next workflow step after a user takes the required workflow action.
GN.08.003	–	The new system will support a comprehensive audit trail or log for all workflow actions.
GN.10.000	–	The Contractor will provide the State with relevant documentation related to the proposed system. This will include a complete configuration and set-up documentation library.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
GN.10.001	–	The Contractor will provide a logical network diagram that describes how the infrastructure components will meet the business and functional requirements.
GN.10.002	–	The Contractor will provide conceptual and logical data-flow diagrams related to the new system.
GN.10.003	–	The Contractor will provide a complete installation and configuration documentation library.
GN.10.004	–	The Contractor will provide a high-level architecture diagram, including logical and physical components.
GN.10.005	–	The Contractor will provide a detailed network and server diagram illustrating the relative architecture of the proposed system. It will include: – network security zones and firewalls – server types and network components (e.g., switches) – ports and protocols used to cross security zones – how users will access the system – clustering of servers
GN.10.006	–	The Contractor will provide conceptual and logical application data-flow models.
GN.10.007	–	The Contractor will provide system documentation that describes required application maintenance activities and time frames.
GN.10.008	–	Documentation will provide the anticipated frequency and requirements of patches (e.g. releases, break-fix, 0-day), minor, and major releases.
GN.10.009	–	Documentation will provide information on certification and compatibility with OS patches, service pack, and upgrade paths.
GN.10.010	–	System documentation will clearly describe any special requirements (such as middleware, OS, hardware, etc.) that could affect the capabilities or performance of the system.
GN.11.000	–	A system maintenance window will be designed into the application which will allow the system to be taken off-line for updates, upgrades, and maintenance.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
GN.12.000	–	The Contractor will provide system documentation that describes the new system's Disaster Recovery capabilities, including standby options, licensing implications, and critical vs. non-critical functionality and data.
GN.14.000	–	The Contractor will provide detailed documentation related to the effort and issues related to installation of the new system.
GN.14.002	–	Documentation will indicate recommended staffing requirements to administer and support the system (both State and Contractor staff). This documentation will also include a description of the level of effort and anticipated downtime for product upgrade installations.
GN.14.005	–	The Contractor will provide a list of functional issues encountered by other users during a typical implementation of its software.
GN.14.006	–	The Contractor will provide a list of technical issues encountered by other users during a typical implementation of its software.
GN.14.007	–	The Contractor will provide a detailed list of any third-party tools required by the new system and how the tools will be supported over the system's development lifecycle.
GN.15.000	–	The Contractor will provide detailed documentation related to the new system's product development lifecycle.
GN.15.001	–	The Contractor will provide a report of all known application defects within the new system and the timeline for mitigation efforts.
GN.15.002	–	The Contractor will provide a roadmap for all platform and application enhancements that are planned for the next five (5) years related to the new system. This roadmap will also include the Contractor's expectation as to when current versions of the system will reach end-of-life.
GN.15.003	–	The Contractor will provide system documentation that clearly describes the type of caching, if any, and storage tiers (online, near online, offline), retention, archiving the new system employs.
GN.16.000	–	The Contractor will provide a list of the new system's minimum technology requirements, including OS versions, Contractor versions, and release level of each product.
GN.18.000	–	The software will store all data in a database(s) from which State staff can query and extract information.
XX.01.000	BP-0261 BP-0262	The new system must be able to print an identification card for an offender.
XX.01.001	BP-0261 BP-0262	The new system must be able to print multiple colors of an identification card based on offender status.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
XX.02.000	BP-0151 BP-0278	The new system must be able to print an identification card for non-offenders, e.g. employee, contractor, etc.
XX.02.001	BP-0151 BP-0278	The new system must be able to print multiple colors of an identification card based on non- offender status type.
XX.03.000	BP-0158 BP-0349	The new system will allow record level access for all records and will be capable of limiting access to certain records based on data in the record.
XX.04.000	BP-0106 BP-0224 BP-0403	The new system must track the status of an offender, e.g. parolee, prisoner, probationer, discharged, etc.
XX.06.000	BP-0322	The new system must track bed capacity at a location.
XX.07.000	BP-0104	The new system must produce a reentry plan for an offender, i.e. a TAP.
XX.08.000	BP-0243	The new system will track all offender photographs.
XX.08.001	BP-0243	The new system will define a standard size for offender photographs, but also allow for varied sizes and resolutions of historical photographs.
XX.09.000	BP-0120	The new system may track all staff rounds completed, including which person completed the round.
XX.10.000	BP-0155 BP-0164 BP-0167 BP-0295	The new system will allow authorized users to create reports utilizing integrated template features or separate third-party ODBC-compliant reporting tools.
XX.11.000	BP-0018 BP-0106 BP-0135 BP-0182 BP-0350	The new system will be capable of tracking and loading documents, photographic images, etc., and associate each to an offender record.
XX.12.000	BP-0332	The new system may track all patient x-rays including dental.
XX.13.000	ALL	The new system must provide a method for user generated reports to produce required production and management reports.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
XX.13.001	ALL	The new system must be capable of producing all forms and reports documented in the Forms and Reports schedule. Note: Exceptions to the requirement include; 1. All forms or reports within the Forms and Reports schedule that MDOC has approved to be discontinued. 2. All forms or reports within the Forms and Reports schedule that MDOC has approved to be replaced by an existing form or report in the new system.
XX.15.000	BP-0524	The new system may provide the ability for a user to save images to an offender's medical and dental records.
XX.16.000	BP-0525	The new system may provide the ability for certain users to create and integrate customized workflows.
XX.17.002	BP-0526	The new system may provide data warehousing that provides user access and query of the data by minimizing the need for relational table lookups.
XX.17.003	BP-0526	The new system may off-load reporting and analysis (prepared and ad hoc) to another environment minimizing the impact on the transactional production environment.
XX.19.000	BP-0522	The new system may provide the ability to track offender information utilizing a hand-held device for scanning information such as offender ID for count and community interaction, etc.
XX.19.001	BP-0522	The new system may provide the ability to utilize Wi-Fi on a hand-held device for use within an MDOC facility.
XX.21.000	BP-0520	The new system may provide the ability for a user to view a visual timeline of major events for an offender such as jail, prison, transferring to another location, etc.
XX.22.000	BP-0187	The new system may produce a list of offender pictures, names, and MDOC numbers by selecting a specific agent, office, geographic area, etc.
XX.23.000	BP-0519	The new system will track offender employment eligibility certifications.
XX.24.000	BP-0518	The new system will track investigation cases, including loading all evidence collected.
XX.25.000	–	The new system must function with all DTMB supported web browsers.
XX.26.000	–	The new system must function with all DTMB supported OSs.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
XX.27.000	–	The application will be remotely deployable and supportable using the following management tool(s): Microsoft's SCCM (SMS)
XX.28.000	–	COTS third-party libraries included within the application will be owned and supportable by the State. Inclusion of any third-party code library or tool must be approved by the State's Contract Manager or the State Project Manager.
XX.29.000	–	Custom-developed third-party libraries included within the application will be owned and supportable by the State. Inclusion of any 3rd party code library or tool must be approved by the State's Contract Manager or the State Project Manager.
XX.30.000	–	The reporting product technology will be compatible with desktop virtualization.
XX.31.000	–	The reporting product technology will not require any installed component on the user desktop.
XX.32.000	–	The reporting product technology will not require any installed component in the user browser other than Adobe Acrobat Reader.
XX.33.000	–	The reporting product technology may be compatible with one or more of the following reporting tools: – Crystal Report for .Net 12.x – Crystal Report for .Net 13.x – SQL Server Reporting Services 2012 – SQL Server Reporting Services 2014 – WebFOCUS
XX.34.000	–	The reporting product technology will be compatible with n-Tier architecture (client-server & web).
XX.35.000	–	A software solution will be accessible (and administrable) through the following Virtual Private Network (VPN): Contractor Network
XX.40.000	–	The new system must support State approved authentication methods. Such methods may include: – Active Directory Federation Services (for Windows Server 2012 r2) – NIST compliant multi-factor authentication – User ID and Passwords – Single sign-on solutions – SAML Tokens – Unique business process
XX.41.000	–	End-user software applications, or components thereof, must not require privileged, super-user or administrator mode to function properly.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
XX.42.000	–	The Contractor will provide a list of all server-based agents, bots, and monitoring components, along with a description of their function(s), required permission level, and resource usage.
XX.43.000	–	The new system must provide remote connectivity which allows the Contractor acceptable bandwidth and access to facilitate remote diagnostics, monitoring, and upgrading of the system. The form will be one that is acceptable to the State and agreed to by the State and the Contractor.
XX.44.000	–	Event audit records must contain date and time of the event, subject identity, type of event, how data changed, where the event occurred, and the outcome of the event. At a minimum, the following events must be logged: – Successful and unsuccessful system log-on attempts. – Successful and unsuccessful attempts to use: a. access permission on a user account, file, directory or other system resource; b. create permission on a user account, file, directory or other system resource; c. write permission on a user account, file, directory or other system resource; d. delete permission on a user account, file, directory or other system resource; e. change permission on a user account, file, directory or other system resource. – Successful and unsuccessful attempts to change account passwords. – Successful and unsuccessful actions by privileged accounts. – Successful and unsuccessful attempts for users to: a. access the audit log file; b. modify the audit log file; c. destroy the audit log file.
XX.45.000	–	The Contractor will provide a method to import data from the following proprietary sources: – MDOC Offender Management Systems (OMNI and OMS) – all other applications listed within *Attachment 05 – Applications Overview*, as applicable.
XX.46.000	–	Software licensing will be inclusive for all packages included in the solution, unless explicitly listed and detailed.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
XX.47.000	–	The new system will provide performance-optimization capabilities.
XX.48.000	–	The new system application will have the capability to handle large-volume batch processing via multi-threading.
XX.50.000	–	System documentation will clearly describe all versions of the package that are deployed for different scaling situations.
XX.53.000	–	All unnecessary functionality will be removed from the new system or applicable hardware, such as: – Scripts – Drivers – Features – Subsystems – File Systems – Unnecessary Web Servers
XX.54.000	–	All security patches and system and software configuration changes must be tested before deployment; and adhere to State PSPs. Patching should match the most restrictive time frames for the applicable standard.
XX.55.000	–	The new system must be and remain compatible with the current and future State standard IT environment at no additional cost to the State.
XX.55.001	–	The Contractor must provide solution enhancements to stay current with State hardware, operating system, application and database platform upgrades. Additionally, the applicable portions of a COTS or SaaS solution must remain current with the State OS/platform and security upgrades/patches.
DM.01.000	–	The new system will support a fully integrated file, content, and document management repository solution.
DM.01.002	–	The new system will support integration with the Microsoft Office applications and Adobe.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
DM.01.003	–	The content repository will be able to store and retrieve the following document and file types (and other file types as new technology develops): – Image files (.jpg, .gif, .bmp) – Audio files (.mp3, .wav, .wma) – Video files (.avi, .mov, .pg, .vob) – Word-processing files (.dot, .doc, .dotx, .docx, .rtf) – Email files (.msg) – PDF files (.pdf) – Spreadsheet files (.xls, .xlsx) – Comma Separated Values (.csv) – Microsoft PowerPoint files (.ptx) – Microsoft Visio files (.vsd) – Microsoft Publisher files (.pub) – Microsoft Project files (.mpp) – Text files (.txt) – XML Format files (.xml) – Microsoft Access files (.mdb)
DM.01.004	–	The new system will support common Microsoft Office file formats.
DM.01.005	–	The new system will support being able to store files locally when the system is unable to upload to the content repository.
DM.01.006	–	The new system will support automatically collecting specific meta-data regarding files in the content repository, including: created date, user who created the file, modified date, user who modified the file, and file type.
DM.01.007	–	The new system will support a solution to scan and index paper documents into the content repository.
DM.02.000	–	The new system will support basic word processing (Microsoft Word compatible) functionality, including spell check.
DM.03.000	–	The new system will allow users to cut, copy, and paste material from the user's screen onto an electronic clip board. Note: users currently have the ability to copy & paste data as a short-cut.
DM.04.000	–	The new system must be able to import pre-existing external forms and templates in different file formats, such as .xls, .doc, .ppt, .dot, and .pdf, etc.
DM.05.000	–	The new system will support all appropriate document templates upon implementation of corresponding functionality.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
DM.06.000	–	The new system will support the permanent deletion or purging of data in the system and files in the content repository per assigned retention schedules.
DM.06.001	–	Any deletes made by an authorized user or role will be "logical deletes" and will not be permanently deleted until the data or file has reached its retention schedule.
DM.06.002	–	An authorized user or role will be able to "restore" a logically deleted item if the item has not been removed due to its retention schedule.
DM.06.003	–	An authorized user or role will be able to administratively maintain retention schedules to data owned by specific objects, based on the types.
DM.06.004	–	An authorized user or role will be able to administratively maintain retention schedules to files in the content repository based on classifications or indexes applied to the files.
DM.06.005	–	The new system will support calculating record retention schedules based on: creation dates, status dates, date the object or file was last modified, and certain other data elements, e.g. discharge date of an offender.
IF.01.000	–	All Contractor supplied computer hardware and software will be kept current and on platforms or versions supported by the respective manufacturers and/or software vendors.
IF.01.001	–	The new system will support at least equivalent data storage capacity upon initial implementation as that described in *Attachment 12 – Databases Overview.*
IF.01.002	–	The new system will support 8,000 concurrent users.
IF.01.003	–	The new system will support transaction rates of approximately 500+ transactions per second.
IF.01.004	–	Regardless of data storage type, an additional 20% to 30% of data storage will be planned as free space to ensure adequate room for efficient operations and peak or unexpected short-term demand.
IF.01.005	–	The new system will support annual data and content management (files) growth rates of up to 20% annually.
IF.01.006	–	Sufficient pre-planned excess local disk capacity will be provided to hold the intended OS, temporary files, virtual memory paging space, and room for four (4) years of routine OS and application patches.
IF.01.007	–	The new system processing capacity will accommodate additional capacity for a modest increase in users of 25% over a period of 4 years with the corresponding utilization growth in memory and processor usage.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
IF.01.008	–	Large or complex queries that may take more than five (5) minutes will include an offline generation capability to avoid user session timeout.
IF.01.009	–	The total disk space requirements for the new system will be estimated and provided to DTMB for any corresponding expansion of the backup and all other storage capacities.
IF.01.010	–	All applications comprising the new system will utilize configuration management best practices.
IF.01.011	–	The new system will provide a distinct training environment.
IF.02.000	–	The new system will include a development environment scaled to between 20% and 25% of production capacity for evaluating system changes.
IF.02.001	–	Data in the non-production environments (i.e. development, system testing, UAT, training environments) will be “scrubbed” and/or masked for security and privacy concerns.
IF.03.000	–	The new system will include a separate test environment with the ability to validate functionality on production data volume equivalent to that of the production environment.
IF.03.001	–	The test system will reproduce the (scaled) performance of the production environment to validate that new release and system configurations meet performance thresholds before migration to production.
IF.03.002	–	Every mobile-enabled and remotely accessible features of the production system will be available in the test environment so all features and relative performance can be evaluated before approving a new release for migration to production. Note: this includes any interfaces.
IF.04.000	–	The Contractor will provide an annual plan that identifies all planned hardware and system software upgrades. Key elements include an executive summary, hardware strategy (including server strategy, storage strategy, tape strategy, connectivity strategy, router environment, and network security strategy), and software strategy (including OS, DBMS, and independent software contractor product considerations).
IF.04.001	–	The Contractor will provide the State with 90-day notice of its intent to upgrade, enhance, or otherwise modify the existing production environment of the new system.
IF.05.000	–	The new system must integrate with all currently utilized third-party applications and hardware as presented in the original RFP.
IF.06.000	–	The new system will perform full volume backups on a weekly basis and incremental daily backups. All copies of system data, including backups must remain within the continental U.S.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
IF.06.001	–	The new system will be capable of restoring from backups that allow the recovery of the application.
IF.06.002	–	The Contractor will provide the State with periodic copies of the State's entire production database(s) held by the Contractor in a format specified by the State (but not more often than each calendar quarter). Such copies will be encrypted and secured as required by the classification of the data in the copy(ies) and shall be accompanied by any required encryption keys or other permissions that would allow the State to read, manipulate, and otherwise use the data independent of the Contractor's system.
IF.07.000	–	The new system will meet all State telecom interface standards as described within the original RFP.
IF.08.000	–	The Contractor will maintain and provide copies of a recommended failover plan for use when the system becomes unusable.
IF.08.001	–	The Contractor will create, review, and update a failover plan annually (or more often, if needed), including a review of recovery configurations to ensure there is adequate capacity to meet the requirements of the State in the event of an unscheduled outage. The State will approve the initial plan and each annual update.
IF.08.002	–	The recovery site will be on a different power grid and must be in a different geographic location (within the U.S.) than the active site. (It is the State's preference that the recovery site be a minimum distance of ten (10) miles from the active site.)
IF.08.003	–	The Contractor, with input from the State, will create and maintain a test plan for conducting an annual failover test. The State will approve the test plan annually.
IF.08.004	–	The Contractor will conduct an annual failover test that will adequately demonstrate the Contractor's ability to recover the system and transfer of operations to a failover site.
IF.08.005	–	The Contractor will supply the personnel and programs necessary for the maintenance of the failover plan and the annual testing of the failover services.
IF.08.006	–	The Contractor will provide operational and technical service, and assistance sufficient to restore and operate all implemented modules of the new system as defined by the failover plan.
IF.09.000	–	The new system must interface to the State's wide area network, and provide capacity planning data for and needed growth in WAN capacity to MDOC sites.
IF.09.001	–	The Contractor must test and validate the solution over WAN links of the same size as the smallest WAN link at an MDOC site.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
SC.01.001	–	The new system will support the security classification of all data entered into a specific field in the ad hoc database, based on the following administratively maintainable data security classifications, including: public data, internal use data, confidential data, and restricted data.
SC.01.002	–	An authorized user or role will be able to administratively maintain which data fields will be applied to which security classifications. Note: The ad hoc environment will be capable of this functionality.
SC.01.003	–	The new system will support data obfuscation (masking) for data fields with a specific data security classification.
SC.01.004	–	An authorized user or role will be able to administratively maintain which users will have access to view a specific screen based on the roles the user is assigned and specific user.
SC.02.000	–	The new system will support an audit log component which captures and records all data modifications.
SC.03.000	–	The new system must implement and maintain compliance with FIPS 140-2 certified systems and encryption algorithms consistent with the requirements identified in the State Electronic Data Encryption Standard and the FBI CJIS Security Policy (See *Attachment 30 - CJIS Security Policy* of the original RFP.) This will require that the cryptographic module used be certified to meet FIPS 140-2 standards.
SC.04.000	–	The new system will provide auditing for security events including successful user login, failed user login attempts, account lockouts due to failed attempts, user logout, and user session timeout (forced logout). *See also Requirement XX.44.000 for additional requirements.*
SC.04.001	–	The audit logs will be tamper resistant (the application will not provide any capability to delete or clear the logs outside of system administration). *See also Requirement XX.44.000 for additional requirements.*
SC.04.002	–	The log size will be configurable and be of sufficient capacity to prevent the data from being overwritten to mask intrusion attempts or to impose any denial-of-service. *See also Requirement XX.44.000 for additional requirements.*
SC.05.000	–	The new system will be accessible over a VPN.
SC.06.000	–	The new system must support access over publicly available Internet and requires all web-based communications to implement TLS v1.2 encryption or higher. The proposed solution will maintain communications encryption security on an on-going basis by supporting newer versions of the TLS standard. Additionally, two-factor authentication is required if the proposed system is to be accessed outside a physically secure location and transactions are performed.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
SC.07.000	–	Each user on the new system will have a unique username.
SC.08.000	–	The new system will support RBAC.
SC.08.001	–	The new system will support a user-friendly configuration tool to allow an authorized user to administratively maintain users, user profiles, and roles.
SC.08.002	–	The new system will support an authorized user or role administratively maintaining additional security permissions (read and/or read/write) to be placed on specific object based on the object's type.
SC.09.000	–	The new system will be capable of providing the same level of security regardless of where the user accesses the system, i.e. logging in from with the State's secured network or logging in through a public Internet connection from their home.
AD.01.000	BP-0175	The new system will have system administrator functionality.
AD.01.001	BP-0175	The new system will allow certain user to create and manage categories of users.
AD.03.000	BP-0149 BP-0158	The new system may allow certain users to create, maintain, and modify workflows and reassignments.
AD.05.000	BP-0151	The new system will allow certain users to create and maintain Movement Reasons.
AD.05.002	BP-0151	The new system will allow certain users to define Movement Reasons by groups.
AD.05.003	BP-0151	The new system will allow certain users to define prior allowed Movement Reasons.
AD.05.004	BP-0151	The new system will allow for the modification of validation rules for entry of a movement record. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
AD.07.000	BP-0158	The new system will allow certain users to limit access to specific data elements or records. e.g. blocking an offender record from a specific user, location, or all.
AD.07.001	BP-0158	The new system may allow certain users to limit access to groups of offenders.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
AD.08.000	BP-0164	The new system will allow certain users to create and maintain reports through embedded template functions or through the use of third-party ODBC-compliant reporting tools.
AD.08.001	BP-0164	The new system will allow certain users to define data sets associated with reports created through embedded template functions or through the use of third-party ODBC compliant reporting tools.
AD.08.002	BP-0164	The new system will track the users signed in location, and other applicable metadata, when a form is saved.
AD.08.003	BP-0164	The new system will allow certain users to activate and deactivate reports created through embedded template functions or through the use of third-party ODBC compliant reporting tools.
AD.08.005	BP-0164	The new system may be capable of tracking the versioning of reports created through embedded template functions or through the use of third-party ODBC compliant reporting tools.
AD.08.004	BP-0164	The new system will allow certain users to map data fields to an area of reports created through embedded template functions or through the use of third-party ODBC compliant reporting tools. Note: prepopulate data from a dataset on a specific form.
AD.09.000	BP-0168	The new system will provide the capability to display important messages to all users, e.g. the system will be down for maintenance between 3:00 am, et. and 6:00 am, et.
AD.10.000	BP-0176 BP-0210 BP-0223 BP-0238 BP-0241	The new system will allow a user to create location specific records, e.g. records that are specific to a facility and not accessible outside a facility.
AD.10.001	BP-0176	The new system will track location specific records, e.g., security levels the location can accommodate, health care levels the location can accommodate, etc.
AD.10.002	BP-0176	The new system will notify the user if there is a conflict between the offender security level the location can accommodate and the offender's assigned security level. Note: this includes any waivers or departures.
AD.10.003	BP-0176	The new system will track offender records created within a location.
AD.13.000	BP-0171	The new system must allow certain users to define when a Transfer Order can be auto approved.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
AD.14.002	BP-0148 BP-0220	The new system will allow certain users to maintain a schedule of room availability by offender security level. i.e. define a period, day, and offender security level for a room to restrict scheduling of an offender.
AD.14.005	BP-0148 BP-0220	The new system may allow certain users to maintain a schedule of room availability by type of usage and capacity.
AD.14.004	BP-0148	The new system will be capable of tracking all buildings that are a housing unit.
AD.17.000	BP-0148	The new system must track Callout records at a location.
AD.17.001	BP-0233	The new system will group Callouts by type, e.g. health care Callouts, education Callouts, etc.
AD.17.002	BP-0219	The new system will be capable of limiting user access to Callouts by type.
AD.18.000	BP-0148 BP-0151 BP-0218	The new system will allow a user to maintain cell records for a location.
AD.18.001	BP-0218	The new system will track cell type when assigning the cell to an offender, e.g. permanent, temporary, etc.
AD.18.002	BP-0218	The new system will track all data related to a cell record, e.g. cell designation, PREA (living area), cell numbers, security level, entry and exit time stamps, etc.
AD.18.003	BP-0148 BP-0296	The new system will track all historical values associated with a cell assignment for an offender.
AD.18.004	BP-0148 BP-0218	The new system will track unique identifiers for cell records.
AD.18.005	BP-0148	The new system will associate cell records within a building (housing unit).
AS.01.000	BP-0158 BP-0148	The new system will allow certain users to maintain, and modify system options. Note: currently reference codes and various maintain screens are used throughout the system.
AS.01.001	BP-0158	The new system will allow the assignment of security access to certain user groups. Note: ability to maintain system processes and data.
AS.01.002	BP-0158	The new system will allow certain users to maintain aspects of the user interface.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
AS.01.003	BP-0148 BP-0169	The new system will allow certain users to maintain data elements, e.g. reference codes.
AS.01.004	BP-0162 BP-0170	The new system will allow certain users to maintain staff workload numbers.
AS.01.005	BP-0157	The new system will allow certain users to create and maintain transaction fees. Note: system administrators are often updating cost data in the system. This may include, but is not limited to, fees associated with costs ordered by the court, by Parole Board, etc.
AS.01.007	BP-0151	The new system will allow certain users to define allowable movements. Note: this provides system validation for acceptable user entered movements.
AS.01.010	BP-0151	The new system will allow certain users to edit the historical records of an offender's external movements. Note: system administrators currently can create an external movement and insert that movement amongst other existing movement records.
AS.01.013	BP-0204	The new system will allow maintenance of all (internal and external) location records, e.g. location type, address of the location, region of the location, etc., Including deactivating records.
AS.01.014	BP-0152	The new system will be capable of maintaining groups of MDOC locations, e.g. regions, statewide, etc. Note: these are referred to as location caseloads.
AS.01.015	BP-0152	The new system will maintain a Caseload description for each MDOC location. Note: this may be maintained when an MDOC location closes or a region changes.
AS.01.016	BP-0158	The new system will be capable of assigning user access to specific MDOC locations or groups of locations. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
AS.01.020	BP-0153	The new system will maintain assignment data for judges, e.g. court assignments, offender legal order assignments, retirement dates, etc., including history. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
AS.01.021	BP-0153	The new system will allow a user to assign one judge's docket caseload to another judge. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
AS.01.022	BP-0153 BP-0170	The new system will allow maintenance of workload credits to different judge records. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
AS.01.029	BP-0162	The new system will be capable of maintaining offender supervision levels.
AS.01.030	BP-0173	The new system will be capable of maintaining Special Conditions. Note: certain users need to maintain these records. New conditions may be added, made inactive, etc., with changes to policy or law, denoting if a special condition is a standard condition, etc.
AS.01.033	BP-0160	The new system will track ORI numbers. Note: these track from which terminal LEIN information is run.
AS.01.034	BP-0149 BP-0170	The new system will be capable of maintaining case management workload equalization.
AS.01.035	BP-0148	The new system will be capable of maintaining offender misconduct records.
AS.01.036	BP-0295	The new system will be capable of the creation and maintenance of word processing templates and documents.
AS.01.037	BP-0070 BP-0174	The new system will allow maintenance of Jurisdiction records.
AS.01.038	BP-0174	The new system will track offender records by Jurisdiction, i.e. period of supervision.
AS.01.039	BP-0163 BP-0174	The new system will have the capability to merge Jurisdiction records. Note: this includes merging all associated records within a Jurisdiction.
AS.01.040	BP-0156 BP-0165 BP-0169	The new system must be capable of creating and maintaining Sentencing Guidelines. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
AS.01.041	BP-0295	The new system will be capable of maintaining the PSI Report after the report is submitted and locked from user editing.
AS.01.042	BP-0204	The new system must be capable of maintaining parole and probation violation charges.
AS.01.043	BP-0204	The new system will be capable of creating and maintaining mailing labels.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
AS.01.044	BP-0157 BP-0163	The new system will have the capability to merge offender fees into a single record.
AS.01.045	BP-0204	The new system will track staff recommendations for the PVU to reference during arraignments.
AS.01.046	BP-0156	The new system will allow certain users to maintain records within a closed Jurisdiction without opening the closed Jurisdiction.
AS.01.047	BP-0295	The new system will be capable of maintaining offender Transportation Passes and Transfer Orders.
AS.01.049	BP-0297	The new system will be capable of maintaining identification numbers and letters in system records.
AS.01.052	BP-0260	The new system will be capable of maintaining assessments, including questions and scores.
AS.01.054	BP-0260	The new system will be capable of maintaining the time intervals between interviews and other appointments tracked by the new system.
AS.02.000	BP-0150	The new system must integrate with the State's HRMN system.
AS.02.001	BP-0149 BP-0150	The new system will generate a unique identification number for individuals that are not State employees (i.e. contractors). Note: State employees are given HRMN identification numbers; therefore, the system needs to create a unique number for employees that do not have a HRMN ID. HRMN IDs are assigned by the HRMN system and that data is passed along to MDOC case management system.
AS.03.000	BP-0297	The new system must generate a unique number identifier for offenders.
AS.03.001	BP-0297	The new system must assign the generated offender number to a specific offender.
AS.03.002	BP-0163 BP-0297	The new system will be capable of merging offender records, including merging all associated data from the offender records. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
AS.03.003	BP-0297	The new system will allow a user to search for unused offender identification (MDOC) numbers.
AS.03.004	BP-0297	The new system will allow a user to assign an unused offender identification number to a specific offender.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
AS.05.000	BP-0162	The new system must allow certain users to maintain weighted point values assigned to work tasks.
AS.04.000	BP-0148 BP-0154 BP-0204	The new system must be capable of tracking the offense for which an offender has been adjudicated, i.e. track the State law(s) or other tracking numbers defining the offense(s).
AS.01.024	BP-0148	The new system will track all iterations of any tracking numbers defining the offense(s).
AS.04.001	BP-0148	The new system will allow certain users to group such numbers defining the offense(s).
AS.04.002	BP-0148	The new system may allow a tracking number to be associated to multiple groups, e.g. a sex offense may be a participant in multiple groups, such as a sex offense group and a program exclusion group for sex offenders. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
AS.01.025	BP-0154	The new system will track all MCL Codes, Statutes, NCIC Codes, and PACC Codes as part of the tracking system.
AR.01.000	BP-0426	The new system must track offender arrest reports. Note: the ARU Arrest Report (CFJ-246) is created by the ARU investigator after an absconder or escapee is located and arrested.
AR.01.001	BP-0426	The new system must allow certain users to define a timeframe for report completion. Note: an arrest report must be completed within five business days after any apprehension in which the ARU is involved.
AR.01.002	BP-0426	The new system will produce monthly and annual reporting specific to absconder recovery activities.
AR.02.000	BP-0426	The new system will track a case file and workflow for each absconder or escapee.
AR.02.001	BP-0426	The new system will track an ARU investigator's active caseload. Note: active caseload, absconder and warrant status information is currently maintained in Microsoft Excel.
AR.02.009	BP-0426	The new system may track incomplete workflows as a “to do” list.
AR.02.002	BP-0426	The new system must allow a user to add a current offender photograph to the case file.

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Unique Identifier	Process Identifier	Detailed Requirement Description
AR.02.004	BP-0426	The new system must be capable of designating an offender as an absconder or escapee.
AR.02.005	BP-0426	The new system must allow a user to assign and remove an absconder or escapee case to an ARU investigator.
AR.02.007	BP-0426	The new system must track case file status, e.g. open, closed, assigned, priority level, etc.
AR.02.008	BP-0426	The new system will track out of state absconders and escapees.
AR.03.000	BP-0426	The new system will track tips and leads related to absconders and escapees.
AT.02.000	BP-0441	The new system must track contracted service provider information, e.g. which service provider delivered the program, service provider statistical data, etc., and track referral, admission, termination, treatment days for billing and participation quality for outcome evaluation.
AT.03.000	BP-0441	The new system will track treatment plan information for residential substance abuse services.
AT.03.001	BP-0441	The new system will track the interpretative summary and the timelines associated with the summary.
AT.03.002	BP-0441	The new system will track treatment plan reviews, e.g. review date, approvals and denials, authorizations, etc.
AT.05.000	BP-0186 BP-0281	The new system must track substance abuse tests administered and the test results, e.g. positive, negative, refused to take, etc.
AT.05.001	BP-0281	The new system must allow a user to record test results.
AT.05.002	BP-0281	The new system will auto generate case notes when test results are entered for offender subsets.
AT.09.000	BP-0281	The new system must track the offender's drug of choice and drug history information.
AT.06.000	BP-0169 BP-0281	The new system will allow a user to define panels for substance abuse testing.
AT.07.000	BP-0281	The new system must integrate with the current contracted vendor for substance abuse testing. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.

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Unique Identifier	Process Identifier	Detailed Requirement Description
AT.07.001	BP-0281	The new system must integrate with the contracted vendor to receive test results. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
AT.07.002	BP-0281	The new system will track test result records that failed to update the related offender record. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
AT.08.000	BP-0510	The new system must track SASSI score results for an offender.
AT.08.001	BP-0328	The new system must track override SASSI scores for offenders.
AT.10.000	BP-0281	The new system must produce a monthly Representative Sample of Prisoners (CB-831). Note: this report identifies at least 3% of the offender population on a random basis at each location.
AT.11.000	BP-0281	The new system must produce a monthly Relist/Retest Report (DS-021) Note: identifying prisoners who need to be tested because of prior positive test results, prior refusals, or because the prisoner was not available for testing when previously identified for testing.
AT.12.000	BP-0281	The new system must track substance abuse testing waivers.
CC.03.000	BP-0021 BP-0022	The new system will track intake processes based on population demographics.
CC.03.001	BP-0021 BP-0022	The new system will track sub-processes occurring in parallel during an intake process, e.g. orientation, PREA video, sanction review, etc. Note: this is currently a manual process.
CC.05.000	BP-0021 BP-0022 BP-0419	The new system must track an offender's progress for any assigned sanctions. Note: this is currently tracked in Microsoft Excel.
CC.05.001	BP-0425	The new system must track offenders returning to prison when the offender commits a violation.

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Unique Identifier	Process Identifier	Detailed Requirement Description
CD.02.000	BP-0195 BP-0466	The new system will track the physical location and status of an offender's time computation audit file within a Jurisdiction. Note: this file includes judgements, PSI Report, basic information sheets, time reviews, etc.
CD.02.001	BP-0466 BP-0468	The new system will track all movement of the audit file, e.g. check in and check out, who is taking possession of the file (if applicable), the location the file is being sent, the returning of a file, etc.
CD.02.002	BP-0466	The new system will track the history of each audit file by offender number.
CD.02.003	BP-0466 BP-0470	The new system will update the file status to "Inactive" upon offender discharge.
CD.06.000	BP-0468	The new system will track assigned work completed by the Time Computation Unit.
CD.06.003	BP-0107 BP-0195 BP-0468	The new system will generate workloads that are assigned to a user.
CD.10.000	BP-0030 BP-0462	The new system must track offender detainers, warrants, and no-contact orders inclusive of the issuing court.
CD.10.002	BP-0462	The new system will allow a user to record notes for detainers, warrants and no-contact orders.
CD.11.000	BP-0465 BP-0507	The new system will track information pertaining to sentencing documentation, e.g. documentation errors, letters and emails to court, unanticipated release cases, bond cases, conviction vacated, HYTA, etc.
CD.12.000	BP-0464	The new system will track prisoner file locations and movements for all offenders who discharge and/or parole.
CD.18.000	BP-0464	The new system must identify all offenders with a discharge date that is older than the current record retention schedules.
CD.15.000	BP-0463 BP-0469	The new system must track offenders with a citizenship other than the United States of America per the appropriate Public Act.
CD.17.000	BP-0463 BP-0469	The new system must track all returned parole violators, who are in the United States of America illegally per the appropriate Public Act.
DT.03.000	BP-0463 BP-0481	The new system must track offender detainers.

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Unique Identifier	Process Identifier	Detailed Requirement Description
DT.03.001	BP-0463 BP-0481	The new system will allow a user to define detainer types, e.g. informal detainers such as restricting movements or formal detainers such as a hold for custody of a prisoner.
DT.02.000	BP-0463 BP-0481	The new system will allow a user to define, create, and maintain appropriate workflow for each detainer type.
DT.02.001	BP-0481	The new system will track all actions based on the type of detainer.
DT.02.002	BP-0481	The new system will maintain a history for all actions recorded for a detainer.
DT.02.003	BP-0481	The new system will allow a user to define specific detainers that would result in a user notification, e.g. when a user processes a transfer or movement request, a notification would be received if the offender had an active detainer.
DT.02.004	BP-0481	The new system will produce letters and forms for detainers by type.
DT.02.005	BP-0481	The new system will allow the capability of record level access for revoking and displaying detainers.
DT.02.006	BP-0481	The new system will allow a user to create a confidential detainer. Note: this would be done for a criminal behavior investigation. The result of the investigation may result in a possible detainer, but must be kept confidential.
DT.02.007	BP-0481	The new system will generate a unique identifier for each detainer per offender.
CF.01.000	BP-0102 BP-0261	The new system must track every offender required to complete an intake process. Note: currently, the prison commitment intake process is a manual process being tracked in a Microsoft Access database at some locations.
CF.02.000	BP-0245 BP-0264 BP-0265 BP-0268 BP-0302	The new system will track intake processes required by population demographics.

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Unique Identifier	Process Identifier	Detailed Requirement Description
CF.02.001	BP-0245 BP-0264 BP-0265 BP-0268 BP-0302 BP-0396 BP-0513	The new system will allow one or more processes to occur in parallel/concurrent and sequential during intake. Note: the intake process includes, but is not limited to, the following: – prisoner orientation – educational assessment – mental health and psychological assessment – quartermaster issue – finger printing, photos, ID creation, and scars, marks & tattoos auditing – cell assignment – record office initial interview – health assessment – COMPAS assessment – classification screening – SAI screening – religious preference – healing trauma referral – PREA assessment – Parole Board interview – transfer of prisoner
CF.02.002	BP-0261 BP-0513	The new system must allow a user to enter assessment information and results. Note: assessment results and decision trees provide presumptive criminogenic needs treatment requirements with trans case processor overrides based on experience.
CF.02.003	BP-0102	The new system will track intake processes completed.
CF.02.004	BP-0102	The new system will assign intake processes required by population demographics.
CF.02.005	BP-0102 BP-0261	The new system will track historical data and time stamp for each offender record.
CF.03.000	BP-0102	The new system must track the length of time associated with the overall intake process for each offender based on population demographics.
CF.04.000	BP-0261	The new system must track all initial time computations completed for each offender. Note: this information is currently tracked in a Microsoft Access database.

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Unique Identifier	Process Identifier	Detailed Requirement Description
CF.05.000	BP-0264	The new system must track an offender's date of birth and current age.
CF.05.001	BP-0261	The new system will notify users when and offender has reached the age of 18.
CF.06.000	BP-0261	The new system must track all offender data related to intake processes, e.g. all identifiers, trans case information, health care, assessments, evaluations, etc. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
CF.06.001	BP-0261	The new system may notify the user that a duplicate identifier already exists in the system upon entry.
CF.07.000	BP-0261	The new system must allow a user to submit a request for the transfer of an offender. Note: currently a Transfer Order is submitted electronically with a status of “pending approval.”
CI.01.000	BP-0018	The new system must track critical incident report cases for employees, visitors, and offenders that are not under parole or probation supervision.
CI.01.006	BP-0018	The new system will assign a unique identification number to each report.
CI.01.001	BP-0018	The new system must allow a user to create the Critical Incident Report (CAJ-570).
CI.01.002	BP-0017	The new system must allow a user to create a Critical Incident Participant Report (CAJ-571). Note: this form is used to track witness statements and information from other MDOC employees who may have witnessed the critical incident.
CI.01.003	BP-0018	The new system will provide a summary of biographical information for all offenders indicated as parties to the critical incident.
CI.01.005	BP-0018	The new system will associate photographic images and videos or other evidence with a critical incident report case.
CI.02.000	BP-0019	The new system will track the approval process workflow for a reported critical incident within CFA. Note: FOA has a different critical incident approval process.
CI.02.001	BP-0019	The new system will maintain the incident report review process based on chain of command. Note: this is currently a manual process.

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Unique Identifier	Process Identifier	Detailed Requirement Description
CI.03.000	BP-0018	The new system must track critical incident report cases for employees, visitors, and offenders that are under parole or probation supervision.
CI.03.001	BP-0018	The new system must allow a user to create the FOA/Reentry Services Critical Incident Participant Report (CFJ-565) and the FOA/Reentry Services Critical Incident Notification (CFJ-144).
CI.03.004	BP-0015	The new system will track historical FOA critical incidents reports.
CI.04.000	BP-0019	The new system will track the approval process workflow for a reported critical incident case within FOA.
CI.05.000	BP-0016	The new system must produce statistical reporting for all critical incidents. Note: MDOC is required to provide periodic legislative reporting on critical incidents.
CL.01.000	BP-0222	The new system will allow a user to define a paid assignment work location, i.e. if a paid assignment is defined for unit 2 specifically, only offenders assigned a cell in unit 2 can be assigned to that paid assignment.
CL.02.000	BP-0065 BP-0075 BP-0327 BP-0486	The new system must track offender education records, e.g. program recommendations, work assignments, choices for pool placement, qualifications, certifications, etc.
CL.03.000	BP-0484	The new system must allow a user to complete an offender's program classification.
CL.03.001	BP-0047 BP-0060 BP-0082 BP-0486	The new system must track offenders that are placed in work pools. Note: work pools are waiting lists for paid assignment placement.
CL.03.002	BP-0060 BP-0082 BP-0486	The new system will notify a user when a program reclassification for an offender is due.
CL.04.000	BP-0485	The new system will produce and track program and paid assignment evaluation documents, e.g. Prisoner Program and Work Assignment Evaluation (CSJ-363), Education Program Plan (CSJ-363A), etc.
CL.05.000	BP-0075 BP-0327	The new system will generate a transfer hold for location specific programs.

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Unique Identifier	Process Identifier	Detailed Requirement Description
CL.05.001	BP-0075 BP-0327	The new system will allow a user to evaluate an offender's current schedule.
CL.07.000	BP-0487	The new system must track indigent loan eligibility for an offender.
CL.07.001	BP-0487	The new system will allow a user to produce letters in response to indigent loan requests.
CL.07.002	BP-0487	The new system must allow a user to define a set indigent loan amount for an offender.
CM.01.000	BP-0047 BP-0053	The new system must track the offender onboarding process for each offender transfer. Note: this includes non-intake facility onboarding tasks.
CM.02.000	BP-0047	The new system will track all processes related to user caseload management. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
CM.02.001	BP-0047	The new system may allow certain users to assign case items to a user and allow the user to manage a caseload.
CM.02.002	BP-0047	The new system will allow RBAC to staff caseloads for audit purposes.
CM.03.000	BP-0047	The new system must track all offender transfers (movements) in to and out of a location.
CM.03.001	BP-0029 BP-0047	The new system will produce a report of all offender transfers and transports (movements) in to and out of a location.
CM.04.000	BP-0047 BP-0155 BP-0498	The new system must allow a user to complete all screenings and assessments. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
CM.04.001	BP-0047	The new system will notify a user when offender screenings and program classification reviews are due, e.g. security screen, assault risk, property risk screens, etc.
CM.04.002	BP-0047 BP-0498	The new system must allow a user to assign, waive, depart, or override an offender’s security screen.
CM.04.003	BP-0047 BP-0498	The new system will track the name of the user that completed and approved the security screening.

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Unique Identifier	Process Identifier	Detailed Requirement Description
CM.04.004	BP-0047 BP-0498	The new system must track both the 'actual' security screen result and 'true' security screen result.
CM.04.005	BP-0047 BP-0498	The new system must classify offenders to the appropriate security levels based upon management and confinement requirements.
CM.05.000	BP-0047	The new system will allow a user to periodically create, complete, and update any assessments by creating new assessments leaving previous assessments intact as a history, e.g. assault risk assessment, property risk assessment, PREA assessment, etc.
CM.06.000	BP-0047 BP-0473 BP-0480	The new system will track all offender case management data, e.g. sex, height, weight, sanctions, paid assignment clearances, special designations, alert records, etc., including history of previous values. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
AS.01.018	BP-0295	The new system will track relationships (contacts) between individuals and offenders, e.g. a family member, a friend of an offender, etc.
AS.06.000	BP-0295	The new system must track all contacts and contact types, e.g. emergency contact, brother, etc.
CM.07.000	BP-0047 BP-0495	The new system will track visitor application status, including denied applications.
CM.09.000	BP-0047 BP-0497	The new system must produce a Parole Eligibility/Life Review Report (CSJ-123)
CM.09.001	BP-0047 BP-0497	The new system will allow a user to create, review, and approve an offender's PER. Note: these are then locked to changes to preserve the content.
CM.09.002	BP-0047 BP-0497	The new system must produce a PER Due report, i.e. monthly report with information on all the PERs that are due.
CM.10.000	BP-0047	The new system must track SPONs for an offender.
CM.10.001	BP-0047	The new system will correlate SPON information entered on both offenders' records. Note: two offenders with an associated SPON record cannot be locked at the same location, i.e. the offenders have been determined to be enemies of each other.
CM.10.002	BP-0047	The new system will allow a user to override a SPON record.

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Unique Identifier	Process Identifier	Detailed Requirement Description
CM.11.000	BP-0417	The new system must track prisoner to prisoner legal mail approvals. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
CM.11.001	BP-0417	The new system will track requests and denials of prisoner to prisoner legal mail. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
CM.12.000	BP-0047 BP-0300 BP-0499 BP-0503	The new system will track the minor misconduct court and hearing process.
CM.13.000	BP-0053 BP-0503	The new system will track all processes associated with administrative hearings, including the notice of intent to conduct an administrative hearing.
IM.01.000	BP-0048	The new system will be capable of creating workflows and managing data.
IM.01.003	BP-0048	The new system will track all processes associated with the placement and review of offenders in administrative Segregation.
IM.01.005	BP-0048	The new system will produce an alert for users when reviews are due for offenders in administrative Segregation.
IM.01.006	BP-0048	The new system will notify users upon removal of an offender from administrative Segregation.
IM.01.007	BP-0048	The new system will track dates when an offender was housed in Segregation by Segregation type, i.e. administrative, temporary, detention, etc.
CR.01.000	BP-0488 BP-0489 BP-0490	The new system must track offenders participating in any In-reach program. Note: In-reach facilities offer specialized programming, assessments, and transition services to assist offenders successfully transition into the community.
CR.01.001	BP-0488 BP-0489 BP-0490	The new system must allow a user to create a referral to the reentry program. Note: specifying a date range is required. Upon end date, the referral will automatically close.
CR.01.002	BP-0488 BP-0489 BP-0490	The new system must allow a user to track, maintain, and modify an offender's referral and reentry record at location level.

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Unique Identifier	Process Identifier	Detailed Requirement Description
CR.02.000	BP-0488 BP-0489 BP-0490	The new system must track ICOTS transfer requests.
CR.03.000	BP-0488 BP-0489 BP-0490	The new system must track home placement verifications.
CR.03.001	BP-0488 BP-0489 BP-0490	The new system will track offenders who are determined to have no community or family support.
CR.03.003	BP-0490	The new system will track offender contact with family and friends while incarcerated.
CR.03.002	BP-0488 BP-0489 BP-0490 BP-0104	The new system must allow a user to create a case plan for an offender's record with a detailed description. Note: currently this functionality is accessed through COMPAS and TAP.
CR.04.000	BP-0488 BP-0489 BP-0490	The new system may track caseload equalization for In-reach facilities.
CR.06.000	BP-0488 BP-0489 BP-0490	The new system must track annual audits of contracted service providers delivering programming services. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
CR.06.001	BP-0488 BP-0489 BP-0490	The new system must support data collection of contract terms to document, verify, and monitor ongoing compliance. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
CR.07.000	BP-0488 BP-0489 BP-0490	The new system must be capable of blocking health care related data elements or records from certain users.
CR.08.000	BP-0488 BP-0489 BP-0490	The new system must track offender In-reach data, e.g. the number of ICOTS requests, how many offenders completed In-reach programming, etc.

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Unique Identifier	Process Identifier	Detailed Requirement Description
CR.08.001	BP-0489 BP-0488 BP-0490	The new system will track the In-reach program's completion and success rates.
CR.09.000	BP-0517	The new system must be capable of tracking recidivism data such as re-arrest recidivism, re-conviction recidivism, and re-incarceration recidivism. Note: there will not be input data for this functionality initially. However, MDOC believes this may become a statutory requirement in the future.
RD.01.000	BP-0021 BP-0022 BP-0029 BP-0221 BP-0419 BP-0452	The new system must track all programming assigned to offenders.
RD.01.001	BP-0070 BP-0075 BP-0221 BP-0327 BP-0452	The new system will track programming lists across all locations based on treatment requirements, e.g. referrals, waitlists, actives, terminated, etc.
RD.01.002	BP-0492 BP-0493 BP-0494	The new system will track programming lists per location, e.g. referrals, waitlists, actives, terminated, etc.
RD.01.003	BP-0492 BP-0493 BP-0494	The new system will track program capacity for each instance of a program.
RD.01.004	BP-0492 BP-0493 BP-0494	The new system will allow a user to assign or reserve a seat for an offender by location.

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Unique Identifier	Process Identifier	Detailed Requirement Description
RD.01.005	BP-0021 BP-0022 BP-0071 BP-0221 BP-0281 BP-0419 BP-0441 BP-0448	The new system must track programming referrals, e.g. the referral date, program eligibility, who made the referral, special offender needs, the nature of the original request, etc.
RD.01.006	BP-0071 BP-0221 BP-0452	The new system must allow a user to modify offender programming records.
RD.01.007	BP-0029 BP-0070 BP-0071 BP-0113 BP-0221 BP-0281 BP-0441	The new system must track programming information and related documents, e.g. treatment provider, treatment type, start and end dates, various evaluations, discharge documents including the Substance Abuse Client Discharge (CSJ-111), diagnoses codes, level of attendance, level of participation, level of treatment, goals met, etc.
RD.01.008	BP-0071 BP-0221 BP-0441	The new system will track the total number of days and sessions an offender was participating in a program.
RD.01.009	BP-0070 BP-0221 BP-0381	The new system will allow contractors to submit programming documents, e.g. admission forms, discharge forms, etc.
RD.01.010	BP-0452 BP-0486 BP-0494	The new system will track program availability at a location and within a location.
RD.01.011	BP-0452 BP-0486 BP-0494	The new system will allow an offender to be activated or deactivated in any waiting list for programming.

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Unique Identifier	Process Identifier	Detailed Requirement Description
RD.01.012	BP-0486 BP-0494	The new system must track offender readmissions into a program. Note: if an offender who previously dropped out of programming would like to be reconsidered, the offender must be reapproved and placed on the waiting list again.
RD.01.013	BP-0486 BP-0494	The new system must provide an audit function to track program and facilitator quality.
RD.01.014	BP-0486 BP-0494	The new system will track the progress through all steps required to be eligible for a program.
RD.01.015	BP-0486 BP-0494	The new system will track programming lists across all locations by population subsets.
RD.02.000	BP-0492 BP-0493 BP-0494	The new system will track an offender's availability and eligibility for programming. Note: the offender is not available or eligible for programming if placed in Segregation, admitted to a hospital, etc.
RD.02.001	BP-0492 BP-0493 BP-0494	The new system will allow a user to produce an offender's program availability and eligibility history.
RD.03.000	BP-0492 BP-0493 BP-0494	The new system must allow for audit functionality to monitor and measure program placement and termination (success, failure, and administrative reason).
CV.01.000	BP-0312	The new system must track registered victim and concerned citizen information for offenders. Note: registration could happen anytime during the offender’s supervision.
CV.01.001	BP-0312	The new system must track victim and concerned citizen notification requests for offenders not yet processed or serving a sentence in a different Jurisdiction. Note: currently these requests are kept on hold with no action until the offender is under MDOC Jurisdiction.
CV.01.002	BP-0069	The new system must track victim and concerned citizen applications and registrations for all offenders. Note: for offenders on probation, only one letter is generated during the initial registration to the victim(s) (unless probation is revoked and the offender is sentenced to prison).

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Unique Identifier	Process Identifier	Detailed Requirement Description
CV.03.000	BP-0079 BP-0373 BP-0374 BP-0375	The new system must produce all victim notifications, including physical letters, in accordance with the Crime Victims' Rights Act. Note: this includes physical letters.
CV.03.001	BP-0375 BP-0376	The new system will be capable of producing a letter template that can be customized by certain users.
CV.03.002	BP-0375 BP-0376	The new system will prepopulate each template with system data.
CV.03.003	BP-0375 BP-0376	The new system must identify all offenders that require a notification be sent to the registered victims and concerned citizens.
CV.03.004	BP-0079 BP-0375 BP-0376	The new system must produce crime victim correspondence of an offender's transfer to SAI.
CV.04.000	BP-0312	The new system must integrate with the Appriss vendor system.
CV.04.001	BP-0312	The new system must provide Appriss with a data load of offender information multiple times per day. Note: Appriss notifications are specific to offenders serving a prison sentence. Victim(s) will have the option to opt in or out of receiving the Appriss automated call notifications during the initial registration.
CV.06.000	BP-0373 BP-0374 BP-0375	The new system must archive a copy of each victim and concerned citizen notification letter produced.
CV.06.001	BP-0373 BP-0374 BP-0375	The new system will provide the capability to view letter history with the following information: – name of the employee who produced the letter – date and time the letter was produced – type of letter
CV.08.000	All Processes	The new system must comply with the Crime Victim's Right Act and MDOC policies or business rules to produce appropriate victim notifications required by law. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.

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Unique Identifier	Process Identifier	Detailed Requirement Description
DR.06.000	BP-0457	The new system will track parole and probation violation sanctions, e.g. 10-day lock up, IDRP, WRAP, etc.
DR.06.001	BP-0456	The new system will track start and end dates, and completions and failures.
DR.06.003	BP-0456 BP-0458	The new system must track offenders participating in the WRAP program.
DR.08.000	BP-0029	The new system will track offenders being supervised by MDOC that enter the Detroit Detention Center.
DR.10.000	BP-0459 BP-0456	The new system must track parole violators that are returned to DRC.
DR.11.000	BP-0029	The new system must track the service of parole violation charges to an offender.
DS.01.000	BP-0349	The new system will allow certain users to create, maintain, inactivate, and otherwise modify user accounts and access to modules.
DS.01.001	BP-0349	The new system will track all steps of a user access request process. Note: this includes user request submissions to a local authorized requester.
DS.02.000	BP-0349	The new system must integrate and be managed by a security application for access, privacy, security controls, and audit functionalities if not native to the new system.
DS.02.001	BP-0349	The new system will have the capability to activate any new user account as soon as it is created.
DS.02.002	BP-0349	The new system will notify a user once a user account has been successfully created.
DS.03.004	BP-0280 BP-0349	The new system will be capable of automatically logging out a user after a predetermined period of inactivity.
DS.04.000	BP-0349	The new system must allow certain users to define security groups, profiles, roles, and privileges.
DS.04.001	BP-0349	The new system must be capable of assigning a user to groups, profiles, roles, and privileges.
DS.04.003	BP-0349	The new system will be capable of reporting the privileges of all groups, profiles, and roles.

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Unique Identifier	Process Identifier	Detailed Requirement Description
DS.05.000	BP-0349	The new system must maintain an audit table or log for all employer and employee group activities or changes. Note: currently each employee has a unique user code. Employee codes can be reused.
DS.05.001	BP-0349	The new system will be capable of running reports from the audit table or log
DS.06.000	BP-0349	The new system will track the length of time a user has been assigned to any groups, profiles, roles, or, privileges, and an expiration date when assigning temporary higher access for a specific task.
DS.06.001	BP-0349	The new system will track an expiration date for any assigned groups, profiles, roles, or privileges. Note: temporary groups or roles are assigned to complete tasks outside of normal position description.
DS.07.000	BP-0159 BP-0349	The new system will track intervention/treatment related service providers' company information and program information.
DS.07.001	BP-0159 BP-0349	The new system will allow a user to complete a screen within the system for a new service provider.
DS.07.002	BP-0159 BP-0349	The new system will be capable of tracking the locations at which a service provider's programs are available.
DS.07.003	BP-0159 BP-0349	The new system will auto generate a unique number for each corporation.
DS.08.000	BP-0349	The new system must be capable of identifying, maintaining, and defining data that can be shared between State agencies.
DS.08.002	BP-0349	The new system will be capable of defining and tracking data classifications. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
DS.08.001	BP-0349	The new system must integrate with any DTMB initiative for cross mapping. Note: this is part of the State's EIM program. Executive directive indicates sharing and management of data across all executive branch agencies. Identifying the same person's information across all State agencies. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
DS.10.000	BP-0349	The new system must integrate with the State's 'Single Sign-On' requirements.

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Unique Identifier	Process Identifier	Detailed Requirement Description
DS.11.000	BP-0349 BP-0467	The new system will provide an ad hoc reporting capability for data quality and one-off reporting purposes (with query storage for possible reuse). Note: This will include de-normalized data using views or a data warehouse to facilitate business analysis and decision support.
DS.12.000		The new system will allow the user to extract offender data for analysis. Note: this will include predefined, i.e. canned, or ad hoc reports that can be stored for reuse. This is an extract function in OMNI named the BIR extract.
DW.01.000	BP-0031	The new system must allow a user to create a referral for an offender's placement in an MDOC inpatient facility.
DW.02.000	BP-0031	The new system will track the admission process for the inpatient health care facility (through housing bed assignments).
DW.02.001	BP-0031 BP-0046 BP-0062	The new system must track all encounters and medical orders for offenders. Note: paper charts are created and maintained for all offenders. This may include all scanned documents.
DW.02.002	BP-0031 BP-0032	The new system will track capacity utilization for offenders assigned to the in-patient facility. Note: this includes length of stay, reason for admission, what facility and/or hospital, what facility was the inmate released to, date and time, etc. This information is used for reporting purposes. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
DW.03.000	BP-0064	The new system must track services that are pertaining to the offender. Note: name, number, PREA score, date of birth, patient's medical issue(s), progress report, etc.
DW.04.000	BP-0031 BP-0140 BP-0141	The new system must allow a user to create a health care management plan, e.g. mental health, dietitian, physical health, etc.
DW.04.001	BP-0031 BP-0140 BP-0141	The new system will allow a user to create multiple management plans for an offender.
DW.04.002	BP-0031	The new system will track all health care management plans by location.
DW.05.000	BP-0032	The new system will track bed capacity by classification, e.g. permanent beds, temporary beds, etc.

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Unique Identifier	Process Identifier	Detailed Requirement Description
DW.05.001	BP-0032	The new system will track all offenders assigned to the in-patient facility. Note: including totals for census review and discharge planning. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
DW.05.002	BP-0031	The new system will allow users to review the capacity for permanent beds. Note: currently this is reviewed every 3 months.
DW.06.000	BP-0064	The new system must track and schedule appointments for all specialty services, e.g. physical therapy appointments, orthotics appointments, onsite, offsite, etc.
DW.07.000	BP-0031	The new system must track information from hospitals outside of MDOC.
DW.08.001	BP-0031	The new system will track codes for medical diagnoses, e.g. ICD 10, DSM 5 diagnosis codes, etc.
DW.09.000	BP-0031	The new system must track processes related to the discharge of offenders from the in-patient facility. Note: the process may vary based on release reason, e.g. medical release, regular parole, mental health, etc.
DW.10.000	BP-0031	The new system must track and maintain standing medical orders for offenders; e.g. offender's blood pressure being taken 3 times a week.
DW.11.000	BP-0031	The new system must track offender allergies and identify medication interactions.
DW.12.000	BP-0031	The new system will provide an EMAR.
DW.13.000	BP-0031	The new system must track the use of emergency room care by offenders.
DW.14.000	BP-0031	The new system will produce and print an offender's entire medical record. Note: MDOC must be able to define the record types to be included as part of the medical record.
NH.01.000	BP-0140 BP-0141 BP-0180 BP-0314	The new system must track all information that pertains to an offender’s mental and/or physical health, e.g. medical files for physicals, dental, mental health, optometric, etc.
NH.01.001	BP-0140 BP-0141	The new system will integrate all medical records associated with an offender.

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Unique Identifier	Process Identifier	Detailed Requirement Description
NH.01.002	BP-0140 BP-0141 BP-0074	The new system must generate all necessary health care records, including dental records for offender received at an intake location. Note: currently an initial medical record is generated for an offender within the integration between OMS and the current EHR contracted vendor application NextGen.
NH.01.003	BP-0141	The new system must track all health care encounters, i.e. every time an offender has an interaction or administrative notes are created associated with health care.
NH.01.015	BP-0140 BP-0141 BP-0514	The new system will produce an aggregated report of all encounters for an offender.
NH.01.016	BP-0141	The new system will allow a user to “lock” an encounter record. Note: this will prevent further updates to the specific record.
NH.01.014	BP-0183	The new system must track offender requests for health care appointments. Health Care Request (CHJ-549).
NH.01.005	BP-0183 BP-0514	The new system must allow a user to schedule, maintain, and/or delete offender health care appointments.
NH.01.006	BP-0143	The new system must track offender Special Accommodation records and medical details, e.g. heat related illness, wheelchair, etc., including ADA accommodations.
NH.01.007	BP-0140 BP-0141	The new system will notify a user that a health care and/or a mental health assessment is required, e.g. upon prison intake, every time an offender transfers to a different location, each year on or near the offender’s birthdate, etc.
NH.01.008	BP-0140 BP-0141	The new system will notify a user of any assigned Special Accommodations, ADA accommodations or medical details when assigning an offender to a cell.
NH.01.009	BP-0140 BP-0141 BP-0143 BP-0183	The new system will allow users across multiple facilities to access and modify an offender’s medical record, i.e. if an offender transfers from location A to location B, then location B should be able to view and manage the offender's active medical needs.
NH.01.011	BP-0142 BP-0509	The new system must track offender medical copay obligations.
NH.01.012	BP-0140 BP-0141	The new system must allow a user to create, maintain, and track offender medical education documents containing symptoms information, education, etc.
NH.02.000	BP-0140 BP-0141	The new system must allow medical contractors access to the system.

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Unique Identifier	Process Identifier	Detailed Requirement Description
NH.02.004	BP-0141	The new system will maintain identification information for medical contractors.
NH.02.001	BP-0012 BP-0074	The new system must allow a user to create specialty referrals for off-site programs and treatment recommendations.
NH.02.002	BP-0012	The new system must allow a user to approve a treatment recommendation or provide an alternative treatment plan.
NH.02.003	BP-0012	The new system will allow providers to approve, verify, and/or sign off on documents.
NH.03.000	BP-0140 BP-0141	The new system will produce a notification within a specified timeframe for an offender to be seen for a medical need. Note: This includes all types of health care including mental health.
NH.04.000	BP-0180	The new system must maintain health care codes, e.g. mental health, medical, dental, etc.
NH.04.001	BP-0180	The new system will maintain all service related codes, e.g. transfer holds, programming holds, etc.
NH.04.002	BP-0181	The new system will maintain offender health care acuity codes.
NH.05.000	BP-0059	The new system must track all deceased offenders.
NH.08.000	BP-0340 BP-0341 BP-0342 BP-0343 BP-0344	The new system will integrate with the State's pharmacy vendor and require industry standard pharmaceutical lists to be used among various vendors and MDOC. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
NH.18.000	BP-0341 BP-0342 BP-0343 BP-0344	The new system must track medications provided to offenders. Note: this is currently a manual process.

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Unique Identifier	Process Identifier	Detailed Requirement Description
NH.19.000	BP-0142 BP-0340 BP-0341 BP-0342 BP-0343 BP-0344 BP-0515	The new system must allow a user to order medications for offenders.
NH.19.001	BP-0142 BP-0342 BP-0515	The new system will allow a user to specify a sub-location for medication delivery. Note: some MDOC locations have multiple health care units. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
NH.09.000	BP-0140 BP-0141	The new system will integrate with the States lab vendor. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
NH.09.001	BP-0140 BP-0141	The new system will allow a user to order, schedule, and track lab results, including recurring orders.
NH.10.000	BP-0140 BP-0141	The new system will produce a notice to health care staff when an offender has been moved from the offender's location, e.g. paroled, discharged, transferred, temporary transport, etc.
NH.26.000	BP-0140 BP-0141	The new system will allow a user to create a health care release packet. Note: this must include programming information, e.g. sex offender, mental health, substance abuse, etc.
NH.11.000	BP-0140 BP-0141	The new system must adhere to MDOC retention and disposal schedule for health care records.
NH.12.000	BP-0140 BP-0141 BP-0511	The new system must allow a user to record dietary restrictions and preference information for an offender.
NH.13.000	BP-0003 BP-0077	The new system will track health care grievances.
NH.14.000	BP-0140 BP-0141	The new system must allow a user to configure templates for health care. Note: this refers to the templates for inpatient or outpatient, e.g. specific template for a cardio vascular related medical need.

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Unique Identifier	Process Identifier	Detailed Requirement Description
NH.15.000	BP-0427	The new system must track all health care related items such as reoccurring appointments, number of offenders seen (Callouts), number of offsite visits, etc. Note: legislative reports require this data.
NH.15.001	BP-0427	The new system must track offenders' annual tuberculosis screenings.
NH.16.000	BP-0052	The new system will track medical related letters received by offenders.
NH.16.001	BP-0052	The new system will allow a user to create generic letters for notice to offenders.
NH.17.000	BP-0012	The new system will allow a user to track all health care complaints and related outside communication with family, legislative staff, ombudsman, advocacy groups, etc.
NH.20.000	BP-0062	The new system must track release of information forms signed by an offender and all actions taken pertaining to the complaint.
NH.21.000	BP-0142 BP-0314	The new system must track offender informed consent requests.
NH.22.000	BP-0142 BP-0314	The new system must track an offender's formal refusal to receive health care.
NH.23.000	BP-0047 BP-0142 BP-0314	The new system must track an offender's advanced directives for health care.
NH.23.001	BP-0047 BP-0142 BP-0314	The new system may track legal guardian information.
NH.24.000	BP-0142 BP-0314	The new system must track offenders identified as being engaged in a hunger strike.
NH.25.000	BP-0079 BP-0508	The new system must allow a user to record that a valid DNA sample has been collected from the offender. Note: this is recorded on the CHJ-269, DNA Sample Collection Record.
NH.27.000	BP-0517	The new system will track all processes related to the request and review of an ADA reasonable accommodation.
NH.27.001	BP-0517	The new system may track a workflow related to the request and review of an ADA reasonable accommodation.

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Unique Identifier	Process Identifier	Detailed Requirement Description
NH.27.002	BP-0517	The new system must track appeals of final determinations of ADA reasonable accommodation requests.
EM.01.000	BP-0001 BP-0054 BP-0347 BP-0348	The new system will track all case management data for offenders required to be electronically monitored.
EM.01.001	BP-0001 BP-0042 BP-0054	The new system will produce reporting for GPS, curfew, and SCRAM enrollment dates, termination dates and termination reasons.
EM.02.000	BP-0001 BP-0146 BP-0147	The new system must integrate with the OffenderLink system. Note: OffenderLink provides telephone reporting services for offenders and allows workflows for agents to manage updated offender schedules and information. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
EM.05.000	BP-0007 BP-0035 BP-0189 BP-0196 BP-0197	The new system must track warrants for offenders, including electronic monitoring offenders.
EM.05.001	BP-0035	The new system must allow users to create a warrant record.
EM.05.002	BP-0035 BP-0196	The new system must allow users to cancel a warrant record.
EM.05.003	BP-0035 BP-0189 BP-0196 BP-0197	The new system must track active warrants.
EM.05.004	BP-0035	The new system will produce an electronic warrant cancellation form.
EM.07.000	BP-0035	The new system will notify a specific user when offender information is received from law enforcement, community members, or other agencies, if an investigation is necessary. Note: this is a Microsoft Access database.

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Unique Identifier	Process Identifier	Detailed Requirement Description
EM.07.001	BP-0035	The new system will track law enforcement calls to EMC. Note: information regarding warrants or offender new criminal behavior.
EM.07.002	BP-0035	The new system will track hotline tips received at EMC.
EM.07.003	BP-0035	The new system must track warrant entry for offenders with a citizenship other than the United States.
EM.07.004	BP-0035	The new system will track requests to lodge offenders at DRC.
EM.08.000	BP-0035	The new system will produce a prison escape electronic warrant entry form.
EM.09.000	BP-0035	The new system will produce a unique number identifier for every person supervised by a contract agency, e.g. OCC, DHHS, etc.
EM.10.000	BP-0111	The new system must provide integration with the LEIN system. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
EM.12.000	BP-0035	The new system will track lifetime electronically monitored offenders.
ES.01.000	BP-0446 BP-0449	The new system must track offender documents obtained, e.g. social security card, birth certificate, education transcripts, driver's license, veterans documentation, etc.
ES.01.001	BP-0449	The new system must track if a document has been verified.
ES.01.003	BP-0449	The new system will track the processes related to obtaining the documents.
ES.01.002	BP-0449	The new system must track that documents have been ordered or requested for a specific offender.
ES.02.000	BP-0452	The new system may notify a user when an offender with an incomplete vocational counseling recommendation is within four years of the offender's ERD. Note: this is currently a manual process. A user generates reports in OMNI to pull in eligible offenders based on business rules, e.g. offenders who are within less than 4 years of ERD.
ES.05.000	BP-0450	The new system will track offender paid assignment data as it relates to vocational programming.

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Unique Identifier	Process Identifier	Detailed Requirement Description
ES.06.000	BP-0240	The new system will track all requirements needed for each program's eligibility. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
ES.07.000	BP-0113	The new system will track skills associated with paid assignments.
ES.07.001	BP-0113	The new system will track skills acquired by an offender.
ES.07.002	BP-0113 BP-0114	The new system will track skills the offenders possessed prior to prison.
ES.11.000	BP-0240	The new system must track special education services for an offender.
ES.11.001	BP-0240	The new system must track students determined to need special education services for audit purposes.
ES.12.000	BP-0240	The new system must track education assessment, exemption, and reason information.
ES.14.000	BP-0240	The new system will terminate an offender's active educational programming record upon parole or discharge.
ES.15.000	BP-0240	The new system will allow a user to define program goals and track progress for an offender. Note: this is currently a manual process. Quarterly notes are made in the system related to an offender's progress and are used for reporting purposes.
ES.16.000	BP-0239 BP-0240	The new system must track education records and test scores for offenders, e.g. GED and TABE test results, etc.
ES.17.000	BP-0446	The new system must track all education program information for an offender, e.g. attendance, progress, post-secondary education, etc.
ES.20.000	BP-0447	The new system will track grant funded programs.
ES.21.000	BP-0446 BP-0451	The new system must track post-secondary education eligibility and enrollment.
FC.01.000	BP-0228 BP-0321 BP-0332	The new system must track offender counts, e.g. formal counts, informal counts, non-scheduled counts, midnight counts, head counts, in counts, and emergency counts, etc.

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Unique Identifier	Process Identifier	Detailed Requirement Description
FC.01.001	BP-0228 BP-0321 BP-0332	The new system will allow a user to complete multiple counts per day at each facility. Note: the count data includes the MDOC number of the offender counted, by cell, the current cell designation, the housing unit, the facility, etc.
FC.01.002	BP-0228 BP-0321	The new system will provide the capability to enter a time for any count that is not a formal count.
FC.01.003	BP-0228 BP-0321	The new system will track cell temperature data.
FC.01.004	BP-0228 BP-0321	The new system will authenticate a user before a count sheet can be submitted.
FC.01.005	BP-0228 BP-0321	Then new system will provide the capability to print count sheets for all housing units.
FC.03.000	BP-0223	The new system must track headcount totals for subsets of offenders supervised in the community.
FC.04.000	BP-0223	The new system must provide a reconciliation function at the end of each count. Note: this verifies the in-counts against the outcounts to validate all offenders are represented.
FC.04.005	BP-0223	The new system will record the time a reconciliation was completed.
FC.04.001	BP-0223	The new system will archive copies of all submitted counts. Note: this includes the count sheets which did not reconcile for audit purposes.
FC.04.002	BP-0223	The new system will provide the capability to clear, restore, and preview a submitted count.
FC.04.003	BP-0223	The new system will notify the count officer once a new count has been submitted.
FC.04.004	BP-0223	The new system must be able to reconcile offenders that do not have an assigned cell, have been temporarily released from the facility or are part of another off-site assignment.
FC.05.000	BP-0223 BP-0227	The new system will produce count boards for each facility.
FC.05.001	BP-0223 BP-0227	The new system will track changes to the count board.

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Unique Identifier	Process Identifier	Detailed Requirement Description
FC.05.002	BP-0223 BP-0227	The new system will allow a user to change a status of a cell to out of service.
FC.05.003	BP-0223 BP-0227	The new system will allow a user to change the designation of a cell as part of the offender count process.
FC.06.000	BP-0227	The new system will allow offenders to scan an ID or be manually logged for both in counts and out counts. Note: currently this functionality is only available for in counts.
FC.07.000	BP-0227	The new system must allow a user to enter head counts and bed capacity by logical grouping as defined by certain users for each location.
FC.08.000	BP-0227	The new system will allow an offender to have a cell assigned at a location which is not the offender's assigned location. The new system will be able reconcile the offender within both the assigned location and the non-assigned location where the cell record is assigned to the offender. Note: currently the system allows this functionality for offenders temporarily housed at DWH, but assigned to a different location.
FO.30.000.02	BP-0187	The new system must track all processes related to user caseload management for community supervision. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
FO.02.000.02	BP-0242	The new system will allow a user to search for any offender record. Note: using multiple data elements.
FO.02.002.02	BP-0070	The new system will allow users to search for an offender by entering the offender's name phonetically.
FO.02.001.02	BP-0242	The new system will allow a user to reactivate a previous offender record while maintaining the same unique MDOC offender number previously assigned. Note: the MDOC number is assigned via integration with OMS. OMS feeds data into OMNI in real time.
FO.03.002.02	BP-0271 BP-0292	The new system must allow a user to assign or reassign an offender record to an agent.
FO.01.000.02	BP-0242	The new system must allow a user to create an offender record.
FO.01.001.02	BP-0242	The new system will assign a unique MDOC offender number to every new offender record created, i.e. one MDOC number is assigned to each unique offender.

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Unique Identifier	Process Identifier	Detailed Requirement Description
FO.03.000.02	BP-0207 BP-0242 BP-0243 BP-0244 BP-0246 BP-0247 BP-0248 BP-0269 BP-0293	The new system must allow a user to track and maintain all data and steps within the FOA intake process.
FO.03.001.02	BP-0207 BP-0242 BP-0243 BP-0244 BP-0246 BP-0247 BP-0248 BP-0269 BP-0293	The new system must provide the capability for a user to enter referral slip information for an offender, e.g. offender name, sentence date, docket number, plea information, etc.
FO.03.003.02	BP-0187	The new system must track agent assignments.
FO.03.004.02	BP-0192 BP-0272	The new system must allow a user to create and update a PSI packet. Note: the PSI packet is a collection of several forms and reports.
FO.24.000.02	BP-0208	The new system will allow a user the capability to modify forms and reports. Note: each judge may request that reports and forms be submitted in a specific format. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
FO.03.005.02	BP-0207	The new system must allow a user to update the sentencing information for an offender. Note: currently the status is automatically set to Presentence Investigation. Once the sentence is ordered by a judge, the record is updated accordingly, i.e. probation, jail, prison, etc.

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Unique Identifier	Process Identifier	Detailed Requirement Description
FO.03.006.02	BP-0090 BP-0184 BP-0273 BP-0279	The new system must allow a user to add and amend any additional information to an offender record, e.g. probation violation, bench warrants, transfers, amended judgement of sentence, education, employment, etc. Note: case notes are currently maintained in OMNI.
FO.03.007.01	BP-0273 BP-0274 BP-0326 BP-0407	The new system may allow a user to send a notification to a single PSU electronic mailbox upon creation of a Parole Action Request (CFJ-424) and/or a Parole Violation Worksheet & Decision (CFJ-226), regarding requests to amend an offender's parole conditions or discharge date.
FO.04.000.02	BP-0288 BP-0293	The new system must allow a user to send referrals, e.g. transfer or other special investigation requests, to any other parole or probation location.
FO.18.000.03	BP-0274	The new system will allow a user to approve or deny requests via a form, report, or memo, e.g. electronically approve reports, transfer requests, travel permits, etc.
FO.04.002.02	BP-0288 BP-0289 BP-0293	The new system must track transfer and movement information based on probation and parole office and agent assignment. Note: currently supervisors are required to sign the transfer request in OMNI if denied.
FO.05.000.02	BP-0090 BP-0242	The new system will allow a user to update an offender's record appropriately based on situation, e.g. discharged due to successful completion, death, etc.
FO.05.001.02	BP-0242	The new system will track offender discharges, e.g. successful, unsuccessful, due to death, etc.
FO.25.000.02	BP-0242	The new system will track the physical file of offenders supervised in the community.
FO.06.000.01	BP-0242	The new system will allow a user to send a notification to a single Parole Release Unit electronic mailbox regarding the approval of a placement in the community.
FO.27.000.01	BP-0185 BP-0188	The new system must allow a user to assign a supervision level to offenders.
FO.28.000.01	BP-0185 BP-0188	The new system must track all users supervising a specialized caseload, e.g. ICOTS, gender specific, sex offenders, veteran, electronic monitoring, etc.
FO.16.000.01	BP-0185 BP-0188	The new system must generate a supervision schedule for an offender based on the supervision level.
FO.16.001.01	BP-0185 BP-0188	The new system will allow a user to make modifications to an existing supervision schedule.

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Unique Identifier	Process Identifier	Detailed Requirement Description
FO.16.002.01	BP-0185 BP-0188	The new system will allow certain users to define offender supervision requirements through maintenance screens. The supervision schedule will be generated based on these requirements.
FO.07.000.01	BP-0242	The new system must track an offender's residence information.
FO.07.001.01	BP-0242	The new system will maintain a history of an offender's residence information including start and end dates.
FO.08.000.01	BP-0090 BP-0184 BP-0277	The new system must track parole and probation violation information. Note: this should include selecting a 'level' for a violation. The level is determined by the seriousness of the violation and defines who orders the sanction.
FO.08.001.01	BP-0184 BP-0277	The new system will allow a user to create and track appropriate forms and reports regarding violations for either probation or parole. Note: this is currently completed via the case notes for probation.
FO.08.002.01	BP-0007	The new system will track jail information associated with an offender as the result of a probation or parole violation. Note: this is currently completed via the case notes.
FO.10.000.01	BP-0103 BP-0193	The new system must allow a user to track program recommendation information and other special conditions as a part of the offender's probation or parole orders.
FO.11.000.01	BP-0145 BP-0187	The new system must provide telephone reporting functionality for eligible offenders. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
FO.29.000.01	BP-0146 BP-0147 BP-0187	The new system must integrate with the telephone reporting and fee collections contracted vendor.
FO.26.000.03	BP-0187	The new system will allow a user to define a reporting schedule for each offender approved for telephone reporting. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
FO.14.000.01	BP-0194	The new system must track all offender fees and payments for an offender.
FO.12.000.01	BP-0071 BP-0193	The new system must track treatment program information, e.g. program, provider, facilitator, participation dates & times, participation quality, terminations, termination reasons, etc.

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Unique Identifier	Process Identifier	Detailed Requirement Description
FO.17.000.03	BP-0276	The new system must allow role-based access for a user to review agent assignments and the associated workload points.
FO.17.001.03	BP-0276	The new system will allow a user to define workload points for specific agent tasks based on MDOC business rules.
FO.17.002.03	BP-0276	The new system must allow certain users to review, manage, and assign caseloads to other users.
FO.15.000	BP-0377 BP-0378 BP-0379	The new system will provide optimized mobile access for agents allowing agents and providers to document and view various caseload records and must conform to requirements found in A*ttachment 30 - CJIS Security Policy (v5.5), Policy Area 13,* if such mobile access is provided as part of the new system and the functionality impacts CJIS data.
FO.19.000.03	BP-0276	The new system must allow certain users to track work equalization based on caseload specializations.
FO.20.000.03	BP-0187 BP-0276	The new system must allow certain users to perform agent caseload audit functions.
FO.20.001.03	BP-0187 BP-0276	The new system will allow a user the capability to review an offender's file.
FO.20.002.03	BP-0187 BP-0276	The new system will be capable of creating a workflow process based on an audit result. Note: this audit is completed annually on the anniversary of the employee. Currently, there is no notification functionality in place as a reminder.
FO.20.003.03	BP-0187 BP-0276	The new system will track case audit completions. Note: auto-creation of a case note for the offender is expected.
FO.21.000.03	BP-0276	The new system must compile all audit reports annually showing the total numbers of 'removed' and 'mitigations' for the year.
FO.21.001.03	BP-0276	The new system must produce an annual report including system data, e.g. number of agents audited, number of offenders audited, breakdown visual of pre-mitigated numbers, items mitigated number, and the resulting number, audit detail, breakdown of agent detail, etc. Note: this report is currently created by DTMB and sent to the legislature by MDOC.
FO.22.000.03	BP-0091	The new system will maintain a record of all offender arrests.
FO.23.000.03	BP-0242	The new system will track offender property for offenders supervised in the community.

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Unique Identifier	Process Identifier	Detailed Requirement Description
FS.01.000	BP-0521	The new system must have the ability to create multiple Menu Types. Note: Multiple Menu Types include, but are not limited to, male population, female population, various therapeutic menus, various holiday menus, and various religious menus.
FS.01.001	BP-0521	The new system may have the ability to define specific dates that a Menu Type is active, e.g. recognized holidays. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
FS.01.002	BP-0521	The new system may have the ability to define a time frame that a Menu Type is active. Note: this includes tracking a start date and end date for the Menu Type and may be implemented as versioning. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
FS.02.000	BP-0521	The new system must have the ability to create a Menu Cycle for each Menu Type. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
FS.02.001	BP-0521	The new system will have the ability to associate a Menu Cycle to a Menu Type.
FS.02.002	BP-0521	The new system must have the ability to maintain and activate multiple Menu Cycles. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
FS.03.000	BP-0506 BP-0522	The new system will track menu items per meal, e.g. vegetable, fruit, dairy, etc.
FS.03.001	BP-0522	The new system will track menu items that are used to complete a nutritional analysis.
FS.03.002	BP-0506 BP-0522	The new system will track the serving size for each menu item.
FS.03.003	BP-0522	The new system will track nutritional measures for each menu item, e.g. protein, calories, vitamins, sodium, etc.
FS.03.004	BP-0506 BP-0522	The new system will track the ingredient list as part of a recipe for each menu item.

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Unique Identifier	Process Identifier	Detailed Requirement Description
FS.03.005	BP-0506	The new system will track the preparation method as part of a recipe for each menu item.
FS.03.007	BP-0522	The new system will track menu item alternates, associating the alternates with a specific menu item. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
FS.03.008	BP-0522	The new system will track food service reference charts, i.e. cheat sheets that define portions per pan, yield conversion formulas, etc. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
FS.04.000	BP-0521	The new system will have the ability to have multiple active Menu Types for each MDOC location.
FS.04.001	BP-0521	The new system may filter the Menu Types available to be activated at each location based on MDOC business rules. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
FS.05.000	BP-0521	The new system will have the ability to print a menu.
FS.05.001	BP-0521	The new system will have the ability to print a menu in multiple formats. Note: the current formats include (weekly, monthly, complete menu cycle).
FS.06.000	BP-0522	The new system will track the recommended dietary allowance for each nutrient.
FS.07.000	BP-0522	The new system must use the USDA food composition database (metadata) as the source for populating pick lists.
FS.08.000	BP-0506 BP-0520	The new system will calculate the number of Meal Items that are required to be made for each meal based on MDOC business rules and integrated system data.
FS.09.000	BP-0506 BP-0521	The new system will have the ability to produce a production worksheet.
FS.10.000	BP-0506 BP-0520	The new system will have the ability to forecast ingredients needed to be purchased using integrated system data. Note: this data includes, but is not limited to, existing ingredient inventories, future Menu Cycle meals planned, projected offender participation rates, etc.
FS.11.000	BP-0506 BP-0520	The new system must have the ability to track ingredient level inventories.

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Unique Identifier	Process Identifier	Detailed Requirement Description
FS.11.001	BP-0506 BP-0520	The new system will track beginning ingredient level inventories.
FS.11.002	BP-0506 BP-0520	The new system will track changes to ingredient level inventories. Note: this includes, but is not limited to additions, subtractions, perishable losses, and adjustments to ingredient level inventories.
FS.12.000	BP-0506 BP-0520	The new system will track warehouse ingredient inventories.
FS.13.000	BP-0506	The new system will track all movement from the warehouse of each inventoried item, i.e. a real-time inventory system.
FS.14.000	BP-0520	The new system must have the ability to create a purchase order.
FS.14.001	BP-0506 BP-0520	The new system must track the cost per ingredient per purchase order.
FS.14.003	BP-0520	The new system will have the ability to manually adjust a purchase order. Note: this adjustment would be completed before the order is finalized.
FS.14.004	BP-0520	The new system may have the ability to prepopulate a purchase order integrating system data, e.g. offender population, previous offender participation rates, expected inventory subtractions for future meal type menu items, etc.
FS.16.000	BP-0520	The new system will calculate the aggregated per meal cost statewide, i.e. all MDOC locations.
FS.16.001	BP-0520	The new system will calculate the per meal cost for each MDOC location.
FS.17.000	BP-0506	The new system will allow multiple locations to order ingredients from the inventory of a single warehouse. Note: changes, i.e. subtractions, additions, etc., from the warehouse inventory will track the location that executed the inventory change. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
GT.01.000	BP-0044 BP-0086 BP-0087	The new system must track all grievances and applicable timelines.
GT.01.002	BP-0086 BP-0087	The new system will assign a unique ID to each grievance record created.

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Unique Identifier	Process Identifier	Detailed Requirement Description
GT.01.004	BP-0086 BP-0087	The new system may produce a letter to notify offenders about the receipt of grievance the offender submitted.
GT.01.005	BP-0086 BP-0087	The new system must allow a user to assign, review, resolve, deny, or reject grievances.
GT.01.006	BP-0086 BP-0087	The new system will track location level grievances.
GT.01.007	BP-0086 BP-0087	The new system must track grievance records within the grievance steps, e.g. Step 1, Step 2, and Step 3.
GT.02.000	BP-0086 BP-0087	The new system must assign a due date for offenders requesting a step 2 appeal. Note: offenders have a certain number of business days to submit a step 2 appeal.
GT.03.000	BP-0058	The new system must track prisoners placed on modified access, i.e. grievance restriction.
GT.03.001	BP-0058	The new system will allow statewide access to view offenders placed on modified access.
GT.03.002	BP-0058	The new system will allow a user to override modified access rules and allow a user to submit a grievance. Note: gaining approval while on modified access currently requires a manual review and approval process to validate whether an offender is eligible to submit a grievance.
GT.04.000	BP-0027	The new system will track requests for declaratory rulings.
GT.05.000	BP-0072	The new system must track prisoner DTMB 1104 requests for State Administrative Board reimbursement for personal property lost or damaged while in the sole custody of MDOC.
IC.01.000	BP-0405 BP-0429	The new system will integrate with external applications that track data regarding offenders supervised in states other than Michigan. Note: ICOTs is a separate web-based system many states utilize to communicate with one another regarding offenders.
IC.01.001	BP-0429	The new system will allow a user to create a parole violation report for offenders supervised in a different state.
IC.02.000	BP-0409 BP-0429	The new system will track transportation requests and services for offenders supervised in states other than Michigan.

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Unique Identifier	Process Identifier	Detailed Requirement Description
ID.01.000	BP-0021 BP-0022 BP-0410 BP-0425	The new system must track offenders participating in the IDRP.
ID.01.001	BP-0410	The new system will track bed capacity and bed utilization at each approved IDRP location.
ID.01.003	BP-0410	The new system will allow a user to schedule transportation for offenders supervised in the community.
ID.01.004	BP-0410	The new system will notify a user of a pending release of IDRP offenders for the following week. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
ID.01.005	BP-0410	The new system must track offenders' maximum (controlling) sentence date. Note: MDOC is mandated to release offenders on the offender's Maximum Date.
ID.02.000	BP-0410	The new system must include a Residential Reentry Program Eligibility Screening Form (CFJ-498), i.e. a medical questionnaire used to screen potential IDRP offenders.
ID.03.000	BP-0410	The new system must include a Residential Treatment Referral (CFJ-306) form to refer offenders for residential treatment services in the community.
MC.07.000	BP-0216 BP-0300	The new system must track all offender misconduct records.
MC.07.002	BP-0216 BP-0300	The new system must track all data related to a misconduct record, e.g. reviews, hearings, sanctions imposed, etc.
MC.07.001	BP-0216 BP-0300	The new system will track all processes related to an offender misconduct, e. g. reviews, hearings, sanctions imposed, etc.
MC.01.001	BP-0216 BP-0300	The new system will track the name of the person who submits the misconduct. Note: the names can be either an employee or a non-employee, e.g. a volunteer.
MC.08.000	BP-0216 BP-0300	The new system will track all appeals and rehearings of an offender misconduct.
MC.01.003	BP-0216 BP-0300	The new system will track all changes to the misconduct record because of a rehearing.

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Unique Identifier	Process Identifier	Detailed Requirement Description
MC.01.000	BP-0216 BP-0300	The new system will provide the capability for a user to electronically access the misconduct forms.
MC.02.000	BP-0216 BP-0300	The new system will provide the capability to track misconducts, including the electronic creation, amendment, processing, and submission of the form.
MC.03.000	BP-0216 BP-0300	The new system must archive copies of every misconduct form completed. Note: this is currently a manual process.
MC.04.000	BP-0216 BP-0300	The new system will track updates and deletions of an offender's misconduct record.
MC.05.000	BP-0216 BP-0300	The new system must be capable of sending a misconduct record entry through the InRule interface and receiving updated time computation information.
MC.05.001	BP-0216 BP-0300	The new system must be capable of sending a misconduct record amendment or deletion through the InRule interface and receiving updated time computation information.
MC.06.000	BP-0056 BP-0073	The new system must provide certain users access to certain subsets of misconducts records.
MC.04.001	BP-0216 BP-0300	The new system must suppress misconduct records with a finding other than guilty. Note: these records remain in the system, but are not counted in any reporting. Also, access to these records is limited.
MC.04.002	BP-0216 BP-0300	The new system must provide certain users full access to an offender's record whose finding is other than guilty.
MC.01.002	BP-0216 BP-0300	The new system will notify the user if the offender has a positive PBA when entering a misconduct record.
MH.01.000	BP-0317 BP-0318 BP-0319 BP-0397	The new system must track all offenders receiving mental health services.
MH.01.001	BP-0316	The new system must track all mental health information for an offender.
MH.02.000	BP-0319	The new system must allow a user to create a mental health referral record for an offender. Note: This may happen once or multiple times during incarceration.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
MH.03.000	BP-0316	The new system must allow a user to create an assessment or treatment plan record for an offender.
MH.03.001	BP-0316	The new system will prepopulate mental health records with integrated system data.
MH.03.002	BP-0316	The new system must track all due dates for annual assessments/treatment plans and reviews.
MH.04.000	BP-0320	The new system must track suicide risk levels for an offender.
MH.05.000	BP-0028 BP-0316	The new system will allow a user to create and manage a caseload. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
MH.05.001	BP-0028 BP-0316	The new system will track every instance of an offender being treated within a mental health program.
MH.06.000	BP-0319	The new system must be capable of generating referrals in the following situations: – when any offender spends more than 30 days in Segregation (initial), 60 days, and then every 90 days. – when any offender with an active mental health services record goes into Segregation (an immediate real time referral must be generated).
MH.07.000	BP-0315	The new system will allow entry of a bed capacity by location per level of care associated with mental health services.
MH.08.000	BP-0081	The new system will track appeals to administrative Segregation.
MH.10.000	BP-0316	The new system must track mental health assessment requests for an offender and allow entry of assessment results.
MH.10.001	BP-0316	The new system will maintain a history of all assessments and related results associated with an offender.
MH.11.000	BP-0060, BP-0082	The new system must track MSOP program records. Note: this includes program information, number of offenders at a hub site, completion status, completion comment (successful completion, volunteer termination, etc.), and the historic data associated with programming, etc.
MH.12.000	BP-0060 BP-0082	The new system must track the sex offender programming waitlist.

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Unique Identifier	Process Identifier	Detailed Requirement Description
MH.12.001	BP-0060 BP-0082	The new system must track sex offender programming information.
MH.12.002	BP-0060 BP-0082	The new system will track the initial phase 1 programming and phase 2-5 programming.
MH.12.003	BP-0060 BP-0082	The new system will track programming admission reconsiderations.
MH.14.000	BP-0316	The new system must track deferred PBA's.
MH.14.001	BP-0316	The new system will track assessments and/or placement information and workflow pertaining to deferred PBA's.
MH.15.000	BP-0316	The new system must track service provider information.
MH.16.000	BP-0316	The new system will track Parole Board member requests for assessments.
MH.17.000	BP-0061	The new system will allow one or more transfer holds for an offender for mental health or programming reasons.
MH.18.000	BP-0316	The new system must track the offender's mental health progress as it relates to the treatment plan.
MH.20.000	BP-0316	The new system may encrypt an offender medical record. Note: a user may need to send the record to a recipient electronically.
MH.19.000	BP-0316	The new system will track mental health grievances.
MH.21.000	BP-0316	The new system will track all specialty services for mental health. Note: group therapy, activity therapy, etc.
MH.22.000	BP-0316	The new system may be capable of creating and tracking transition summaries.
MT.02.000	BP-0210 BP-0212	The new system must track all offender, employee, and visitor meals.
MT.02.001	BP-0210 BP-0212	The new system will allow users to scan the offender's and/or employee's identification cards to track every meal served.

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Unique Identifier	Process Identifier	Detailed Requirement Description
MT.02.002	BP-0210 BP-0212	The new system will notify users with appropriate error message(s) related to tracking meals served. These may include, but are not limited to: – when the offender's ID card has already been scanned for that Meal Period (the new system must save every attempt for a dual scan for reporting purposes). – when the offender is assigned a specialty meal and attempts to go through the regular Serving Line. (This functionality should be location specific.) – when the offender is not at the offender's default location. – when an employee attempts to scan a breakfast meal, the system must display an error message indicating breakfast is not allowed as an employee meal. Note: the attempted dual scan will not be counted towards the log of meals served.
MT.02.003	BP-0210 BP-0212	The new system will display offender information (if available) when an offender ID is scanned, e.g. MDOC number, offender name, race, lock, unit, date, time, meal type, etc.
MT.02.004	BP-0210 BP-0212	The new system must track specialty meal designations. Note: an expiration date must be added to this designation.
MT.02.005	BP-0210 BP-0212	The new system must allow employees the ability to scan an identification card or enter an identification number to track a meal served.
MT.02.006	BP-0500	The new system must track non-employee, non-offender meals. Note: these individuals will not have identification numbers.
MT.03.000	BP-0210 BP-0213	The new system must track meals for offenders assigned to feed-in cell environments. Note: feed-in is defined as Segregation or other areas where an offender is restricted to the offender's cell during a meal.
MT.03.001	BP-0210 BP-0213	The new system will allow a user to: 1. select a unit at the user's facility and retrieve those offender names that are currently housed in the feed-in cell. 2. once retrieved, the user will be able to identify offenders that will be fed in the offender's cells 3. the user will also be able to "Select All" to identify all offenders and then deselect any offenders that will not be receiving a meal for that current Meal Period. 4. the offenders in feed-in cells must have one record per Meal Period. Once fed, the system must restrict duplicate logging of a meal.

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Unique Identifier	Process Identifier	Detailed Requirement Description
MT.03.002	BP-0210 BP-0213	The new system will allow certain users to define feed-in cells for a location.
MT.04.000	BP-0210	The new system will allow multiple specialty meals to be assigned to an offender. However, only one specialty meal plan will be active for a particular date range.
MT.05.000	BP-0210	The new system will track meals served to offenders restricted to a cell or bay in a housing unit.
MT.05.002	BP-0210	The new system will restrict duplicate logging of a meal record for offenders in Segregation or restricted to a cell or bay. Note: the offenders will have one record per Meal Period.
MT.06.000	BP-0210 BP-0215	The new system must track the total number of meals sent off-site. These meals must be added to the Meal Period total.
MT.06.001	BP-0210 BP-0215	The new system will track the quantity of meals and the reasons.
MT.07.000	BP-0210	The new system will allow certain users the ability to activate and inactivate Serving Line(s).
MT.08.000	BP-0210	The new system will track offenders who need a new identification card or need re-encoding of the magnetic strip.
MT.09.000	BP-0218	The new system must provide the ability to adjust the meal count total for each Meal Period.
MT.09.002	BP-0214	The new system will be capable of allowing certain users the ability to create and maintain a location level distribution list that will receive an auto generated email anytime a location has a Meal Period without an adjustment record.
MT.11.000	BP-0210	The new system may provide integration with State's EMR system to access dietitian instructions associated with each offender.
OC.04.000	BP-0218 BP-0230	The new system must track offenders scheduled and unscheduled for internal movements within a location. Note: this includes tracking offenders checking in and out from assigned Callouts.
OC.04.002	BP-0218	The new system must provide the ability to enter data associated with an offender checking in or out for Callout activities.
OC.04.003	BP-0218	The new system will allow certain users to define a Reporting Station within a building.
OC.06.000	BP-0219	The new system will track and assign security access roles for Callout scheduling, i.e. record level access controls.

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Unique Identifier	Process Identifier	Detailed Requirement Description
OC.06.001	BP-0219	The new system will restrict designated users from scheduling or updating certain types of Callouts, e.g. recreational staff must not be able to schedule or update health care Callouts.
OC.06.002	BP-0219	The new system will track user permissions to Callout activities., e.g. health care workers restricted to only creating health care Callouts.
OC.07.000	BP-0234	The new system must provide the ability to create and edit Callout activities.
OC.07.001	BP-0234	The new system will track the purpose and category of the Callout activity.
OC.07.003	BP-0234	The new system must allow users to associate the Callout to a building and room, i.e. location of the Callout activity.
OC.07.004	BP-0234	The new system will allow certain users to designate the priority of each Callout activity.
OC.07.005	BP-0235	The new system will monitor the number of absences for the Callout activity.
OC.07.006	BP-0219	The new system must provide the ability to indicate whether a Callout activity is subject to a conflict of interest, i.e. a medication Callout.
OC.07.007	BP-0219	The new system will allow users to search and view a list of all current Callouts available to the user based on the user's access level.
OC.07.008	BP-0234	The new system will track notes associated with the Callout activity.
OC.07.009	BP-0234	The new system must track a start and end time for a Callout activity.
OC.07.010	BP-0234	The new system will track an end date that specifies the completion of the Callout activity.
OC.07.011	BP-0234	The new system will track a maximum capacity for the Callout activity.
OC.07.012	BP-0232	The new system will allow a user to define the frequency in which the Callout activity occurs i.e. repeat, weekly, bi-weekly Callout activity.
OC.07.013	BP-0232	The new system will allow a user to input temporary schedule changes for a selected Callout activity.
OC.07.014	BP-0232	The new system will be able to cancel a single Callout from a Callout that is designated by users to repeat.

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Unique Identifier	Process Identifier	Detailed Requirement Description
OC.07.015	BP-0078 BP-0219	The new system may track Callouts for specialty population subsets, e.g. SAI men, SAI women, etc.
OC.08.000	BP-0219	The new system must track offender misconduct and/or administrative hearing restrictions.
OC.08.001	BP-0219	The new system will allow certain users to associate a restriction to a Callout to prevent an offender from being scheduled.
OC.08.002	BP-0220	The new system will restrict an offender from being scheduled based on an offender's security classification level.
OC.09.000	BP-0232	The new system will provide the ability to create and edit paid assignments.
OC.09.002	BP-0232	The new system will allow users to associate a paid assignment and position with a unique identifier for payroll of the assignments.
OC.10.000	BP-0232	The new system may allow a user to define a Callout capacity.
OC.10.001	BP-0232	The new system must allow a user to place an offender on a Callout waiting list.
OC.10.002	BP-0232	The new system may automatically schedule an offender on the waiting list if another scheduled offender is unassigned from the Callout activity. Note: this should exclude paid assignments.
OC.10.003	BP-0232	The new system will track the date the offender was placed on the waiting list.
OC.10.004	BP-0232	The new system will allow a user to remove the offender from the waiting list indicating the date of removal.
OC.11.000	BP-0232	The new system must allow the user to assign offender(s) to a Callout activity and create an offender Callout schedule.
OC.11.001	BP-0232	The new system will allow a user to assign a singular offender or multiple offenders to a Callout activity.
OC.11.002	BP-0232	The new system must schedule an offender assigned to a Callout in accordance with the Callout priority. Note: this would cancel the lower priority Callout.
OC.11.003	BP-0232	The new system will allow users to schedule overlapping Callouts. Note: the new system would partition the Callouts by time and add both to the offender schedule and allow a user to “bypass” the priority conflict.

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Unique Identifier	Process Identifier	Detailed Requirement Description
OC.11.004	BP-0232	The new system will cancel a scheduled Callout from the offender's schedule if there is a conflict based on the user assigned priority. Note: this is required when using the priority conflict functionality.
OC.11.005	BP-0232	The new system will allow a user to view the offender's weekly schedule.
OC.11.006	BP-0232	The new system will notify a user of a conflict with a Callout.
OC.11.007	BP-0232	The new system will allow a user to remove an offender from a scheduled Callout activity.
OC.12.000	BP-0236	The new system must produce a daily itinerary for every offender with an assigned Callout activity. Note: offender specific schedules are processed each evening for each facility. The schedules are printed and distributed to offenders each evening for the next day's activities.
OC.12.001	BP-0236	The new system will produce an offender schedule for each housing unit within a facility.
OC.12.002	BP-0236	The new system must produce an officer log for each housing unit within a facility, i.e. a list of all offenders with Callouts scheduled.
OC.13.000	BP-0233	The new system will provide current reporting for the offender Callout management processes.
OC.13.001	BP-0233	The new system will produce conflict reports for offender Callout conflicts.
OC.13.002	BP-0233	The new system will produce offender scheduled reports for all offender Callouts.
OC.13.003	BP-0233	The new system will produce Reporting Station reports for all offender Callouts.
OC.13.004	BP-0233	The new system will produce housing unit log reports for all offender Callouts.
OC.13.005	BP-0233	The new system will produce a report (attendance report) for all offenders scheduled for a onetime, repeat, or paid assignment.
OC.13.006	BP-0237	The new system will produce the statewide Callout purpose list. Note: this will allow Callouts to be grouped across all locations.
OC.14.000	BP-0232	The new system must provide the ability to create a gate pass for secure paid assignments.

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Unique Identifier	Process Identifier	Detailed Requirement Description
OC.14.001	BP-0232	The new system must provide the ability to produce a State grounds gate pass.
OC.14.002	BP-0232	The new system must provide the ability to produce a public works gate pass.
OC.15.000	BP-0505	The new system may provide the ability to create a prisoner pass for unscheduled Callouts.
OC.15.001	BP-0232	The new system may track all unscheduled Callouts assigned. Note: Housing Unit Pass Record (CAJ-257)
OC.16.000	BP-0234	The new system will retrieve a history of offender Callout schedules.
PB.32.000.02	BP-0250 BP-0254	The new system must track all offenders eligible for a Parole Board interview.
PB.19.000.02	BP-0257	The new system must produce the 30-Day Notice of Intent to conduct a Parole Board Interview form after the offender is scheduled.
PB.13.000.02	BP-0250 BP-0254 BP-0259	The new system will schedule offenders eligible for a Parole Board interview.
PB.13.001.02	BP-0250 BP-0254	The new system will determine case type for each scheduled Parole Board interview based, e.g. lifer, regular, etc. Note: statute mandates different time intervals for interviewing regular case types or other case types, e.g. lifers.
PB.13.012.07	BP-0517	The new system will track and schedule In-Reach and SAI offenders for a Parole Board interview.
PB.13.002.02	BP-0250 BP-0254	The new system will assign time intervals for each Parole Board interview based on case type (e.g. lifer, regular, etc.).
PB.13.013.02	BP-0257 BP-0259	The new system will track offenders scheduled for a Parole Board interview. Note: The schedules are referred to as trip lists and are produced by the Case Prep unit at regular intervals beginning with those offenders within 45 days from a Parole Board interview.
PB.15.001.02	BP-0260	The new system will integrate with offender scheduling functionality for any Parole Board interviews.

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Unique Identifier	Process Identifier	Detailed Requirement Description
PB.16.002.02	BP-0259 BP-0260	The new system will track all types of Parole Board scheduling, e.g. Parole Board interviews, phase 1 interviews, etc.
PB.13.003.02	BP-0250 BP-0254	The new system will track a Parole Board interview schedule capacity. (i.e. number of interviews a Parole Board panel member can conduct per day based on a case type.
PB.13.010.02	BP-0252	The new system will assign the scheduled Parole Board interview to a Parole Board panel member.
PB.13.005.02	BP-0250 BP-0254	The new system will allow users to reassign Parole Board interviews to a different Parole Board panel member.
PB.13.007.02	BP-0250 BP-0254	The new system will remove offenders from a schedule if the offenders become ineligible for a Parole Board interview.
PB.13.009.02	BP-0252	The new system will allow the user to create a special trip for offenders that are unable to be scheduled into an existing trip.
PB.13.008.02	BP-0252	The new system must schedule the offender for a Parole Board interview after the offender's parole is suspended.
PB.13.014.02	BP-0252	The new system will reschedule an offender who has previously been scheduled for a Parole Board interview at a location but was transferred to a new location before the interview date.
PB.17.000.02	BP-0251	The new system must calculate a Parole Guideline Scoresheet. Note: this assesses whether a Parole Board interview is required or if a file review is acceptable to grant or deny a parole.
PB.17.001.02	BP-0251	The new system must produce the Parole Guideline Scoresheet with separate scoring sections.
PB.17.002.02	BP-0251	The new system must produce a section total for each of the scoring sections.
PB.17.004.02	BP-0251	The new system must calculate the prisoner’s term to determine the parole guideline scores for certain scoring categories.
PB.17.003.02	BP-0251	The new system must produce preliminary and final aggregate (total) scores based on the scores of each of the scoring sections.
PB.17.013.02	BP-0251	The new system will distribute completed parole guideline scoresheets to each facility prior to the offenders’ Parole Board interviews. Note: the Case Prep unit currently manually sends the guideline scoresheets to each facility for distribution.

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Unique Identifier	Process Identifier	Detailed Requirement Description
PB.17.014.02	BP-0251	The new system will track historical parole guidelines scores.
PB.20.006.02	BP-0253	The new system will sort offenders by multiple categories, i.e. low, medium, high probability of parole based on the guideline scoresheet.
PB.25.000.02	BP-0255 BP-0497	The new system must provide the ability for users to complete the PER, tracking its completion.
PB.31.000.02	BP-0324	The new system must produce the PER Due Report (PP- 031/ PP-033).
PB.27.000.02	BP-0324	The new system must track Parole Board interview waivers submitted by offenders.
PB.20.000.03	BP-0253	The new system will track prescreening data producing a summary of the offender's history. Note: a prescreen is a summary of the offender's case that is used by the Parole Board prior to and during a Parole Board interview. This includes offender's adjustment history, mental health history, family abuse history, gang involvement, parole placement plans, etc.
PB.20.001.03	BP-0253	The new system will track offender prescreening data in separate categories. Note: such data includes crime and criminal behavior information, criminal history, correctional adjustment, program involvement, personal history, etc.
PB.20.002.03	BP-0253	The new system will allow users to select sets of assessment questions to guide the prescreening process. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PB.20.004.03	BP-0253	The new system will allow certain users to add, edit, and remove assessment questions. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PB.20.005.03	BP-0253	The new system will provide the ability for users to enter free-form text, including word processing and spell check functions.
PB.13.004.04	BP-0178 BP-0250 BP-0254	The new system will provide the ability for Parole Board panel members to denote times of unavailability to conduct an interview, i.e. leave of absence, vacations, holidays, etc.
PB.13.006.04	BP-0250 BP-0254	The new system may create a calendar appointment on a Parole Board panel members' State Microsoft Outlook account.

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Unique Identifier	Process Identifier	Detailed Requirement Description
PB.21.000.04	BP-0324 BP-0445	The new system must track all Parole Board member votes, decisions, and actions.
PB.21.007.04	BP-0324 BP-0445	The new system must track the Parole Board panel voting process by case type. Note: there are multiple votes in the Parole Board process, depending upon the type of case. The new system must track who voted and whether Parole Board members voting agree, e.g. panel member #1 & #2 must vote to agree on parole before the offender can be paroled.
PB.21.001.04	BP-0445	The new system must provide the ability to enter a vote for each Parole Board panel member.
PB.21.002.04	BP-0445	The new system will track each Parole Board member's voting record.
PB.21.005.04	BP-0324 BP-0445	The new system will track narrative, free-form comments regarding an offender's Parole Board interview.
PB.21.006.04	BP-0324 BP-0445	The new system may track crime victim narrative, free-form comments regarding an offender's Parole Board interview.
PB.21.003.04	BP-0324 BP-0326	The new system must provide the ability to select parole special conditions to be include as part of the Parole Board decision.
PB.21.004.04	BP-0324 BP-0445	The new system must track the parole term ordered and associate with the Parole Board panel decision.
PB.22.001.04	BP-0324 BP-0326	The new system must track Special Conditions within an offender's Parole Board panel decision. Note: there are certain Special Conditions all offenders receive upon being granted parole. Other offenders receive certain Special Conditions based on the offender's active sentences, e.g. drug offenses, domestic violence III, criminal sexual conduct, aggravating stalking, etc.
PB.21.008.04	BP-0324 BP-0445	The new system must track the continuance ordered and associate it with the PBA record.
PB.22.002.04	BP-0324	The new system must track parole terms within the offender's Parole Board panel decision and the related PBA record.
PB.22.000.04	BP-0324	The new system must track all PBA's. Note: PBA records are currently created in OMS. The record tracks all PBA types, e.g. deferred, continuance, parole, etc.
PB.24.001.06	BP-0445	The new system must produce the Parole Board Notice of Decision (CFJ-279).

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Unique Identifier	Process Identifier	Detailed Requirement Description
PB.22.005.04	BP-0256	The new system must determine PBA types based on the Parole Board's vote, determining workflow assignment.
PB.26.001.06	BP-0324	The new system must track all deferral PBA's. Note: including all D-42 deferrals.
PB.26.002.07	BP-0324	The new system must track PBA's for offenders participating in the SAI program.
PB.01.002.06	BP-0023 BP-0256	The new system will produce all PBA reports including the deferral report.
PB.33.000.08	BP-0252	The new system will track the revoked PBA cases.
PB.05.000.08	BP-0252	The new system will track the rescinded PBA cases.
PB.28.000.06	BP-0253	The new system must track psychological or psychiatric evaluation requests and completions.
PB.29.000.01	BP-0040	The new system will track files for offenders serving a life sentence.
PB.06.000.01	BP-0258	The new system will be capable of scheduling all offenders serving life for a Parole Board interview. Note: this is currently at the conclusion of ten (10) calendar years of the life sentence.
PB.06.010.01	BP-0258	The new system must be capable of producing a 90-Day Notice of Intent to Conduct a Parole Board Review. Note: this is currently a paper form and is used only for lifer and commutation case types.
PB.06.002.01	BP-0258	The new system will be capable of scheduling eligible offenders serving a life sentence for a Parole Board file review. Note: currently this is every five (5) calendar years after the offenders initial 10-year Parole Board interview.
PB.06.003.01	BP-0258	The new system will be capable of scheduling eligible offenders serving a life sentence for a Parole Board file review. Note: currently this is every 5 years after the fifteen (15) year Parole Board interview.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
PB.06.004.01	BP-0258	The new system will be capable of scheduling eligible offenders serving a life sentence for Simple Possession of 650 Grams or more of a Controlled Substance for a Parole Board interview. Note: this is currently ten (10) years if the offense date is before 10/1/1992 and 15 years if the offense date is on or after 10/1/1992.
PB.06.007.01	BP-0258	The new system will be capable of scheduling eligible offenders serving a life sentence under specified State law for a Parole Board interview at fifteen (15) calendar years, when eligible for parole.
PB.06.008.01	BP-0258	The new system will be capable of scheduling eligible offenders serving a life sentence under specified State law for a Parole Board interview at seventeen (17) and ½ calendar years, when eligible for parole.
PB.06.009.01	BP-0258	The new system will be capable of scheduling eligible offenders serving a life sentence under specified State law for a Parole Board interview at twenty (20) calendar years, when eligible for parole.
PB.07.000.01	BP-0258	The new system must allow all Parole Board members to conduct a preliminary interest vote on a lifer case.
PB.08.000.01	BP-0258	The new system must produce a Parole Eligibility/Life Review Report (CSJ-123).
PB.09.000.01	BP-0258	The new system must produce a notice of decision for lifer cases.
PB.10.000.01	BP-0009 BP-0258	The new system must track offenders going through the commutation process for Parole Board hearings.
PB.26.000.05	BP-0255	The new system must track all processes associated with the parole process. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PB.22.004.05	BP-0324	The new system must track offender pre-parole placement information.
PB.26.003.05	BP-0255 BP-0256 BP-0324	The new system must track offenders with fixed date PBA's.
PB.26.004.05	BP-0324	The new system must track offenders with non-fixed date PBA. Note: a non-fixed date parole grant occurs when an offender is past the ERD and receives a grant PBA, i.e. the offender is immediately eligible for parole. The release process, which takes approximately 30 days, determines the date of parole.
PB.26.006.05	BP-0324	The new system must track PA 670 offenders.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
PB.26.007.05	BP-0324	The new system must track offenders participating in community based residential programs.
PB.26.008.05	BP-0324	The new system must track offenders participating in residential programs.
PB.26.009.05	BP-0324	The new system must produce a report or letter that allows the State to notify courts and other legal entities of the decision to parole an offender.
PB.24.004.05	BP-0324	The new system must produce concerned citizen correspondence regarding an offender being paroled.
PB.22.003.05	BP-0324	The new system must track all costs associated with the offender's Parole Board decision, e.g. supervision fees, curfew monitoring/SCRAM, GPS, polygraph, etc., this information is also provided to MDOC's Fee Collection Unit which manages the collection of these costs.
PB.24.000.05	BP-0325 BP-0445	The new system must produce all forms and correspondence related to parole release processes. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PB.24.002.05	BP-0445	The new system must produce the Notice of Parole (CB-662), and Parole Conditions (CAX-119A). Note: this document is a legally mandated document that provides the offender with parole instructions including parole term, special conditions, parole instructions, and more.
PB.14.000.07	BP-0250 BP-0254	The new system will schedule offenders for a programming assessment review. Note: this is a mandatory phase 1 interview after a prisoner is processed through prison intake.
PB.15.000	BP-0260	The new system will integrate with internal and external systems to support all Parole Board processes.
PB.02.000.08	BP-0252	The new system must allow a user to stop (suspend) a positive PBA.
PB.13.011.08	BP-0252	The new system must track the suspended PBA cases.
PB.02.001.08	BP-0252	The new system will close the parole legal order when a positive PBA is suspended.
PB.02.002.08	BP-0252	The new system will notify a user when the offender's parole is suspended.
PB.02.003.08	BP-0252	The new system must track PBA suspends records.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
PB.02.004.08	BP-0252	The new system will produce a notice of parole suspension.
PD.01.000	BP-0403	The new system must track offenders eligible for parole discharge.
PD.02.000	BP-0404	The new system must produce a Parole Board Order for Discharge from Sentence (CAX-115).
PD.03.000	BP-0191 BP-0403	The new system will produce the Parole Expiring Listing (CB-411A and CB-411B).
PD.04.000	BP-0191 BP-0403	The new system must produce the Parole Board Notice of Action (CAX-114).
PD.05.000	BP-0191 BP-0403	The new system will produce a report displaying offenders whose discharge date is the next date.
PH.01.000	BP-0344	The new system must have the ability to track medication orders.
PH.01.001	BP-0344	The new system will track meta data related to medication orders, e.g. keep on person, restricted, interactions, instructions etc.
PH.01.002	BP-0344	The new system will track existing medication order refills.
PH.02.000	BP-0344	The new system must track offender allergy interactions to medication.
PH.03.000	BP-0344	The new system will allow the user to review all medication orders. Note: users currently check for allergies, interactions, medication duplication, etc.
PH.03.001	BP-0344	The new system will allow the user to edit a medication order. Note: users currently edit medication order errors before processing.
PH.05.000	BP-0342	The new system must track the processes to complete the filling of medication orders, e.g. label printing, filling medication order, packaging, delivery, etc.
PH.05.001	BP-0342	The new system will allow the user to track all packages received from the pharmaceutical provider. Note: users scan a bar code, on the package, into the current system. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
PH.05.002	BP-0342	The new system will allow the user to track all items received within a package from the pharmaceutical provider. Note: users scan a bar code on the item into the current system. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PH.06.000	BP-0341	The new system will allow the user to track all medications distributed. Note: users scan a bar code on the item into the current system.
PH.07.000	BP-0343	The new system will allow the user to track all medication returns. Note: users scan a bar code on the returned item into the current system.
PH.08.000	BP-0523	The new system will track inventories for Stock medications. Note: this includes, but is not limited to, additions and subtractions.
PH.08.001	BP-0523	The new system will track multiple Stock types, e.g. Biological, emergency, dental, etc.
PH.09.000	BP-0524	The new system will produce billing reconciliation reports, i.e. reconcile all physically scanned medications with an itemized invoice from the pharmaceutical provider. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PH.10.000	BP-0524	The new system will produce analytical reports for verification of pharmacy vendor performance. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PH.11.000	BP-0524	The new system must track Medication Errors, e.g. vendor Medication Errors, administration Medication Errors, etc. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PH.11.001	BP-0524	The new system must comply with the Medication Error Reporting Prevention standards. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PH.12.000	BP-0344	The new system will track medication formulary information.
PH.12.001	BP-0344	The new system will track non-formulary medications.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
PH.13.000	BP-0523	The new system may track medication inventories.
PH.14.000	BP-0523	The new system may track the processes related to purchasing medications. Note: the medications would be added to an inventory.
PH.15.000	BP-0342	The new system must allow a user to track offender medication education documents.
PH.16.000	BP-0344	The new system must track the processes to complete the filling of medication orders by the "Onsite" pharmacy, e.g. label printing, filling medication order, delivery, etc.
PH.16.001	BP-0344	The new system will allow the user to track all medication returns at the "Onsite" pharmacy. Note: users scan a bar code on the returned item into the current system.
PH.16.002	BP-0344	The new system must track orders that will be filled by the “Onsite” pharmacy.
PH.17.000	BP-0524	The new system will track data that is required by applicable Michigan Department of Environmental Quality regulations, e.g. Pharmaceutical waste, handling / administering / dispensing hazardous drugs, etc. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PH.18.000	BP-0524	The new system will track data that is required by applicable Drug Enforcement Administration regulations, e.g. Pharmaceutical waste, handling / administering / dispensing controlled substances, etc. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PP.01.000	BP-0115	The new system must track personal property issued to an offender.
PP.01.001	BP-0115	The new system will create an offender specific file for personal property.
PP.01.002	BP-0115	The new system may track historical offender personal property records.
PP.01.003	BP-0115	The new system must produce the Prisoner Personal Property Receipt (CSJ-241).
PP.01.006	BP-0115	The new system must produce a personal property card for each property item.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
PP.01.005	BP-0115	The new system may search for specific personal property items based on defined search criteria, i.e. search by serial number, offender, location, etc.
PP.02.000	BP-0116	The new system will track an offender's personal property through the transfer process from one facility to another. Note: the new system must display specific offender property information tracking the property from pack-up at an offender's current location until the personal property reaches the offender's new location. This includes tracking the number of packages traveling with an offender from one location to another.
PP.02.001	BP-0116	The new system will produce a transfer form to track the offender's packaging which contains the offender's property. Note: the tracking form includes, but is not limited to offender name, number, and destination.
PP.02.002	BP-0116	The new system will provide the ability to create transportation packing labels and slips indicating key transportation data such as number of packages.
PP.02.003	BP-0116	The new system will identify the packing slip by assigning a unique number and/or barcode to the transportation package carrying the offender's personal property.
PP.02.004	BP-0116	The new system will allow a user to identify packages of personal property in transport permitting the user to check-out and check-in packages upon departure and arrival at new facility.
PP.02.005	BP-0116	The new system will associate the Transfer Order with offender personal property tracking to a new facility.
PP.04.000	BP-0115	The new system must define allowable property by security level and/or quantity. Note: these include, but are not limited to, security classification level and quantity restrictions per MDOC policy.
PP.04.001	BP-0115	The new system will track offender related data such as security classification to determine property restrictions.
PP.05.000	BP-0115	The new system will track the disposition as a result of an administrative hearing related to offender personal property.
PP.05.001	BP-0115	The new system will be capable of tracking the location of an offender's property that is removed from the offender’s possession.
PR.01.000	BP-0067	The new system must track PREA orientation attendance. Note: this is currently a manual process.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
PR.02.000	BP-0266	The new system must allow a user to define and create PREA assessments and screens. Note: PREA, security screenings, assault risk, property risk, etc. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PR.02.001	BP-0266	The new system will allow certain users to define weighted scores associated with each PREA assessment question. Note: the calculation will determine an offender's assessment result based on PREA regulation guidelines. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PR.02.002	BP-0266	The new system will allow certain users to modify the PREA assessment. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PR.03.000	BP-0266	The new system will allow a user to override PREA scores and results.
PR.04.000	BP-0266	The new system must integrate PREA assessment results when assigning a cell to an offender, i.e. the system will not allow a potential aggressor to be locked with a potential victim.
PR.05.000	BP-0266	The new system will notify a user that a PREA reassessment is required. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PR.05.001	BP-0266	The new system will integrate offender misconduct data and potential rescreening of PREA scores to send a notification to the appropriate user. Note: misconducts resulting in a rescreening will be based on MDOC policy. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
PR.06.000	BP-0424	The new system must track PREA grievances. Note: this is currently a manual process.
PR.07.000	BP-0068	The new system must track PREA incidents for annual DOJ reporting with PREA statistical data.
PV.01.000	BP-0408 BP-0425	The new system will provide workflow and task assignments for the parole violation process. Note: currently the parole violation work is triggered when the PSU completes its work tasks and uploads documents to a SharePoint site. PVU staff receives an alert from a SharePoint site which triggers a user to begin PVU work. This process is largely manual at the current time.

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Unique Identifier	Process Identifier	Detailed Requirement Description
PV.02.000	BP-0425	The new system must be capable of scheduling a parole violation hearing. Note: this is a formal process whereby evidence is presented and a decision is rendered as to whether a violation of rules, regulations, or conditions of release has occurred. If the offender is found in violation, the ALE may recommend sanctions or revocation of the offender's parole. The Parole Board ultimately makes the final decision. There are different types of hearings, such as the preliminary parole violation hearing and the parole violation hearing.
PV.02.001	BP-0425	The new system must be capable of scheduling a hearing for an offender within 45 days of the becoming available to MDOC. Available means there are no active holds from other jurisdictions on the offender. Note: there are currently different MDOC units involved with the parole violation process, i.e. parole violation specialist, PVU, etc. that keep separate spreadsheets to monitor the 45-day limit.
PV.02.002	BP-0425	The new system will provide the ability to schedule all available parties associated with the parole violation hearing (i.e. ALE's, attorneys, etc.)
PV.02.003	BP-0425	The new system must track a summary of the parole violation hearing. Note: the Parole Violation Formal Hearing Summary and Recommendation (CFJ-251) is a completed along with an audio recording of the hearing.
PV.03.000	BP-0425	The new system will provide the ability for users to schedule an arraignment. Note: Notice to Appear Before the Parole Board (CFJ-133).
PV.03.001	BP-0425	The new system will produce a prisoner rights form.
PV.03.002	BP-0425	The new system must produce the Parole Violation: Request for Appointed Attorney (CFJ-496) allowing an offender to acknowledge that he has retained or appointed legal counsel.
PV.07.000	BP-0425	The new system must track all grievances associated with parole violation process.
QM.01.000	BP-0482	The new system must track State issued items including clothing and cell or room items. Note: this would include all items the offender has been issued or exchanged throughout the time of incarceration.
QM.01.002	BP-0482	The new system will retain and compile a record of all State issued items issued to the offender.
QM.01.003	BP-0482	The new system will notify users to issue State items to offenders upon transfer into a new facility.

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Unique Identifier	Process Identifier	Detailed Requirement Description
QM.03.000	BP-0482	The new system will track offender requests submitted, i.e. kite or Prisoner Request for State-Issued Items form (CSJ-251). Note: responses could be declining a request or a Callout to the offender.
QM.03.001	BP-0482	The new system will track staff responses to offender requests.
RP.01.000	BP-0470	The new system must track all processes related to an offender's release from prison. Note: the records office currently has a checklist process of tasks to guide a user through the release process for paroles and discharges.
RP.01.001	BP-0470	The new system must track all parole and discharge offenders with an approaching release date.
RP.01.002	BP-0470	The new system will produce a pre-release information request to MDOC departments for completion. Note: The Pre-Release Information Request (CAJ-660) is completed by records office staff and sent to various MDOC departments where release process tasks still must be completed.
RP.01.003	BP-0470	The new system will produce the Release Clearance (CAJ-801), for an offender.
RP.01.004	BP-0470	The new system will produce the Security Report Release on Writ or Court Order (CSJ-172). Note: this occurs when an offender is being released to custody.
RP.01.005	BP-0470	The new system will allow the assignment of work tasks to different MDOC departments to complete release tasks. Note: the new system should notify different users and notify records office when a release process task is completed.
RP.01.006	BP-0470	The new system must be capable of producing the Prisoner Pre-Release Notice (CSJ-290).
RP.01.007	BP-0189 BP-0196 BP-0470	The new system must track whether a LEIN check has been completed prior to approving the release of an offender.
RP.01.008	BP-0470	The new system will notify users whether there is an incomplete work task or pending issue that may prevent an offender from being released.

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Unique Identifier	Process Identifier	Detailed Requirement Description
RP.01.009	BP-0470	The new system will allow a user to create a release packet for an offender.
RP.01.010	BP-0470	The new system must be capable of producing the Certificate of Discharge / Sentence Termination / Sentence Discharge by the Court Order (CSJ-130).
RP.02.001	BP-0470	The new system will be capable of producing a parole report.
RP.02.002	BP-0470	The new system will be capable of producing a discharge report.
SD.01.000	BP-0118	The new system must track all offender searches.
SD.01.001	BP-0118	The new system will track the type of search, e.g. offender search, cell search, common area search, etc.
SD.01.002	BP-0118	The new system must track the type of offender search, e.g. pat down searches, clothed body searches, strip searches, and body cavity searches, etc.
SD.01.003	BP-0118	The new system will track the date, staff member, and contraband located during a search.
SD.01.004	BP-0118	The new system must track the number of offender searches done on a given day, shift, and assignment.
SD.02.000	BP-0117	The new system must track offender area of control searches, i.e. cell or bay.
SD.02.001	BP-0117	The new system will track location specific assignments for area of control searches. Note: staff are required to conduct specified number of cell searches per shift.
SD.02.002	BP-0117	The new system will determine if an offender is part of a subset that alters the number of searches required, e.g. active STG status, etc.
SD.02.003	BP-0117	The new system will track date, staff member, and contraband located during an area of control search.
SD.03.000	BP-0117	The new system must track common area searches.
SD.03.001	BP-0117	The new system will track the date, staff member, and contraband located during a common area search.
SD.04.000	BP-0117 BP-0118	The new system will provide task assignment and tracking of all searches by location, housing unit, and officer assignment.

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Unique Identifier	Process Identifier	Detailed Requirement Description
SD.06.000	BP-0117	The new system must track searches of members of the public.
SD.06.001	BP-0117	The new system must track the use and disposition of the Clothed Body Search of Visitor Waiver (CAJ-290).
SD.06.002	BP-0117	The new system must track the use and disposition of the Consent to Strip Search (CAJ-256).
SD.06.003	BP-0117	The new system will track the date, staff member, and contraband located during a public member search.
SI.01.000	BP-0078 BP-0079	The new system must track screened, eligible, participating, and terminated offenders within the SAI program.
SI.01.003	BP-0079	The new system must track all offenders' participating in the SAI program. Note: this disposition is recorded on the Special Alternative Incarceration Program Voluntary Agreement and Waiver, (CAJ-263)
SI.01.004	BP-0079	The new system will track LEIN data used to determine if an offender is eligible for the SAI Program. Note: a LEIN is run during the prescreening and then the field agent conducts another.
SI.01.005	BP-0079	The new system must track eligibility for the SAI program as part of the presentence investigation.
SI.01.008	BP-0078	The new system will track SAI program progress towards completion.
SI.01.009	BP-0078	The new system must track voluntary termination for prisoners participating in SAI.
SI.01.010	BP-0078	The new system must track voluntary termination for probationers participating in SAI.
SI.01.012	BP-0078	The new system will track all offender data related to SAI participation, e.g. PBJ date, graduation date, receiving FOA agent, sentencing county, offender demographic information, etc.
SI.01.013	BP-0078	The new system must track offender sanctions during participation in SAI.
SO.01.000	BP-0406	The new system must track all users identified as sex offender agents and the agent's supervisory staff.

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Unique Identifier	Process Identifier	Detailed Requirement Description
SO.02.000	BP-0406	The new system will track the results of investigations involving ICAC. Note: ICAC provides services such as investigating confiscated parole cell phones to search for information that may indicate the offender violated conditions of parole or probation. Currently, the services rendered by ICACs agents are being tracked manually in Microsoft Excel.
SO.03.000	BP-0406	The new system must track compliance with sex offender registration.
SO.04.000	B-0411	The new system will track and report on sex offenders receiving polygraph tests. Note: these data include, but are not limited to, an offender receiving a polygraph test, type of polygraph test administered, dates of the test, results of the test, etc.
SO.05.000	BP-0406	The new system will provide the ability to track public tips and allegations concerning offenders.
SO.05.001	BP-0406	The new system will assign and notify sex offender tips and allegations to the appropriate agent for further investigation.
SO.05.002	BP-0406	The new system will track the status of sex offender tip investigations.
SO.05.003	BP-0406	The new system must produce the PSOR Tip Investigation (CFJ-537).
ST.01.000	BP-0352	The new system must track an offender's STG status.
ST.01.001	BP-0352 BP-0353	The new system will allow users to designate one or more STG statuses and group association, allowing users to edit each status as needed. Note: an offender can be listed as an inactive, STG I, STG II, or suspected STG member. The offender's status dictates associated restrictions.
ST.01.002	BP-0352	The new system must retain a previously assigned STG status after an offender is released from prison. Note: when a prisoner is released from MDOC custody and returns at a future date, the offender's STG must not reset.
ST.01.003	BP-0352	The new system must track STG renunciations by offenders.
ST.01.004	BP-0352	The new system will provide the ability to search for STG offenders based on status, offender number, STG group, etc.
ST.01.005	BP-0352	The new system will allow a user to enter free-form narrative notes regarding an offender's STG status.

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Unique Identifier	Process Identifier	Detailed Requirement Description
ST.02.000	BP-0352	The new system will track an offender's associated STG.
ST.02.001	BP-0352	The new system will track STG group categories.
ST.03.000	BP-0313	The new system must track an offender's scars, marks, and tattoos.
ST.03.001	BP-0313	The new system must allow a user to enter a description of the scar, mark, or tattoo. This includes identifying the location of the scar, mark, or tattoo.
ST.03.002	BP-0313	The new system must allow a user to store images of identified scars, marks, and tattoos.
ST.05.000	BP-0472	The new system must integrate with the SNAP application to share offender scars, marks, and tattoo data. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
ST.13.000	BP-0352	The new system will track and maintain a historical archive of all STG investigation and/or observation notes.
ST.08.000	BP-0354	The new system may provide a summary of recent misconduct charges resulting in a guilty finding.
ST.09.000	BP-0473 BP-0479	The new system will allow certain users to create and maintain intelligence gathering workflows. Note: currently staff members at a location track the intelligence gathering process. This is a decentralized process with each individual and location tracking this process differently.
ST.10.000	BP-0191 BP-0473 BP-0480	The new system will produce ad hoc reports. These reports production information such as the number of offenders with an associated STG group at a facility. Reporting all filters by locations, STG status, and more.
ST.10.002	BP-0191 BP-0473 BP-0480	The new system will integrate system data and produce reports. Note: reports include, but are not limited to, STG members, both suspected and confirmed STG members, STG activities, STG violence by institution, violence by offender and MDOC offender number, visitors of suspected or validated STG members.
ST.11.000	BP-0352	The new system will allow a user to export offender data in various formats, e.g. STG data and notes, etc.
TC.01.000	BP-0306 BP-0307	The new system must track legal orders and sentencing information.

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Unique Identifier	Process Identifier	Detailed Requirement Description
TC.01.001	BP-0306 BP-0307	The new system must record the number of instances an offender is committed to the prison system.
TC.01.002	BP-0306 BP-0307	The new system will generate a unique number for each sentence record by sentence record type.
TC.01.003	BP-0306 BP-0307	The new system will allow certain users to maintain sentence connections. Note: this would include type, e.g., concurrent, consecutive, etc.
TC.02.000	BP-0308 BP-0504	The new system must provide the capability for automatic and manual transaction entries for the calculation of offender release dates, e.g. AMF related transactions.
TC.04.000	BP-0304	The new system must integrate with the InRule system using the most current business rules available. Note: InRule is a web service program which has time computation business rules contained within it.
TC.04.002	BP-0304 BP-0305	The new system must allow a user to track time computation audits. Note: this includes identifying offenders needing an audit and the date the audit is started and completed.
TC.05.000	BP-0303	The new system must track an offender's time computation, including defining “life” as a date. Note: this will necessitate that prisoner release date fields be alpha-numeric.
TC.05.001	BP-0304	The new system must track and apply the number of jail days credited to an offender. Note: currently the applicable credit can be in excess of 10,000 days.
TC.08.000	BP-0305 BP-0502	The new system must generate the CB-112 report and allow a user to complete an annual Time Review and Disposition (CSX-482).
TC.09.000	BP-0402 BP-0468	The new system must track all offenders eligible for a Good Time Credit review.
TC.09.001	BP-0304	The new system must track determinations for the restoration of Good Time and Disciplinary Credits.
TC.10.001	BP-0461	The new system may be capable of storing the minimum and maximum dates of a sentence returned from the InRule interface.

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Unique Identifier	Process Identifier	Detailed Requirement Description
TR.01.000	BP-0356 BP-0362 BP-0363 BP-0430	The new system must track offender accounting statewide. Note: currently separate accounts are maintained at each facility. Upon movement, an offender account automatically opens at the new facility.
TR.01.001	BP-0359 BP-0430	The new system must track various offender accounts including sub accounts and debts.
TR.01.002	BP-0357	The new system must define a priority for account debits.
TR.01.015	BP-0356 BP-0362 BP-0363	The new system will be capable of creating separate offender accounts for each offender. Prisoner accounts should be separated from community supervision accounts, i.e. parolee and probationer.
TR.01.003	BP-0356 BP-0423	The new system must provide the capability for location level reconciliation of offender accounts and debts.
TR.01.004	BP-0423	The new system will provide functionality to manage and aggregate offender accounts and debts at a location level.
TR.01.005	BP-0363	The new system will allow a user to place a hold or freeze on an offender's account. Note: this could be 'all' or 'in part,' e.g. an offender may be allowed to spend $25 per month.
TR.01.006	BP-0362	The new system will create certain sub-accounts automatically when required, e.g. sub-accounts created due to court orders.
TR.01.008	BP-0358	The new system must allow a user to process a refund on an offender's account and have the capability to distinguish the refund from a regular deposit. Note: regular deposits would be subject to automatic debits for debts, a refund would be an exception to those debits.
TR.01.009	BP-0363 BP-0430	The new system will allow a user to maintain an offender's account after release from prison.
TR.01.010	BP-0363 BP-0431 BP-0512	The new system must produce account statements for offenders. Note: The statement will provide a description of transactions, e.g. JPAY Deposit.
TR.01.011	BP-0362	The new system must track account status and loans provided to offenders who lack sufficient funds.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
TR.01.012	BP-0363	The new system will allow a user to reopen offender accounts, e.g. an offender returning to prison, etc.
TR.01.013	BP-0361 BP-0363	The new system will define all account rates. Note: sales tax = 6%
TR.01.014	BP-0512	The new system will provide the capability for a user to refer or callback an offender's debt to and from Treasury. Note: this is currently completed via an integration with Treasury.
TR.04.000	BP-0356 BP-0360	The new system will produce receipts for offender transactions. Note: deposits, debts and collections, payroll, etc.
TR.04.001	BP-0358 BP-0496	The new system will provide the capability of processing disbursements in a batch method. Note: a unique batch # is currently generated for tracking purposes.
TR.05.000	BP-0356 BP-0358 BP-0496	The new system will track disbursement forms submitted by offenders.
TR.06.000	BP-0363	The new system will track offender purchases made from vendor catalogs.
TR.06.001	BP-0363	The new system will allow a user to define transaction limits by specified time periods.
TR.06.002	BP-0363	The new system will apply controls to transaction types by location.
TR.08.000	BP-0356 BP-0361	The new system must track offender earnings and produce a 1099 federal tax form. Note: the 1099 form should be produced for offenders meeting specific criteria.
TR.08.001	BP-0361	The new system must track withholdings from income for offender payroll based on citizenship. Note: payroll withholding rates differ based on citizenship.
TR.10.000	BP-0423	The new system must track general ledger transactions at a location.
TR.11.000	BP-0364	The new system must have the capability to create and define a paid assignment.
TR.11.001	BP-0364	The new system will track paid assignments including payroll processing, e.g. attendance, pay rate, etc.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
TR.11.002	BP-0364	The new system must allow a user to apply a premium to a pay rate.
TR.11.003	BP-0364	The new system will provide the capability to update an offender's pay rate. e.g. amount of time on a job can result to a pay raise. Note: This is currently a manual process.
TR.11.004	BP-0364	The new system will allow a user to update a paid assignment status, e.g. active, inactive, and/or delete.
TR.11.005	BP-0364	The new system will allow a user to process payroll for one or more paid assignments assigned to an offender. Note: currently, OMNI restricts an offender to one paid assignment.
TR.11.006	BP-0364 BP-0430	The new system will maintain historic data of all paid assignments assigned to an offender.
TR.11.007	BP-0364	The new system must be able to apply stipends to offender pay.
TR.12.000	BP-0363	The new system will provide the ability to update offender Tax ID names and numbers.
TR.13.000	BP-0363	The new system may provide the ability to print checks that meet the Department of Treasury specifications.
TR.14.000	BP-0145 BP-0146 BP-0512	The new system must track debt accounts for offenders on probation or parole. Note: payments are made via an integration with the current contracted vendor, loaded into OMNI.
TR.14.001	BP-0145 BP-0146 BP-0512	The new system will allow a user to set recurring fees on an account depending upon the type of account, e.g. supervision fees, SCRAM, GPS, etc.
TR.14.002	BP-0512	The new system will allow a user to place an offender on administrative leave and suspend the offender’s account(s), e.g. an offender's account can be placed on administrative status if the offender is sentenced to prison while on probation. Upon release to parole, a user can transfer the old owed debt to the new account.
TR.14.003	BP-0512	The new system will allow a user to manually adjust the amount owed for an offender account. Note: the adjustment can also include adjusting an offender's account to $0.00.
TR.14.004	BP-0512	The new system will be capable of conducting an income review for offenders.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
TR.14.006	BP-0359 BP-0512	The new system will allow a user to consolidate multiple debts of the same type.
TR.15.000	BP-0512	The new system will provide a reconciliation feature for all offender debt accounts.
TR.16.000	BP-0512	The new system must provide the ability to apply a surcharge to certain transactions types.
TT.01.000	BP-0190	The new system must track an offender's external movements.
TT.01.001	BP-0190	The new system will track the names of the locations the offender is being transferred from and to. Note: transfers occur from facility to facility. In comparison to transports that occur from and to locations, such as hospitals or courts.
TT.02.000	BP-0190	The new system must create a Transfer Order to transfer an offender from one facility to another destination.
TT.02.001	BP-0190	The new system will provide the ability to assign a status to the Transfer Order, e.g. pending approval, approved, etc. The new system must assign different statuses based on user action.
TT.02.005	BP-0190	The new system will assign statuses to a Transfer Order based on user action.
TT.02.002	BP-0190	The new system will track comments in the Transfer Order.
TT.02.003	BP-0284	The new system will integrate system data to the Transfer Order, e.g. security classification, STG status, reason for transport, transportation restrictions, etc.
TT.02.004	BP-0285	The new system will provide the ability for a user to search for and assign offenders to locations on a single Transfer Order.
TT.03.000	BP-0190	The new system will have the ability to determine facilities eligible to receive an offender based on a set of offender criteria.
TT.03.001	BP-0284	The new system will provide a user access to offender data that would allow the user to determine an offender's eligibility for transfer, e.g. security classifications, conflicts of interest with other offenders, the offender's programming, health care and educational needs, facility bed availability.
TT.03.002	BP-0284	The new system may provide the ability to reserve a bed at a facility.
TT.04.000	BP-0190	The new system must provide the ability for users to approve a Transfer Order prior to an offender being transferred.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
TT.04.001	BP-0190	The new system will allow a user to review Transfer Orders approved by date, facility, and other data.
TT.04.002	BP-0190	The new system must automatically approve certain Transfer Orders, i.e. transfers from one specific MDOC location to another.
TT.04.003	BP-0284	The new system will allow certain users to define the locations that are eligible for an automatic Transfer Order approval.
TT.05.000	BP-0284	The new system must provide the ability to create and track custody levels for offenders being transferred.
TT.05.001	BP-0284	The new system must allow users to waive or depart from the system's assessment result in assigning an offender into a security level.
TT.11.000	BP-0286 BP-0516	The new system will produce all forms for offender transfers. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
TT.06.001	BP-0286 BP-0516	The new system will be capable of creating and maintaining a Prisoner Detail for Inter-Institutional Transfers (CAJ-959).
TT.06.002	BP-0286 BP-0516	The new system will be capable of creating and maintaining a Prisoner Detail (CAJ-225). Note: this form is used for prisoners.
TT.06.007	BP-0286 BP-0516	The new system will be capable of creating and maintaining a FOA Offender Detail (CFJ-471). Note: this form is used for community supervision.
TT.06.003	BP-0286 BP-0516	The new system will create and maintain a listing of scheduled transfers that did not occur.
TT.06.004	BP-0286	The new system must include offender restraint requirements and other accommodations, e.g. wheelchair, based on offender data such as security classification on the transportation detail.
TT.06.008	BP-0286	The new system must allow a user to override and edit the restraint requirements.
TT.06.005	BP-0286 BP-0516	The new system will allow users to view historical and existing transportation detail forms.
TT.06.006	BP-0286	The new system must track notes regarding special handling and Administrative Segregation on the transportation detail.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
TT.07.000	BP-0286 BP-0516	The new system will schedule offenders for transportation. Note: a transportation scheduling module must manage all offender movements in and out of an MDOC facility. These transportation reasons may include, but are not limited to, transfers to another facility, court hearings, outside medical provider appointments, etc.
TT.07.001	BP-0286 BP-0516	The new system will produce a transportation schedule once offenders are scheduled. Note: the current process is a manual paper-driven process based on bus seat availability. Facility Transfer Coordinators communicate with the Transportation Unit to ensure a bus seat is available prior to scheduling; however, this is does not always ensure a seat is available.
TT.07.007	BP-0286 BP-0516	The new system will allow a user to reserve a vehicle seat for an offender scheduled for transportation.
TT.07.008	BP-0286 BP-0516	The new system will define vehicle capacity for each transportation vehicle.
TT.07.002	BP-0286 BP-0516	The new system will produce a Trip Sheet (CAJ-1041). Note: the Transportation Trip sheet includes data such as date of transport, location in charge of transportation run, time departed, time arrived, number of prisoners transported, etc.
TT.07.003	BP-0286 BP-0516	The new system will provide the ability for transportation supervisors to approve schedules and transportation trip sheets.
TT.07.004	BP-0286	The new system will provide the functionality to assign a transportation officer to a trip.
TT.07.005	BP-0286 BP-0516	The new system will provide the ability for users to edit transportation schedules, i.e. bus schedules, trip sheets, etc.
TT.08.000	BP-0190 BP-0286	The new system must produce reporting associated with the transfer and transportation process.
TT.08.001	BP-0190	The new system must report on data for approved Transfer Orders.
TT.08.002	BP-0286 BP-0516	The new system must report on data for executed transportation runs. Note: MDOC is required to provide reporting to the legislature per policy.
TT.09.000	BP-0229	The new system will provide the ability to close all appropriate location specific records when offender leaves or transfers out of a facility or is released from prison.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
EX.01.000	BP-0029 BP-0078 BP-0224 BP-0226 BP-0287	The new system: – must track offender movements and the related reasons. – will track visitor in and visitor out movements data including, but not limited to, the sending location, the location offender stayed overnight during transport, and the receiving location.
EX.01.001	BP-0224	The new system will generate a report that will allow the State to notify users to process a movement (for transfers) within forty-eight (48) hours after the scheduled date.
EX.01.002	BP-0249	The new system will notify users of specific record issues upon specific movement(s) being entered., i.e. the system will not allow for a discharge movement to be processed without verifying that certain records are no longer active or is closed.
EX.01.003	BP-0249	The new system will allow a user to delete and modify the most recent entered movement.
EX.01.004	BP-0249	The new system will track and maintain an offender's movement history.
EX.01.005	BP-0249	The new system will update an offender’s status and location when a movement record is deleted. Note: this is dependent upon the movement reason for the remaining movement record.
EX.01.006	BP-0249	The new system will update an offender’s status and location when a movement record is entered.
EX.02.000	BP-0249	The new system will allow certain users the capability to insert, update, and delete historical movement records. Note: validation rules including prior allowed movements would not apply to updates made by an administrative user.
EX.03.000	BP-0225	The new system must allow a user to assign a cell to an offender.
VT.01.000	BP-0368 BP-0369	The new system must track offender Visitor Lists.
VT.01.001	BP-0368	The new system must produce the Visitor List (CAJ-334) for offenders to complete to indicate who the offender would like to have visit.
VT.01.002	BP-0369	The new system must track relationship status associating the relationship status of a visitor to an offender.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
VT.01.003	BP-0368	The new system will produce the MDOC Visiting Application (CAJ-103) for individuals that seek approval to visit an offender.
VT.01.004	BP-0369	The new system must track immediate family members of offenders.
VT.01.005	BP-0369	The new system must limit the number of approved visitors that are not designated as family members, legal representation, or outreach volunteers. Note: the current limit is ten (10) visitors.
VT.01.006	BP-0368	The new system will track the status of all submitted MDOC Visiting Applications. Note: currently, some facilities track all applications received (in Microsoft Excel) while others do not.
VT.01.007	BP-0369	The new system will track the start and end dates for each approved visitor denoting the period in which the visitor is approved to visit the offender.
VT.01.008	BP-0368 BP-0369	The new system will limit users from updating an offender's approved, non-immediate family list. Note: currently once (1) every six months.
VT.01.009	BP-0369	The new system will track identifying information for a visitor, e.g. government issued state ID, driver's license information, address, etc.
VT.02.000	BP-0368	The new system must produce correspondence informing visitor applicants of the disposition of an application. Note: applicants will receive correspondence indicating if approved or denied visitation rights when the applicant includes a self-addressed envelope with postage included.
VT.02.002	BP-0368 BP-0495	The new system must allow an applicant to request a reconsideration of a denied visitor application.
VT.13.000	BP-0368	The new system must allow for a processing of a visitor that is not on the approved visitor list.
VT.13.001	BP-0369	The new system must allow certain visitations as defined per MDOC policy that will not count as one of the prisoners' regular visits.
VT.03.000	BP-0369	The new system must track offender and Visitor Temporary Restrictions.
VT.03.001	BP-0369	The new system will track the type of restriction.
VT.03.002	BP-0369	The new system will track reductions of offender visitation privileges, i.e. number of approved monthly visits.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
VT.03.003	BP-0369	The new system will track the start and end dates of the restriction.
VT.03.004	BP-0369	The new system must track notes associated with a restriction.
VT.03.005	BP-0369	The new system will notify the user of any offender or visitor temporary restrictions before processing the visit.
VT.04.000	BP-0501	The new system will allow certain users to define the number of approved monthly visits based on the offender's security classification level.
VT.04.001	BP-0501	The new system must track the number of approved monthly visits.
VT.04.002	BP-0501	The new system will track how many visit instances have been attempted and completed as they occur each month.
VT.05.000	BP-0369	The new system must track visitor permanent restrictions, i.e. prohibitions.
VT.05.001	BP-0369	The new system will track and maintain a listing of restricted, suspended, and prohibited individuals associated with an offender's visitation privileges.
VT.05.002	BP-0369	The new system will provide the ability to override a permanently restricted individual associated with an offender's visitation privileges to allow users to print a visitor pass.
VT.05.003	BP-0369	The new system will notify the user of any offender or visitor permanent restrictions before processing the visit.
VT.06.000	BP-0369	The new system will track suspicions for offenders and visitors.
VT.06.001	BP-0369	The new system will allow a user to select the type of suspicions.
VT.06.002	BP-0369	The new system will provide the ability to record notes associated with a suspicion.
VT.06.003	BP-0369	The new system will display a flag on the offender approved list notifying users of suspicions.
VT.07.000	BP-0369	The new system must track permanent restrictions for offenders.
VT.07.001	BP-0369	The new system will allow a user to select the type of prohibition.
VT.07.002	BP-0369	The new system will provide the ability to record notes associated with a prohibition.

Exhibit 1 – Business Requirements and Technical Requirements

Unique Identifier	Process Identifier	Detailed Requirement Description
VT.08.000	BP-0372	The new system must track offender visitor information.
VT.08.001	BP-0372	The new system will track an offender's visit including start and end time.
VT.08.002	BP-0372	The new system will provide an enterprise wide multiple facility visitation log that can be cross-referenced for contraband, visitation rights suspension in different facilities, and identity checks of visitors who frequently visit different offenders.
VT.08.003	BP-0372	The new system will allow users to enter comments related to an offender visitation record.
VT.08.004	BP-0372	The new system will track historic records of all offender visits.
VT.09.000	BP-0372	The new system must create a visitation pass for individuals approved to visit an offender.
VT.09.001	BP-0372	The new system will allow a user to print a visitation pass with a barcode.
VT.09.002	BP-0372	The new system will allow a user to reprint a visitation pass.
VT.09.003	BP-0372	The new system will log the start and end times when the visitation pass is scanned updating the new system with the start and end times. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
VT.10.000	BP-0370	The new system must track outreach volunteer lists. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
VT.10.001	BP-0370	The new system will track the start and end dates for an approved outreach volunteer denoting the period in which the outreach volunteer is approved to enter a facility. Contractor will be allowed to complete gap analysis prior to determining if a change order would be required to provide functionality required by the State.
VT.11.001	BP-0371	The new system will track the number of visitations terminated.

// END //

Exhibit 2 – EASA Worksheet

Enterprise Architecture Solution Assessment

Contact Info & Purpose (vendor version)

The purpose of the EA Solution Assessment is to document architectural details of proposed IT solutions in order to determine compatibility with the overall SOM architecture. DTMB/SOM activities which require an Assessment include: the purchase of new licenses, contracting for software development services, purchase of new software components, installation of new software components, the purchase of new hardware components or the use of DTMB staff resources on any project beyond the design phase. All vendor proposals and new contracts must be accompanied by an Assessment, documenting the architectural details of the proposed solution. Vendor should complete all areas except where indicated.

Vendor Version 2.6

Solution/Project Name	*Michigan Dept. of Correction's Corrections Offender Management System (COMS) Project*
RFP Name/Number	*Corrections Offender Management System*
Date Submitted	*April 17, 2017*
Vendor Name	*Advanced Technologies Group, LLC*
Vendor City and State	*West Des Moines, IA*
Vendor Phone No.	*(515) 221-9344*
Vendor Email	*mattr@a-t-g.com*
A brief description of the proposed solution and business purpose/process. *(please keep the description brief)*	This request is for a legacy modernization effort for the Michigan Department of Corrections (MDOC) and the Department of Technology, Management, and Budget (DTMB) (known as the "State") for a state of the art computer system beginning with a configurable Commercial Off The Shelf (COTS) or Software as a Service (SaaS) solution with implementation and support services required to deliver an enterprise system that will replace aging legacy technology and other additional technology that does not meet the needs of MDOC. The primary goal is to provide one integrated system that can automate all functions across MDOC that touch upon the offender. Such functions include, but are not limited to, case management, meal tracking, health records, prisoner financial services, movement tracking, and offender counts.
Additional description of the solution and business purpose. *(please expand the row as much as needed)*	ATG's Offender Management Suite (OMS) is an integrated group of integrated COTS applications which address **all** of the different aspects of managing offenders and each application is designed to support the entire supervision continuum – pre-trial, pre-sentence, probation, incarceration, work release, parole, and post release. Different groups of these applications have been implemented at all facilities of the Federal Bureau of Prisons (126 institutions) and multiple large State DOCs (California, Iowa, North Carolina, Oklahoma, Nevada, Idaho, Rhode Island, Wisconsin). The OMS suite of applications includes: • * Case Management • * Offender Funds Administration • Commissary Operations • * Electronic Health Records • * Pharmacy Administration • Inmate Telephone • * Inmate Enablement (staff requests, account info, and inmate surveys) • Intelligence and Link Analysis • * Investigation System • * Food Service Management The solution proposed for MDOC includes the seven applications that have a "*" preceding their name as an integrated solution that have a common system architecture and share a common set of applications and database servers.

Exhibit 2 – EASA Worksheet

Select all that apply ✓ (vendor complete)	Enterprise Architecture Solution Assessment	
	Architecture Overview (vendor version)	
	***Vendor**: the technologies listed below are standards used by the State of Michigan. Utilization of existing technology for new solutions is encouraged. Check the left column if the technology can be used with the solution being proposed. Add comments as needed.*	
1	***Server/Application Hosting***	***Comments***
	Internally Hosted	
✓	Externally Hosted	Please see Attachment 28, for details.
	Internally & Externally Hosted	
2	***User Interface Type***	***Comments (e.g. version or release)***
✓	Browser	Current versions of Internet Explorer and Chrome.
	Citrix	
	Client	
	Mobile Browser	
✓	Mobile Client	Android 6.x or later, and iOS 9 or later.
	Terminal	
	Other (explain =>)	
3	***Supported Browsers (internet)***	***Comments***
	IE 6.0+ (internet, intranet)	
	Firefox 3.0.x (internet)	
	Chrome 3.0 (internet)	
	Safari 4.x (internet)	
✓	Other (explain =>)	IE 10.x or later
4	***Data Exchange Interface***	***Comments (e.g. version or release)***
	EDI (industry protocol)	
	Flat File (private protocol)	
✓	Web Service	
✓	XML	
	Other (explain =>)	
5	***System Access***	***Comments***
✓	Internal (SOM only)	
	External (general public)	
✓	External (authorized)	
	Mixed (internal-external)	
6	***User Access***	***Comments***
✓	Internet	Users coming from State of Michigan (SOM) network will first log into MiLogin which will redirect them to COMS. Other users will be challenged for userid/password that will be validated by webservice call to MiLogin.
	Intranet	
	Local Government (LGNet)	
	Public facing internet	
	Kiosk terminal	
	Vendor Net	
	VPN	
	Other (explain =>)	
(continued)		

Select all that apply ✓ (vendor complete)	Enterprise Architecture Solution Assessment	
	Architecture Overview (continued)	
	***Vendor**: the technologies listed below are standards used by the State of Michigan. Utilization of existing technology for new solutions is encouraged. Check the left column if the technology can be used with the solution being proposed. Add comments as needed.*	
7	***Data Classification***	***Comments***
	Non-sensitive	
✓	Sensitive w/ personal ID info	
	Sensitive w/ no personal ID info	
	Not classified	
	Other (explain =>)	
8	***PCI-DSS Compliance Needed?***	***Comments***
	Yes	
✓	No	
9	***Data Audit Trail Implementation***	***Comments***
✓	Application Code	
	Database Audit Files	
	Database Triggers	
✓	Stored Procedures	
	Other (explain =>)	
10	***IT Services (Centers of Excellence)***	***Comments***
✓	x86 Virtualization	All application, processing, domain controllers, and non-production database servers are virtualized. The three production database servers are not virtualized because the intense small random I/O expected by server will likely overwhelm the hypervisor.
	Address Verification	
	Business Objects Reporting	
	Digital Electronic Gateway (DEG)	
✓	Extract Transform Load (ETL)	For data migration, as well as interfaces requiring file-based data exchanges.
	Citrix Virtualization	
11	***Enterprise Data Storage***	***Comments***
	<10GB (small)	
	10GB-500GB (medium)	
	500GB - 4TB (large)	
✓	>4TB (x-large)	Total amount of data (including scanned documents) is expected to be well beyond 20TB.
12	***Database (RDBMS)***	***Comments***
	MS SQL Server 2012, 2014	Microsoft SQL Server 2017.
	Oracle 11g	
	TeraData TD 13.0	
	Other (explain =>)	

(continued)

Select all that apply ✓ (vendor complete)	Enterprise Architecture Solution Assessment **Architecture Overview (continued)** ***Vendor**: the technologies listed below are standards used by the State of Michigan. Utilization of existing technology for new solutions is encouraged. Check the left column if the technology can be used with the solution being proposed. Add comments as needed.*	
13	***Database Modeling Tools***	***Comments***
	Erwin 9.x	
✓	MSSQL Server Mgmt Studio (match db)	
	MySQL Workbench (match db)	
	Oracle Designer (match db)	
	TeraData Utilities (match db)	
	Other (explain =>)	
14	***Development Framework***	***Comments***
✓	.NET Framework 5.x	Will be using most current version of .NET framework, most likely version 4.71
✓	Java J2EE 5.x, 6x	
	Other (explain =>)	
15	***Development Platform***	***Comments***
	Hibernate 5.x	
	IBM Websphere Integration Dev 8.5	
	Microsoft SilverLight Expression (match VS)	
	Microsoft Team Foundation System 2015	
✓	Microsoft Visual Studio 2013, 2015	
	Oracle JDeveloper 11g	
	Spring 4.x	
	Struts 2.x	
	XML Spy 2010	
✓	Other (explain =>)	Eclipse
16	***Development Language***	***Comments***
	ASP .NET 2008, 2010	
	CSS Level 3	
	Microsoft C#	
✓	Microsoft VB.Net	
✓	Java	
✓	JavaScript	
	JDK 8.x	
	PHP 5.3.x	
	Other (explain =>)	
(continued)		

Select all that apply ✓ (vendor complete)	Enterprise Architecture Solution Assessment	
	Architecture Overview (continued)	
	***Vendor**: the technologies listed below are standards used by the State of Michigan. Utilization of existing technology for new solutions is encouraged. Check the left column if the technology can be used with the solution being proposed. Add comments as needed.*	
17	***Markup languages***	***Comments***
✓	HTML 4 & 5	
	XML Schema 1.1	
	XSLT 2.0	
	XHTML 2.0	
18	***Presentation (Web) Server***	***Comments***
	Apache HTTPD 2.x	
	IBM Websphere IHS (match app svr)	
✓	Microsoft IIS 8.5	
	Other (explain =>)	
19	***Application Server***	***Comments***
✓	.NET Framework 5.x	
✓	Apache Tomcat 9.x	This is only used for the Electronic Health Records and Pharmacy Administration applications.
	IBM WebSphere 8.5	
	JBoss 6.x, 7.x	
	Other (Explain)	
20	***HW Platform***	***Comments***
	Dell	
✓	HP	
	Sun	
	Unisys Mainframe	
✓	x86 Virtualization	
	Other (explain =>)	
21	***Server OS***	***Comments***
	Linux Redhat Enterprise Server 6.x, 7.x	
	Linux SUSE Enterprise 11.x	
✓	Microsoft Windows 2008	Implementing the system on the most current version of Microsoft Server Operating System version 2016.
	Unix HPUX 11i v3	
	Unix Sun Solaris 11.x, 12.x	
	VMWare vSphere with Operations Mgmt 6.x	
	Other (explain =>)	

(continued)

Select all that apply ✓ (vendor complete)	Enterprise Architecture Solution Assessment Architecture Overview (continued) ***Vendor**: the technologies listed below are standards used by the State of Michigan. Utilization of existing technology for new solutions is encouraged. Check the left column if the technology can be used with the solution being proposed. Add comments as needed.*	
22	***Document Management***	***Comments***
	Open Text Alchemy IRMA 9	
	FileNet Content Services 5.5	
	FileNet Document Mgmt P8	
	HP Trim	
	MS SharePoint Server 2007 EE	
	Other (explain =>)	
23	***Centralized Printing***	***Comments***
	DMB consolidated print center	
	Other (explain =>)	
24	***Testing Tools***	***Comments***
	Junit 4.x	
	Microsoft Team Foundation Server 2015	
	Quick Test Pro 11.x	
	Other (explain =>)	
25	***Identity Management (network)***	***Comments***
✓	Active Directory 2008	Implementing the system on Microsoft Active Directory in most current version of Windows Server.
	Other (explain =>)	
26	***Identity Management (application)***	***Comments***
✓	IBM Tivoli SSO (TIM-TAM)	The proposed solution natively integrates with Microsoft Active Directory. Application users will be authenticated by State's MiLogin system, which we understand is on IBM platform.
✓	Microsoft Active Directory 2008	
	Other (explain =>)	
27	***Project Management***	***Comments***
	Clarity 12.x	
✓	MS Project 2007, 2010	
	Rational	
	Other (explain =>)	

(continued)

Select all that apply ✓ (vendor complete)	Enterprise Architecture Solution Assessment Architecture Overview (continued) ***Vendor**: the technologies listed below are standards used by the State of Michigan. Utilization of existing technology for new solutions is encouraged. Check the left column if the technology can be used with the solution being proposed. Add comments as needed.*	
28	***Requirements Gathering***	***Comments***
	Compuware Optimal Trace 5.x	
✓	Microsoft Office	
✓	Microsoft Visio	
✓	SUITE/SEM templates	
	Rational Requisit Roadmap pro 7.x RM 12.x	
	Other (explain =>)	
29	***Design Tools***	***Comments***
	Microsoft Visio	
✓	MSSQL Server Mgmt Studio (match db)	
	Rational Rose	
	Serena Prototype Composer 2009, 2010	
	Other (explain =>)	
30	***Version Control***	***Comments***
	Microsoft Team Foundation System	
	Serena Dimensions (PVCS Mgr) 2009, 12.1	
	Subversion 1.6	
	Other (explain =>)	
31	***Message Queuing***	***Comments***
	Apache Active MQ 5.3	
✓	Other (explain =>)	Microsoft Message Queue (MSMQ) that is built into Windows operating system and used between all their services.
32	***Business Integration***	***Comments***
	JBoss SOA 6x	
	Websphere Message Broker 7.x	
	Other (explain =>)	

(continued)

Select all that apply ✓ (vendor complete)	Enterprise Architecture Solution Assessment **Architecture Overview (continued)** ***Vendor**: the technologies listed below are standards used by the State of Michigan. Utilization of existing technology for new solutions is encouraged. Check the left column if the technology can be used with the solution being proposed. Add comments as needed.*	
33	***Database Tools***	***Comments***
✓	DBArtisan XE3 or 9.1	
✓	MSSQL Server Mgmt Studio (match db)	
	MySQL Workbench (match db)	
	Oracle Developer Suite (match db)	
	Oracle Enterprise Manager (match db)	
	Oracle SQL Developer (match db)	
	Rapid SQL 7.6 & 7.7	
	TeraData Utilities (match db)	
✓	Toad 9.x & 10.x	
	Other (explain =>)	
34	***Reporting Tools***	***Comments***
	ActivePDF 2009	
✓	ActiveReports 4.0	Current version recommended. Please note, the system internally uses Active Reports 10.x.
	Crystal Reports 2008	
	Crystal Xcelsius 2008	
✓	MSSQL Reporting Services (match db)	
	Oracle Reports (match db)	
✓	Other (explain =>)	Active Reports 10.x. Please be advised MDOC will not need to procure licenses to this software, because the reports are delivered with the runtime license.
35	***End-User Tools***	***Comments***
✓	Business Objects (BO) XI R2, 3.x, 4.x	
	Oracle Discoverer (match db)	
	Other (explain =>)	
36	***Deployment Tools***	***Comments***
	Microsoft Team Foundation System 2008	
	Serena Dimen.CM Mover 2009, 2.3, 12.1	
✓	Other (explain =>)	• .NET Server Deployments – Microsoft Web Deploy Automation Scripts

(continued)

Select all that apply ✓ (vendor complete)	Enterprise Architecture Solution Assessment **Architecture Overview (continued)** ***Vendor**: the technologies listed below are standards used by the State of Michigan. Utilization of existing technology for new solutions is encouraged. Check the left column if the technology can be used with the solution being proposed. Add comments as needed.*	
37	***Build Tools***	***Comments***
	Microsoft Team Foundation System 2015	
✓	Other (explain =>)	• MSBuild (.Net) • Ant (Java) • Jenkins (Continuous Integration)
38	***Job Schedulers***	***Comments***
	BL/Sched 5.0, 5.2	
	OpCon XPS 4.x, 5.x	
	Tidal Enterprise Scheduler 5.3.1 & 6.x	
	UC4 App Mgr 8.0	
	UC4 Op Mgr 6.0 & 8.0	
✓	Other (explain =>)	Visual Cron version 8
39	***GIS Technologies***	***Comments***
	ArcIMS 9.3	
	ArcGIS Server 10.4	
	ArcSDE 9.3	
	Erdas ADE Rel. 2	
	Oracle Spatial (match db)	
	Oracle MapView (match db)	
	Other (explain =>)	
40	***Issue & Defect Tracking***	***Comments***
	Microsoft Team Foundation System 2015	
✓	Other (describe =>)	The proposed solution includes ATG's trouble tracking system and change management system, that is custom built for supporting correctional agencies using our systems.

Enterprise Architecture Solution Assessment

Disaster Planning (Section to be completed by SOM)

Business continuity requirements.	**Describe below**
The business requirement(s) that determine the amount of time and the operational availability of the application to the end-user.	***IF.06.001, IF.08.001, IF.08.004.***

Select Only One (1)	***Availability Requirement Category – Availability Requirement is divided into three different levels. These levels define the continuous service availability requirements of the application. Based on the following definitions, please indicate the level of availability required for this Business Function / Application.***
X	***Urgent*** *- Business Function / Application outage has potential to cause loss of life or risk of injury to a citizen. 99.98% availability. If an Urgent priority application is not available, Contractor will work to resolve the incident 7 x 24 x 365. If the incident occurs after normal business hours, on-call staff (where available) will be called in to resolve the incident. Contractor staff will continue to work the issue during and after business hours until the incident is resolved, and the application service restored.*
	High *– Business Function / Application outage will have a high non-life threatening impact on the public. If this application is not available, there may be an adverse impact on a large number of business clients who use the application. The lack of application availability may also be considered politically sensitive. 99.5% availability (<3.5 hours of downtime / month). Contractor will work to resolve the incident 7 x 24 x 365. If the incident occurs after normal business hours, on-call staff (where available) will be called in to resolve the incident. Contractor staff will continue to work the issue during and after business hours until the incident is resolved, and the application service restored.*
	Medium *– Business Function / Application not meeting the Urgent or High criteria will be assigned Medium priority status; this default will be considered the third priority and reflect a situation where there is no risk of personal injury, and the public is not being directly affected. 98% availability (<15 hours of downtime / month). If there is an issue with a medium priority application, work to resolve the incident will be handled during normal Contractor Business hours (typically 8:00 am-5:00 pm, Monday-Friday, CT). If the problem is not resolved at the end of the business day, staff will return to work the next business day, and continue the resolution process until the service is restored.*

Recovery Point and Time Objectives

Select Only One (1)	***Recovery Point Objective (RPO) is the maximum amount of data loss a business function can sustain during an event.***		***Select Only One (1)***	***Recovery Time Objective (RTO) is the maximum amount of time that can elapse until a system / application / function must be returned to service.***
X	**2 hours**			2 hours
	4 hours		**X**	**4 hours**
	6 hours			6 hours
	8 hours			8 hours
	24 hours			24 hours
	72 hours			72 hours
	Other			Other

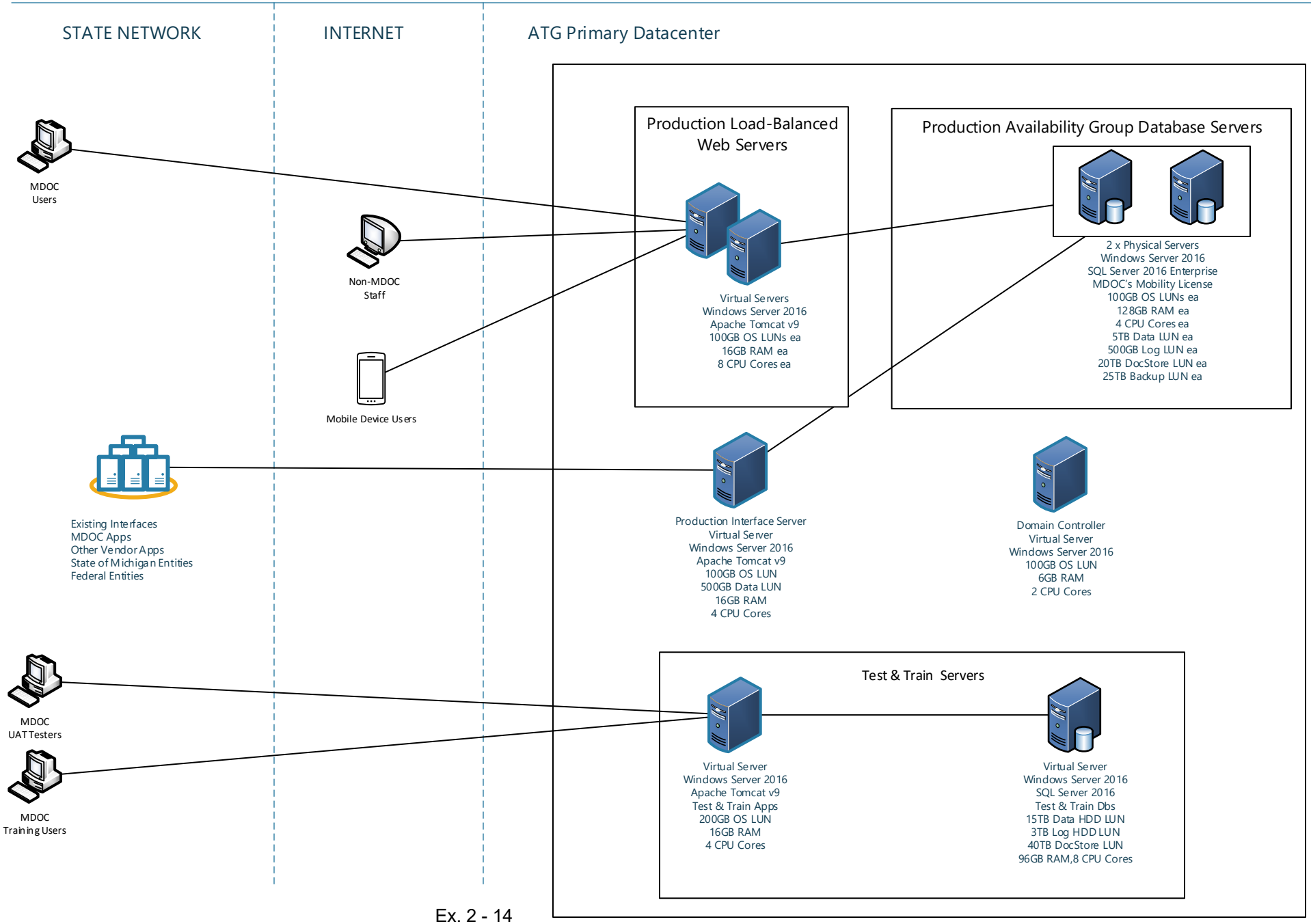
The State requires a detailed description of the hardware components utilized for the Bidder's proposed solution operating environment and a detailed written recommendation of the infrastructure requirements for the proposed solution.

FAILURE TO PROVIDE A DETAILED RESPONSE TO THIS ATTACHMENT MAY RESULT IN BIDDER DISQUALIFICATION.

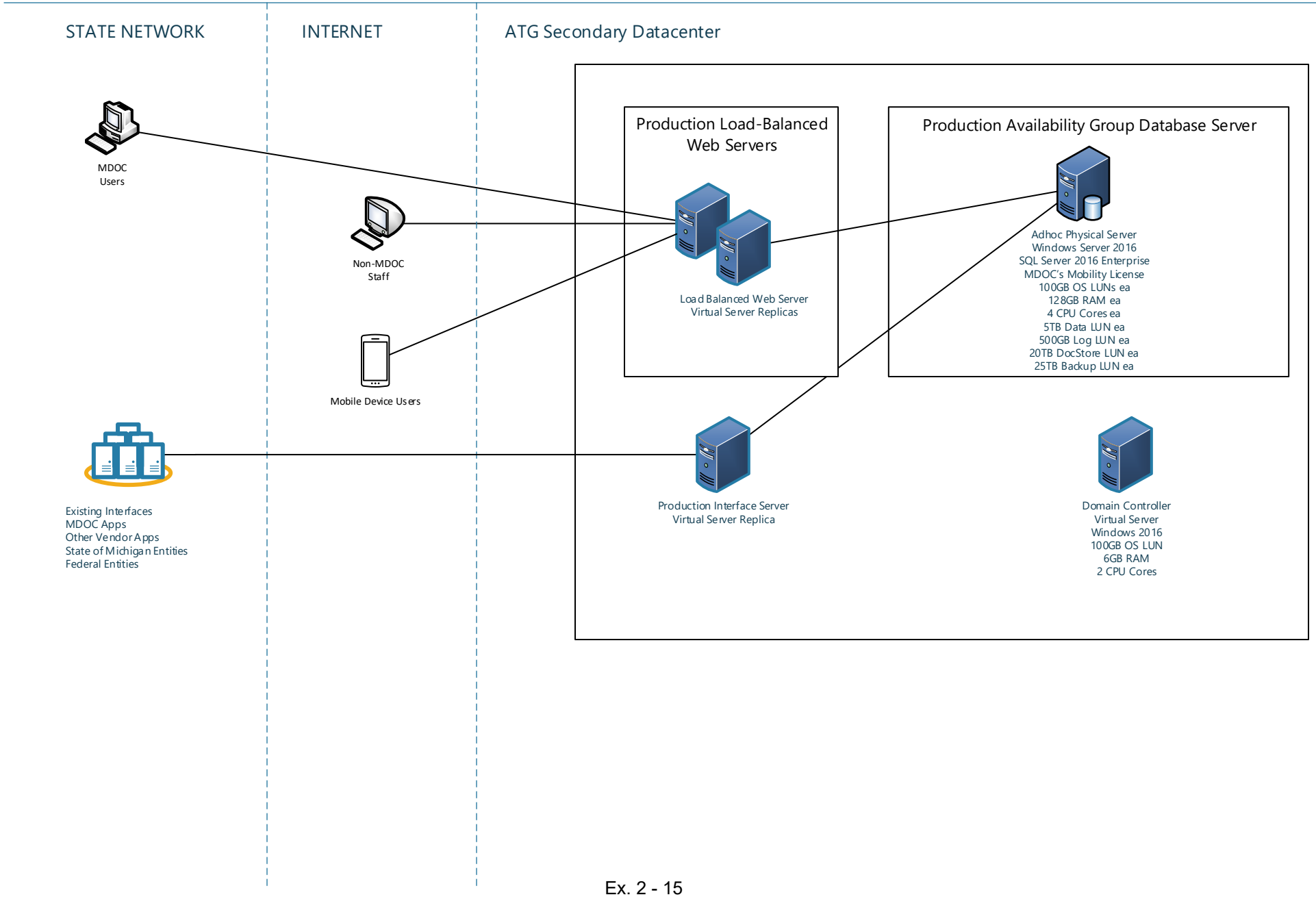
	Required Proposal Item	Bidder Response *Hardware*
1	State the Bidder's compliance with the requirements of this section.	Check only one (1) box below: ☑ **I have reviewed the above section and agree to comply with no exception.** ☐ I have reviewed the above section and have noted all exception(s) herein:
2	Indicate which specific hardware (make, model, etc.) is proposed and provide detailed specifications for the same.	The following Hardware specifications are provided as a baseline for the system. If the State has different preferred Hardware, then ATG would work with that hardware as long as it has similar components to the list below. **3 Physical Database Servers, each configured with:** *See diagram below.* HP ProLiant DL 380 Servers Utilizing Local Physical Storage: **5 VMWare Host Servers, each configured with:** *See diagram below.* HP ProLiant DL 380 Servers Utilizing Shared Storage

3	Provide detailed justification for which hardware items the Bidder is proposing.	Please see the *Procurement Management Plan* below, which provides additional details of all the hardware and associated software needed. The following is a high-level summary: The combination of Physical and Virtual servers that ATG is proposing for Michigan is a model that has served many other customers well. • The proposed three Physical Database servers are configured to sustain the substantial input/output demands predicted of the database engine, and the performance expectations of this mission-critical Business System. This configuration allows for multiple levels of hardware redundancy. These servers are not virtualized, as the Hypervisor will add latency to the intense demands of the production system; every piece of data is kept in the database server, and therefore it is the center of all requests. • The proposed five host servers will support multiple virtual servers, as is recommended by the State's best practices, allowing for a small footprint while providing flexibility, scalability and redundancy to adapt to the requests of the user-base of the application. In addition to redundancy for each server, the proposed configuration will provide even data center redundancy as they will together form an identical production setup in both primary and secondary data centers. The Test and Train environments are only proposed for the primary data center. The database servers' backup to designated local drives; the backed-up data is subsequently sent to a NAS. The backed up data on the NAS, is purged such that there is 30 days of backed-up data retained.
4	Provide detailed description of all infrastructure requirements for the proposed hardware.	Server specifications for each server are shown in the diagram below.

ATG Primary Datacenter



ATG Secondary Datacenter



Distributed Open Source Components -

Name	Website	License Text	Description	License
Dojo	Dojo - (http://dojotoolkit.org/license)	Copyright (c) 2005-2011, The Dojo Foundation All rights reserved. Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:	The Dojo Toolkit is a modular JavaScript toolkit that makes building richer web UI's much easier.	(Dual) BSD and AFL
jsCalendar	http://sourceforge.net/projects/jscalendar	GNU LESSER GENERAL PUBLIC LICENSE Version 3, 29 June 2007 Copyright (C) 2007 Free Software Foundation, Inc. <http://fsf.org/> Everyone is permitted to copy and distribute verbatim copies	JavaScript calendar widget	LGPL
jsCookMenu	http://jscook.yuanheng.org/JSCookMenu/copyright.html	JSCookMenu (c) Copyright 2002-2006 by Heng Yuan http://jscook.sourceforge.net/JSCookMenu/ http://jscook.yuanheng.org/JSCookMenu/	JavaScript menu widget	MIT
fValidate (replace by Dojo)	http://web.archive.org/web/20041010174936/www.peterbailey.net/fValidate/download/	Form validation script by Peter Bailey, Copyright (c) 2001-2003	JavaScript validation libaray	"fValidate is freeware for those who wish to use this for any personal or public use."
phrogz (replace by Dojo)	http://phrogz.net/js/_ReuseLicense.txt	Copyright (c), Gavin Kistner (!@phrogz.net) All rights reserved. Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:	JavaScript library with a few controls (Tab Container)	
X (replace by Dojo)	http://www.cross-browser.com/	GNU LESSER GENERAL PUBLIC LICENSE Version 3, 29 June 2007 Copyright (C) 2007 Free Software Foundation, Inc. <http://fsf.org/> Everyone is permitted to copy and distribute verbatim copies	JavaScript library for DOM manipulation	GNU LGPL (free even for commerical use)
blueprintcss	http://code.google.com/p/blueprintcss/	Copyright (c) 2007 - 2010 blueprintcss.org Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge,	CSS reset and layout libary	MIT
Silverlight Toolkit	http://silverlight.codeplex.com/license	Microsoft Public License (Ms-PL) This license governs use of the accompanying software. If you use the software, you accept this license. If you do not accept the license, do not use the software.	Silverlight control library (Type-able combo box, tab container, themes)	MS-PL
SevenZipSharp	http://sevenzipsharp.codeplex.com/license	Version 2.1, February 1999 Copyright (C) 1991, 1999 Free Software Foundation, Inc. 59 Temple Place, Suite 330, Boston, MA 02111-1307 USA Everyone is permitted to copy and distribute verbatim copies of this license document, but changing it is not allowed.	Compression library that can read/write compressed files including the 7z format	LGPL
iTextSharp	http://itextsharp.svn.sourceforge.net/viewvc/itextsharp/tags/iTextSharp_4_1_6/iTextSharp/text/Anchor.cs?revision=55&view=markup	GNU LESSER GENERAL PUBLIC LICENSE Version 3, 29 June 2007 Copyright (C) 2007 Free Software Foundation, Inc. <http://fsf.org/> Everyone is permitted to copy and distribute verbatim copies	iText# is a library that allows you to generate/modify PDF files on the fly.	Must stay at version 4.1.6 as it is the last version using LGPL
iText	http://itext.svn.sourceforge.net/viewvc/itext/tags/iText_2_1_7/src/core/com/lowagie/text/Anchor.java?revision=4012&view=markup	GNU LESSER GENERAL PUBLIC LICENSE Version 3, 29 June 2007 Copyright (C) 2007 Free Software Foundation, Inc. <http://fsf.org/> Everyone is permitted to copy and distribute verbatim copies	iText# is a library that allows you to generate/modify PDF files on the fly.	Must stay at version 2.1.7 as it is the last version using LGPL

Distributed Open Source Components -				
Name	Website	License Text	Description	License
iBATIS	http://www.mybatis.org/about.html	Apache License Version 2.0, January 2004 http://www.apache.org/licenses/	iBATIS couples objects with stored procedures or SQL statements using a XML descriptor.	Apache 2.0
log4net	http://logging.apache.org/log4net/license.html	Apache License Version 2.0, January 2004 http://www.apache.org/licenses/	A library to help the programmer output log statements to a variety of output targets	Apache 2.0
nLog	https://github.com/NLog/NLog/blob/master/LICENSE.txt	Copyright (c) 2004-2018 Jaroslaw Kowalski <jaak@jkowalski.net>, Kim Christensen, Julian Verdurmen All rights reserved.	A library to help the programmer output log statements to a variety of output targets	BSD
log4j	http://logging.apache.org/log4j/1.2/license.html	Apache License Version 2.0, January 2004 http://www.apache.org/licenses/	A library to help the programmer output log statements to a variety of output targets	Apache 2.0
JasperReports	http://www.jaspersoft.com/downloads/Datasheet/jasperreports-0206.pdf	GNU LESSER GENERAL PUBLIC LICENSE Version 3, 29 June 2007 Copyright (C) 2007 Free Software Foundation, Inc. <http://fsf.org/> Everyone is permitted to copy and distribute verbatim copies	JasperReports is a Java reporting library	LGPL
OpenNETCF	http://rapi.codeplex.com/	Copyright (c) 2005-2009 OpenNETCF Consulting, LLC Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge,	A managed code library wrapper around the Remote Application Programmer's Interface (RAPI) exposed by ActiveSync and Windows Mobile Device Center (WMDC).	MIT
Remote API 2	http://rapi2.codeplex.com/	Copyright (c) 2008 David Hall Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge, publish, distribute, sublicense, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, subject to the following conditions:	A managed wrapper to access the features exposed by the COM interfaces for the Remote API 2. These classes allow the developer to access information, files, and the registry on a device connected through ActiveSync from desktop applications.	MIT
Protobuf	http://code.google.com/p/protobuf/	Apache License Version 2.0, January 2004 http://www.apache.org/licenses/	Protocol Buffers are a way of encoding structured data in an efficient yet extensible format. Google uses Protocol Buffers for almost all of its internal RPC protocols and file formats.	Apache 2.0
json .NET	http://json.codeplex.com/	Copyright (c) 2007 James Newton-King Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without	Json.NET is a popular high-performance JSON framework for .NET	MIT
Bouncy Castle	http://www.bouncycastle.org/licence.html	Copyright (c) 2000 - 2011 The Legion Of The Bouncy Castle (http://www.bouncycastle.org) Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge,	A data encryption library.	Adapted MIT X11

Distributed Open Source Components -				
Name	Website	License Text	Description	License
skmMenu –	http://datawebcontrols.com/menu/Download/	THE WORK (AS DEFINED BELOW) IS PROVIDED UNDER THE TERMS OF THIS CREATIVE COMMONS PUBLIC LICENSE ("CCPL" OR "LICENSE"). THE WORK IS PROTECTED BY COPYRIGHT AND/OR OTHER APPLICABLE LAW. ANY USE OF THE WORK OTHER THAN AS AUTHORIZED UNDER THIS LICENSE IS PROHIBITED.	ASP.Net menu	Licensed under Attribution 1.0
JAX-WS Reference Implementation	http://jax-ws.java.net	COMMON DEVELOPMENT AND DISTRIBUTION LICENSE (CDDL)Version 1.1 1. Definitions. 1.1. “Contributor” means each individual or entity that creates or contributes to the	Java API for XML Web Services	Licensed under CDDL v1.1 and GPL v2
Activation.jar	http://www.oracle.com/technetwork/java/jaf11-139815.html		With the JavaBeans Activation Framework standard extension, developers who use Java technology can take advantage of standard services to determine the type of an arbitrary piece of data, encapsulate access to it, discover the operations available on it, and to instantiate the appropriate bean to perform said operation(s)	Sun under JAF
Apache Commons	http://commons.apache.org/	Apache License Version 2.0, January 2004 http://www.apache.org/licenses/	The Commons is an Apache project focused on all aspects of reusable Java components.	Apache 2.0
Free3of9	free3of9.jar	Permission is hereby granted, free of charge, to any person obtaining a copy of this font software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge, publish, distribute, sublicense, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, subject to the following conditions:	Bar code font	GNU Free, v1.2
Apache HttpComponents	http://hc.apache.org/	Apache License Version 2.0, January 2004 http://www.apache.org/licenses/	Used for web service calls	Apache 2.0
Apache Taglibs	http://tomcat.apache.org/taglibs/standard/	Apache License Version 2.0, January 2004 http://www.apache.org/licenses/	This project is an open source repository for JSP custom tag libraries.	Apache 2.0
Jaxen	http://jaxen.codehaus.org/	Apache License Version 2.0, January 2004 http://www.apache.org/licenses/ TERMS AND CONDITIONS FOR USE, REPRODUCTION, AND DISTRIBUTION 1. Definitions.	Jaxen is an open source XPath library written in Java. It is adaptable to many different object models, including DOM, XOM, dom4j, and JDOM. Is it also possible to write adapters that treat non-XML trees such as compiled Java byte code or Java beans as XML, thus enabling you to query these trees with XPath too.	Apache 2.0
Jfreechart	http://www.jfree.org/jfreechart/	GNU LESSER GENERAL PUBLIC LICENSE Version 3, 29 June 2007 Copyright (C) 2007 Free Software Foundation, Inc. <http://fsf.org/> Everyone is permitted to copy and distribute verbatim copies	Charting module used for graphing	LGPL

Distributed Open Source Components -				
Name	Website	License Text	Description	License
Saxpath	http://www.saxpath.org/	Apache License Version 2.0, January 2004 http://www.apache.org/licenses/ TERMS AND CONDITIONS FOR USE, REPRODUCTION, AND DISTRIBUTION 1. Definitions.	SAXPath is similar to SAX in that the API abstracts away the details of parsing and processing the data and provides a simple event based callback interface. It's a very useful tool for writing XPath related applications.	Apache 2.0
Xalan	http://xml.apache.org/xalan-j/	Apache License Version 2.0, January 2004 http://www.apache.org/licenses/	Xalan-Java is an XSLT processor for transforming XML documents into HTML, text, or other XML document types. It implements	Apache 2.0
SCrypt	https://github.com/replicon/Replicon.Cryptography.SCrypt	Replicon.Cryptography.SCrypt Copyright (c) 2012, Replicon Inc. All rights reserved. Redistribution and use in source and binary forms, with or without	Secure password hashing function	Modified BSD
HTML Agility Pack	https://htmlagilitypack.codeplex.com/	https://htmlagilitypack.codeplex.com/license	Manipulation/parsing of existing HTML documents	MS-PL
AutoMapper	http://automapper.org/	https://github.com/AutoMapper/AutoMapper/blob/master/LICENSE.txt	Map objects between types	
Alamofire	https://github.com/Alamofire/Alamofire	https://raw.githubusercontent.com/Alamofire/Alamofire/master/LICENSE	Alamofire is an HTTP networking library written in Swift.	MIT
ObjectMapper	https://github.com/Hearst-DD/ObjectMapper	https://raw.githubusercontent.com/Hearst-DD/ObjectMapper/master/LICENSE	ObjectMapper is a framework written in Swift that makes it easy for you to convert your Model objects (Classes and Structs) to and from JSON.	MIT
EncryptedCoreData	https://github.com/project-imas/encrypted-core-data	https://raw.githubusercontent.com/project-imas/encrypted-core-data/master/LICENSE	Provides a Core Data store that encrypts all data that is persisted.	Apache 2.0
MMDrawerController	https://github.com/mutualmobile/MMDrawerController	https://raw.githubusercontent.com/mutualmobile/MMDrawerController/master/LICENSE	MMDrawerController is a side drawer navigation container view controller designed to support the growing number of applications that leverage the side drawer paradigm.	MIT
SSKeychain	https://github.com/soffes/sskeychain	https://raw.githubusercontent.com/soffes/sskeychain/master/LICENSE	SSKeychain is a simple wrapper for accessing accounts, getting passwords, setting passwords, and deleting passwords using the system Keychain on Mac OS X and iOS.	MIT

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Name	Website	License Text	Description	License
SwiftValidator	https://github.com/jpotts18/SwiftValidator	https://raw.githubusercontent.com/jpotts18/SwiftValidator/master/LICENSE.txt	Swift Validator is a rule-based validation library for Swift.	MIT
Joda Time	http://www.joda.org/joda-time/	http://www.joda.org/joda-time/license.html	Joda-Time provides a quality replacement for the Java date and time classes.	Apache 2.0
GSON	https://github.com/google/gson	https://raw.githubusercontent.com/google/gson/master/LICENSE	Gson is a Java library that can be used to convert Java Objects into their JSON representation.	Apache 2.0
Guava	https://github.com/google/guava	https://raw.githubusercontent.com/google/guava/master/COPYING	The Guava project contains several of Google's core libraries that we rely on in our Java-based projects: collections, caching, primitives support, concurrency libraries, common annotations, string processing, I/O, and so forth.	Apache 2.0
SQLCipher	https://www.zetetic.net/sqlcipher/	https://raw.githubusercontent.com/sqlcipher/sqlcipher/master/LICENSE	SQLCipher is an SQLite extension that provides transparent 256-bit AES encryption of database files.	Modified BSD
MochiKit	https://mochi.github.io/mochikit/	https://github.com/mochi/mochikit/blob/master/LICENSE.txt	MochiKit makes enhances JavaScript's capabilities	MIT License, or the Academic Free License version 2.1
Microsoft.AspNet.SignalR	http://www.asp.net/signalr	https://www.microsoft.com/web/webpi/eula/net_library_eula_enu.htm	ASP.NET SignalR is a new library for ASP.NET developers that makes developing real-time web functionality easy.	MICROSOFT .NET LIBRARY
Microsoft.OWIN	http://owin.org/	https://www.microsoft.com/web/webpi/eula/aspnetcomponent_rtw_enu.htm	OWIN defines a standard interface between .NET web servers and web applications.	MICROSOFT .NET LIBRARY
RequireJS	http://requirejs.org/	https://github.com/jrburke/requirejs/blob/master/LICENSE	RequireJS is a JavaScript file and module loader.	new BSD, and MIT
jQuery	https://jquery.com/	https://jquery.org/license/	jQuery is a fast, small, and feature-rich JavaScript library	MIT

Distributed Open Source Components -				
Name	Website	License Text	Description	License
use.js	https://github.com/tbranyen/use-amd	Use AMD Plugin v0.4.0 Copyright 2013, Tim Branyen (@tbranyen) use.js may be freely distributed under the MIT license.	By default AMD loaders do not know how to load anything that wasn't defined in the AMD syntax. This plugin allows you to map the proper dependencies and attaches the specified global object to the module exports.	MIT
Apache FOP	https://xmlgraphics.apache.org/fop/	https://xmlgraphics.apache.org/fop/license.html	Java library that reads a formatting object (FO) tree and renders the resulting pages to a specified output	Apache 2.0

Exhibit 4 – Preliminary Project Schedule Summary

Group	Begin	End
Configure Temporary GAP Analysis Platform @ATG	May 11, 2018	June 27, 2018
Interfaces	June 25, 2018	Dec. 21, 2018
Configure System Testing Platform @ ATG	June 28, 2018	Aug. 10, 2018
Hardware Installation	Aug. 2, 2018	Oct. 4, 2018
Trust & Financial Services	June 25, 2018	July 8, 2019
Food Service & Meal Tracking	Aug. 27, 2018	July 12, 2018
Medical, Pharmacy, Mental Health, & Dental	Sept. 17, 2018	April 2, 2021
Case Management (FOA and Parole Bd.)	June 25, 2018	Dec. 4, 2019
Case Management (CFA Part A)	Dec. 12, 2019	Mar. 9, 2021
Case Management (CFA Part B)	Mar. 22, 2021	**Oct. 3, 2022**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
1	**COMS**	**1097 days**	**Fri 5/11/18**	**Mon 10/3/22**
2	**Infrastructure**	**882 days**	**Fri 5/11/18**	**Mon 11/22/21**
3	Sign Contract with MDOC	0 days	Mon 6/25/18	Mon 6/25/18
4	**Critical Pre-contract Information/Decision Making**	**72.2 days**	**Fri 5/11/18**	**Thu 8/23/18**
5	**Data Center**	**32 days**	**Fri 5/11/18**	**Tue 6/26/18**
6	Determine final data center	5 days	Fri 5/11/18	Thu 5/17/18
7	Determine WAN networking strategy	0.2 days	Fri 5/18/18	Fri 5/18/18
8	Negotiate data center and WAN contract	5 days	Fri 5/18/18	Fri 5/25/18
9	Sign Datacenter/WAN Contract	0 days	Tue 6/26/18	Tue 6/26/18
10	**Server Hardware**	**60 days**	**Fri 5/18/18**	**Mon 8/13/18**
11	Determine BOM	5 days	Fri 5/18/18	Thu 5/24/18
12	Get SQL Mobility Agreement Signed	15 days	Mon 6/25/18	Mon 7/16/18
13	Get SQL Mobility license codes	20 days	Tue 7/17/18	Mon 8/13/18
14	Order Hardware	0 days	Tue 6/26/18	Tue 6/26/18
15	Order Software (CRON, PRTG, Veeam, Microsoft)	0 days	Tue 6/26/18	Tue 6/26/18
16	**Documentation**	**62.2 days**	**Fri 5/25/18**	**Thu 8/23/18**
17	Communication Matrix Draft	0.2 days	Fri 5/25/18	Fri 5/25/18
18	Server setup details	3 days	Fri 5/25/18	Thu 5/31/18
19	Network documentation	3 days	Thu 5/31/18	Tue 6/5/18
20	Firewall Strategy	1 day	Tue 6/5/18	Wed 6/6/18
21	Active Directory Strategy	2 days	Wed 6/6/18	Thu 8/23/18
22	**Buildout Solution Platforms @ ATG**	**64 days**	**Fri 5/11/18**	**Fri 8/10/18**
23	**Configure Temporary GAP Analysis Platform @ATG**	**33 days**	**Fri 5/11/18**	**Wed 6/27/18**
24	Determine hardware needed/available	2 days	Fri 5/11/18	Mon 5/14/18
25	Configure network to support Gap Analysis setup	2 days	Tue 5/15/18	Wed 5/16/18
26	Install GAP Web sites on WDM ATG server	10 days	Thu 5/17/18	Thu 5/31/18
27	Obtain public IP's of MIDOC workstations via whatismyip.com	1 day	Mon 6/25/18	Mon 6/25/18
28	Publish GAP sites to MIDOC IP space	2 days	Tue 6/26/18	Wed 6/27/18
29	**Configure Development Platform @ ATG**	**6 days**	**Fri 5/11/18**	**Fri 5/18/18**
30	Determine hardware needed/available	1 day	Fri 5/11/18	Fri 5/11/18

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
31	Install Development Web sites on WDM ATG Servers	5 days	Mon 5/14/18	Fri 5/18/18
32	**Configure System Testing Platform @ ATG**	**31 days**	**Thu 6/28/18**	**Fri 8/10/18**
33	Determine hardware needed/available	1 day	Thu 6/28/18	Thu 6/28/18
34	Install Active Directory	5 days	Fri 6/29/18	Fri 7/6/18
35	Install Server Operating Systems	5 days	Mon 7/9/18	Fri 7/13/18
36	IIS configuration	5 days	Mon 7/16/18	Fri 7/20/18
37	SQL server installs	5 days	Mon 7/23/18	Fri 7/27/18
38	Load Balancer configuration	5 days	Mon 7/30/18	Fri 8/3/18
39	Install System Testing Web sites	5 days	Mon 8/6/18	Fri 8/10/18
40	**Taking Possession of Ordered Equipment (UAT/Training/Production)**	**28 days**	**Wed 8/1/18**	**Wed 9/12/18**
41	Server hardware @ATG	0 days	Wed 8/1/18	Wed 8/1/18
42	Take possession of primary data center rack	0 days	Wed 9/12/18	Wed 9/12/18
43	Take possession of secondary data center rack	0 days	Wed 9/12/18	Wed 9/12/18
44	**MIDOC Network Meeting**	**5 days**	**Mon 7/9/18**	**Fri 7/13/18**
45	Placeholder (2 days onsite)	5 days	Mon 7/9/18	Fri 7/13/18
46	Naming schemes (Domains, etc.)	0 days	Fri 7/13/18	Fri 7/13/18
47	DNS name resolution (zone delegation, forwarders, conditional forwarders)	0 days	Fri 7/13/18	Fri 7/13/18
48	Obtain req's (SMTP gateway, NTP server, etc.)	0 days	Fri 7/13/18	Fri 7/13/18
49	Obtain IP address schemes	0 days	Fri 7/13/18	Fri 7/13/18
50	**Hardware Installation**	**45 days**	**Thu 8/2/18**	**Thu 10/4/18**
51	**Server buildout at ATG**	**30 days**	**Thu 8/2/18**	**Thu 9/13/18**
52	**Hardware**	**6 days**	**Thu 8/2/18**	**Thu 8/9/18**
53	Unpack, inventory, rack, connect	3 days	Thu 8/2/18	Mon 8/6/18
54	HDD array carving	2 days	Tue 8/7/18	Wed 8/8/18
55	HDD encryption	1 day	Thu 8/9/18	Thu 8/9/18
56	**OS Software**	**21 days**	**Fri 8/10/18**	**Mon 9/10/18**
57	Vcenter Install	2 days	Fri 8/10/18	Mon 8/13/18
58	VMGuest Installs	8 days	Tue 8/14/18	Thu 8/23/18
59	Active Directory Install	5 days	Thu 8/16/18	Wed 8/22/18

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
60	SQL server installs	5 days	Mon 8/20/18	Fri 8/24/18
61	IIS configuration	5 days	Mon 8/27/18	Fri 8/31/18
62	Load Balancer configuration	5 days	Tue 9/4/18	Mon 9/10/18
63	Firewall configuration	5 days	Fri 8/24/18	Thu 8/30/18
64	**Component Software Config/Install**	**15 days**	**Thu 8/23/18**	**Thu 9/13/18**
65	SCCM, Visual Cron, PRTG, WSUS, Veeam	15 days	Thu 8/23/18	Thu 9/13/18
66	**Prepare to send to data center**	**9 days**	**Fri 9/14/18**	**Wed 9/26/18**
67	Unrack equipment and pack	2 days	Fri 9/14/18	Mon 9/17/18
68	Ship Hardware Primary data center	1 day	Tue 9/18/18	Tue 9/18/18
69	Ship Hardware Secondary data center	1 day	Wed 9/26/18	Wed 9/26/18
70	**Install Hardware in Data Center**	**7 days**	**Wed 9/26/18**	**Thu 10/4/18**
71	**Primary Data Center (GRR)**	**2 days**	**Wed 9/26/18**	**Thu 9/27/18**
72	Rack and cable equipment	1 day	Wed 9/26/18	Wed 9/26/18
73	Verify LAN/WAN connectivity	1 day	Thu 9/27/18	Thu 9/27/18
74	**Secondary Data Center (LAS)**	**2 days**	**Wed 10/3/18**	**Thu 10/4/18**
75	Rack and cable equipment	1 day	Wed 10/3/18	Wed 10/3/18
76	Verify LAN/WAN connectivity	1 day	Thu 10/4/18	Thu 10/4/18
77	**Confirm Access from MDOC**	**5 days**	**Fri 10/5/18**	**Thu 10/11/18**
78	Confirm access to adhoc server	2 days	Fri 10/5/18	Mon 10/8/18
79	Confirm access from MiLogin	5 days	Fri 10/5/18	Thu 10/11/18
80	Confirm access to FTP interface site(s)	5 days	Fri 10/5/18	Thu 10/11/18
81	Shutdown Temporary Gap Analysis System	0 days	Thu 10/11/18	Thu 10/11/18
82	**SOC Audit (Details being determined)**	**780 days**	**Fri 10/5/18**	**Mon 11/22/21**
83	Initial Audit (Type 1)	60 days	Fri 10/5/18	Mon 1/7/19
84	Year 2 Audit (Type 2)	60 days	Tue 9/24/19	Thu 12/19/19
85	Year 3 Audit (Type 2)	60 days	Thu 9/10/20	Mon 12/7/20
86	Year 4 Audit (Type 2)	60 days	Fri 8/27/21	Mon 11/22/21
87	**Lockpath Documentation**	**838 days**	**Mon 7/16/18**	**Mon 11/22/21**
88	**Initial Infrastructure Documentation and Review**	**25 days**	**Mon 7/16/18**	**Fri 8/17/18**
89	Compile list of Questions/Documents to be completed	5 days	Mon 7/16/18	Fri 7/20/18

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
90	Fill ATG-known information	10 days	Mon 7/23/18	Fri 8/3/18
91	Submit to MDOC for review	0 days	Fri 8/3/18	Fri 8/3/18
92	Approve documents	10 days	Mon 8/6/18	Fri 8/17/18
93	**Post Banking Implementation Documentation and Review**	**15 days**	**Fri 2/1/19**	**Fri 2/22/19**
94	Compile list of Questions/Documents to be completed	5 days	Fri 2/1/19	Thu 2/7/19
95	Fill ATG-known information	5 days	Fri 2/8/19	Thu 2/14/19
96	Submit to MDOC for review	0 days	Thu 2/14/19	Thu 2/14/19
97	Approve documents	5 days	Fri 2/15/19	Fri 2/22/19
98	**Post Food Service Implementation Documentation and Review**	**15 days**	**Mon 2/25/19**	**Fri 3/15/19**
99	Compile list of Questions/Documents to be completed	5 days	Mon 2/25/19	Fri 3/1/19
100	Fill ATG-known information	5 days	Mon 3/4/19	Fri 3/8/19
101	Submit to MDOC for review	0 days	Fri 3/8/19	Fri 3/8/19
102	Approve documents	5 days	Mon 3/11/19	Fri 3/15/19
103	**Post Medical Systems (EHR & Rx) Implementation Documentation and Review**	**15 days**	**Tue 9/3/19**	**Mon 9/23/19**
104	Compile list of Questions/Documents to be completed	5 days	Tue 9/3/19	Mon 9/9/19
105	Fill ATG-known information	5 days	Tue 9/10/19	Mon 9/16/19
106	Submit to MDOC for review	0 days	Mon 9/16/19	Mon 9/16/19
107	Approve documents	5 days	Tue 9/17/19	Mon 9/23/19
108	**Post Case Mgmt. Phase 1 Implementation Documentation and Review**	**15 days**	**Fri 11/1/19**	**Fri 11/22/19**
109	Compile list of Questions/Documents to be completed	5 days	Fri 11/1/19	Thu 11/7/19
110	Fill ATG-known information	5 days	Fri 11/8/19	Fri 11/15/19
111	Submit to MDOC for review	0 days	Fri 11/15/19	Fri 11/15/19
112	Approve documents	5 days	Mon 11/18/19	Fri 11/22/19
113	**Post Case Mgmt. Phase 2 Implementation Documentation and Review**	**15 days**	**Mon 11/2/20**	**Mon 11/23/20**
114	Compile list of Questions/Documents to be completed	5 days	Mon 11/2/20	Fri 11/6/20
115	Fill ATG-known information	5 days	Mon 11/9/20	Mon 11/16/20
116	Submit to MDOC for review	0 days	Mon 11/16/20	Mon 11/16/20
117	Approve documents	5 days	Tue 11/17/20	Mon 11/23/20
118	**Post Case Mgmt. Phase 3 Implementation Documentation and Review**	**15 days**	**Mon 11/1/21**	**Mon 11/22/21**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
119	Compile list of Questions/Documents to be completed	5 days	Mon 11/1/21	Fri 11/5/21
120	Fill ATG-known information	5 days	Mon 11/8/21	Mon 11/15/21
121	Submit to MDOC for review	0 days	Mon 11/15/21	Mon 11/15/21
122	Approve documents	5 days	Tue 11/16/21	Mon 11/22/21
123				
124	**Interfaces**	**125 days**	**Mon 6/25/18**	**Fri 12/21/18**
125	**Information Gathering**	**22 days**	**Mon 6/25/18**	**Wed 7/25/18**
126	**Get and review Sample files for a all jobs (Pre-Gap Analysis)**	**7 days**	**Mon 6/25/18**	**Tue 7/3/18**
127	Request a few sample files	0 days	Mon 6/25/18	Mon 6/25/18
128	Determine POC for each interface for meeting schedule	0 days	Mon 6/25/18	Mon 6/25/18
129	Identify file format and data discrepancies	4 days	Mon 6/25/18	Thu 6/28/18
130	Build list of issues for meeting	3 days	Fri 6/29/18	Tue 7/3/18
131	**Onsite Meeting (Gap Analysis)**	**3 days**	**Mon 7/9/18**	**Wed 7/11/18**
132	Questions for each interface job (2.5 days onsite)	3 days	Mon 7/9/18	Wed 7/11/18
133	For each job get multiple samples	2 days	Mon 7/9/18	Tue 7/10/18
134	Post-meeting telecon call (1 hr daily)	5 days	Thu 7/12/18	Wed 7/18/18
135	**Documentation**	**10 days**	**Thu 7/12/18**	**Wed 7/25/18**
136	Functional Design Document (SEM-0501)	5 days	Thu 7/12/18	Wed 7/18/18
137	Submit Document for Approval	0 days	Wed 7/18/18	Wed 7/18/18
138	Approve Document	5 days	Thu 7/19/18	Wed 7/25/18
139	**Job Creation/Conversion (Customization & Data Migration)**	**48 days**	**Thu 7/26/18**	**Tue 10/2/18**
140	**Non OMS jobs (23 Jobs)**	**48 days**	**Thu 7/26/18**	**Tue 10/2/18**
141	SSIS package	16 days	Thu 7/26/18	Thu 8/16/18
142	Application mapping of elements	16 days	Fri 8/17/18	Mon 9/10/18
143	Validate input and output are identical	16 days	Tue 9/11/18	Tue 10/2/18
144	**OMS jobs (14 Jobs)**	**30 days**	**Thu 7/26/18**	**Thu 9/6/18**
145	SSIS package	10 days	Thu 7/26/18	Wed 8/8/18
146	Application mapping of elements	10 days	Thu 8/9/18	Wed 8/22/18
147	Validate input and output are identical	10 days	Thu 8/23/18	Thu 9/6/18
148	**Scribe Integrations (Now SSIS) (24 Jobs)**	**48 days**	**Thu 7/26/18**	**Tue 10/2/18**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
149	SSIS package	16 days	Thu 7/26/18	Thu 8/16/18
150	Application mapping of elements	16 days	Fri 8/17/18	Mon 9/10/18
151	Validate input and output are identical	16 days	Tue 9/11/18	Tue 10/2/18
152	**SSIS Integrations (10 Jobs)**	**21 days**	**Thu 7/26/18**	**Thu 8/23/18**
153	SSIS package	7 days	Thu 7/26/18	Fri 8/3/18
154	Application mapping of elements	7 days	Mon 8/6/18	Tue 8/14/18
155	Validate input and output are identical	7 days	Wed 8/15/18	Thu 8/23/18
156	**Linked Server Integrations (3 Jobs)**	**6 days**	**Fri 9/7/18**	**Fri 9/14/18**
157	SSIS package	2 days	Fri 9/7/18	Mon 9/10/18
158	Application mapping of elements	2 days	Tue 9/11/18	Wed 9/12/18
159	Validate input and output are identical	2 days	Thu 9/13/18	Fri 9/14/18
160	**Internal Testing**	**18 days**	**Wed 10/3/18**	**Fri 10/26/18**
161	Job Configuration	5 days	Wed 10/3/18	Tue 10/9/18
162	Job Scheduling	3 days	Wed 10/10/18	Fri 10/12/18
163	Daily Job Execution and File Validation	2 wks	Mon 10/15/18	Fri 10/26/18
164	**UAT Testing (dependent on readiness UAT/Prod environments)**	**21 days**	**Mon 10/29/18**	**Thu 11/29/18**
165	Job Configuration and Scheduling	5 days	Mon 10/29/18	Fri 11/2/18
166	Daily Job Execution and File Validation	10 days	Mon 11/5/18	Mon 11/19/18
167	Validate input and output are identical	5 days	Tue 11/20/18	Wed 11/28/18
168	Signoffs via Stage Exit Approval (SEM-0189)	1 day	Thu 11/29/18	Thu 11/29/18
169	**Production Deployment (Go-Live)**	**16 days**	**Fri 11/30/18**	**Fri 12/21/18**
170	Job Configuration and Scheduling	10 days	Fri 11/30/18	Thu 12/13/18
171	Validate input and output are identical	5 days	Fri 12/14/18	Thu 12/20/18
172	Signoffs via Stage Exit Approval (SEM-0189)	1 day	Fri 12/21/18	Fri 12/21/18
173				
174	**Trust & Financial Services**	**258 days**	**Mon 6/25/18**	**Mon 7/8/19**
175	**Pre-Gap Analysis Preparation**	**19 days**	**Mon 6/25/18**	**Fri 7/20/18**
176	**MDOC Preparation**	**10 days**	**Mon 6/25/18**	**Mon 7/9/18**
177	SME(s) collect screenshots and reports for current system for gap analysis.	5 days	Mon 6/25/18	Fri 6/29/18

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
178	MDOC to provide full data structures of existing system to inform gap analysis.	5 days	Mon 7/2/18	Mon 7/9/18
179	Buffer time (schedule adjustments)	0 days	Mon 7/9/18	Mon 7/9/18
180	SME Pre-Gap In-Service - 3 days onsite	4 days	Tue 7/10/18	Fri 7/13/18
181	Independent Active Experimenting of base ATG Software	5 days	Mon 7/16/18	Fri 7/20/18
182	Buffer time (schedule adjustments)	0 days	Fri 7/20/18	Fri 7/20/18
183	**Gap Analysis**	**39 days**	**Mon 7/23/18**	**Fri 9/14/18**
184	**Chronologically walk through daily activities in the specific business process using the new system's capabilities.**	**4 days**	**Mon 7/23/18**	**Thu 7/26/18**
185	**Onsite for 4 days**	**4 days**	**Mon 7/23/18**	**Thu 7/26/18**
186	**Central Office Functions**	**2 days**	**Mon 7/23/18**	**Tue 7/24/18**
187	Work process/flows	4 hrs	Mon 7/23/18	Mon 7/23/18
188	Screens	1 day	Mon 7/23/18	Tue 7/24/18
189	Data from current application's screens that must be migrated.	4 hrs	Tue 7/24/18	Tue 7/24/18
190	New Permanent Interfaces (none expected)	0 days	Tue 7/24/18	Tue 7/24/18
191	New Temporary Interfaces (none expected)	0 days	Tue 7/24/18	Tue 7/24/18
192	**Institution Functions**	**1 day**	**Wed 7/25/18**	**Wed 7/25/18**
193	Work process/flows	2 hrs	Wed 7/25/18	Wed 7/25/18
194	Screens	4 hrs	Wed 7/25/18	Wed 7/25/18
195	Data from current application's screens that must be migrated.	2 hrs	Wed 7/25/18	Wed 7/25/18
196	New Permanent Interfaces (none expected)	0 days	Wed 7/25/18	Wed 7/25/18
197	New Temporary Interfaces (none expected)	0 days	Wed 7/25/18	Wed 7/25/18
198	**P&P Functions**	**1 day**	**Thu 7/26/18**	**Thu 7/26/18**
199	Work process/flows	2 hrs	Thu 7/26/18	Thu 7/26/18
200	Screens	4 hrs	Thu 7/26/18	Thu 7/26/18
201	Data from current application's screens that must be migrated.	2 hrs	Thu 7/26/18	Thu 7/26/18
202	New Permanent Interfaces (none expected)	0 days	Thu 7/26/18	Thu 7/26/18
203	New Temporary Interfaces (none expected)	0 days	Thu 7/26/18	Thu 7/26/18
204	Buffer time (schedule adjustments)	1 day	Fri 7/27/18	Fri 7/27/18
205	**Offsite Gap Analysis (Daily 2-hr teleconference calls)**	**17 days**	**Mon 7/30/18**	**Tue 8/21/18**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
206	Central Office Functions - Reports/Identify Day 1 Reports	7 days	Mon 7/30/18	Tue 8/7/18
207	Institution Functions - Reports/ Identify Day 1 Reports	5 days	Wed 8/8/18	Tue 8/14/18
208	P&P Functions - Reports/ Identify Day 1 reports	5 days	Wed 8/15/18	Tue 8/21/18
209	**Documentation**	**8 days**	**Wed 8/22/18**	**Fri 8/31/18**
210	Document the system changes to screens and reports including Day 1 Reports	5 days	Wed 8/22/18	Tue 8/28/18
211	Document fields (data) that will be migrated (hence forth called “structured data”)	1 day	Wed 8/29/18	Wed 8/29/18
212	Identify all requirements that are being delivered in this phase	1 day	Thu 8/30/18	Thu 8/30/18
213	Identify all requirements that are being delivered in future phase(s)	1 day	Fri 8/31/18	Fri 8/31/18
214	MDOC to identify and document potential policy changes	7 days	Wed 8/22/18	Thu 8/30/18
215	Identify Day 1 reports	7 days	Wed 8/22/18	Thu 8/30/18
216	**Deliver Documentation for review**	**0 days**	**Fri 8/31/18**	**Fri 8/31/18**
217	Requirements Traceability Matrix (SEM-0401)	0 days	Fri 8/31/18	Fri 8/31/18
218	Requirements Specification document (SEM-0402)	0 days	Fri 8/31/18	Fri 8/31/18
219	Functional Design Document (SEM-0501)	0 days	Fri 8/31/18	Fri 8/31/18
220	Data migration – SEM 601	0 days	Fri 8/31/18	Fri 8/31/18
221	Approval of documentation	9 days	Tue 9/4/18	Fri 9/14/18
222	Buffer time (schedule adjustments)	0 days	Fri 9/14/18	Fri 9/14/18
223	Fiscal Activities black out period	21 days	Sat 9/15/18	Mon 10/15/18
224	**Data Migration**	**54 days**	**Tue 10/16/18**	**Tue 1/8/19**
225	**Validate data to be migrated**	**4 days**	**Tue 10/16/18**	**Fri 10/19/18**
226	Validate the documented list of "structured data" that will be migrated. Confirm that all data not migrated is acceptable	2 days	Tue 10/16/18	Wed 10/17/18
227	MDOC to determine which of the not-migrated data will be extracted by MDOC as a single PDF file per offender(hence forth called “archived data”).	2 days	Thu 10/18/18	Fri 10/19/18
228	**Design mechanisms to migrate "structured data."**	**50 days**	**Mon 10/22/18**	**Tue 1/8/19**
229	Review the quality of pre-migrated data	10 days	Mon 10/22/18	Fri 11/2/18
230	Extract, cleanse, transform	20 days	Mon 11/5/18	Wed 12/5/18
231	Load, verify, -- for each import, ATG will provide record count	20 days	Thu 12/6/18	Tue 1/8/19

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
232	**Design mechanisms to migrate "archive data."**	**30 days**	**Mon 10/22/18**	**Wed 12/5/18**
233	MDOC Extract, cleanse, transform, generate PDF	20 days	Mon 10/22/18	Mon 11/19/18
234	ATG load, verify	10 days	Tue 11/20/18	Wed 12/5/18
235	Buffer time (schedule adjustments)	0 days	Tue 1/8/19	Tue 1/8/19
236	**Customizations**	**102 days**	**Mon 9/17/18**	**Fri 2/15/19**
237	Development	20 wks	Mon 9/17/18	Wed 2/13/19
238	Processing Interfaces	4 wks	Mon 9/17/18	Fri 10/12/18
239	Internal Testing	20 wks	Mon 9/17/18	Wed 2/13/19
240	**Deliver Testing Documentation**	**0 days**	**Wed 2/13/19**	**Wed 2/13/19**
241	Test Type Approach and Report (SEM-0603)	0 days	Wed 2/13/19	Wed 2/13/19
242	Test Plan (SEM - 0602)	0 days	Wed 2/13/19	Wed 2/13/19
243	Testing/Test Case (SEM - 0606) (multiple)	0 wks	Wed 2/13/19	Wed 2/13/19
244	Buffer time (schedule adjustments)	2 days	Thu 2/14/19	Fri 2/15/19
245	**UAT**	**46 days**	**Tue 2/19/19**	**Tue 4/23/19**
246	Install customized system	1 day	Tue 2/19/19	Tue 2/19/19
247	**Pre-UAT Process**	**8 days**	**Wed 2/20/19**	**Fri 3/1/19**
248	Set up Maintenance Values	2 days	Wed 2/20/19	Thu 2/21/19
249	**Migrate selected MDOC data into COMS**	**3 days**	**Wed 2/20/19**	**Fri 2/22/19**
250	Extract structured data in pre-determined structure	2 days	Wed 2/20/19	Thu 2/21/19
251	Extract archive data in PDF for document import	2 days	Wed 2/20/19	Thu 2/21/19
252	Import extracted data into COMS	1 day	Fri 2/22/19	Fri 2/22/19
253	Run reports (or predefined record counts) to determine that the correct number of records were imported.	0 days	Fri 2/22/19	Fri 2/22/19
254	Setup users w/full access to Trust & Financial Services UAT	1 day	Fri 2/22/19	Fri 2/22/19
255	SME Training on customizations (3.5 days onsite)	5 days	Mon 2/25/19	Fri 3/1/19
256	Buffer time (schedule adjustments)	0 days	Fri 3/1/19	Fri 3/1/19
257	**SME Validation**	**45 days**	**Tue 2/19/19**	**Tue 4/23/19**
258	**Validate Screens**	**40 days**	**Tue 2/19/19**	**Tue 4/16/19**
259	Validate data migrations	0 days	Tue 2/19/19	Tue 2/19/19
260	Validate archived data migrations	0 days	Tue 2/19/19	Tue 2/19/19

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
261	Validate Screen Functionality	40 days	Wed 2/20/19	Tue 4/16/19
262	Validate Work flow	40 days	Wed 2/20/19	Tue 4/16/19
263	**Validate Reports**	**40 days**	**Wed 2/20/19**	**Tue 4/16/19**
264	Validate Day-1 report changes	40 days	Wed 2/20/19	Tue 4/16/19
265	Validate Other report changes	40 days	Wed 2/20/19	Tue 4/16/19
266	Validate interfaces processing	40 days	Wed 2/20/19	Tue 4/16/19
267	Validate training documentation	5 days	Wed 4/17/19	Tue 4/23/19
268	Evaluate SME experience	2 wks	Wed 4/10/19	Tue 4/23/19
269	Deactivate unneeded maintenance values	2 wks	Wed 4/10/19	Tue 4/23/19
270	**Signoff**	**0 days**	**Tue 4/23/19**	**Tue 4/23/19**
271	Structured walkthroughs (SEM-0187)	0 days	Tue 4/23/19	Tue 4/23/19
272	Signoffs via Stage Exit Approval (SEM-0189)	0 days	Tue 4/23/19	Tue 4/23/19
273	Buffer time (schedule adjustments)	0 days	Tue 4/23/19	Tue 4/23/19
274	**Finalize Training Configuration**	**2 days**	**Tue 4/23/19**	**Thu 4/25/19**
275	Training environment setup concurrent with UAT, kept current with all system rollouts	0 days	Tue 4/23/19	Tue 4/23/19
276	**Promote UAT to Training**	**2 days**	**Wed 4/24/19**	**Thu 4/25/19**
277	Copy active maintenance values from UAT (includes security groups/roles, no users)	1 day	Wed 4/24/19	Wed 4/24/19
278	Structured Data import (N/A) using UAT files	1 day	Thu 4/25/19	Thu 4/25/19
279	Assign Training Users to security/roles	1 day	Thu 4/25/19	Thu 4/25/19
280	Buffer time (schedule adjustments)	0 days	Thu 4/25/19	Thu 4/25/19
281	**User Training**	**182 days**	**Mon 9/17/18**	**Tue 6/11/19**
282	**Scheduling Functions**	**138 days**	**Mon 9/17/18**	**Wed 4/10/19**
283	Identify and commit trainers from MDOC	5 days	Mon 9/17/18	Fri 9/21/18
284	Identify end-users to be trained by trainers via classroom setting	15 days	Mon 9/24/18	Fri 10/12/18
285	Identify end-users to be trained "on-the-job"	15 days	Mon 10/15/18	Fri 11/2/18
286	Determine # of training sessions need for central office staff	5 days	Mon 11/5/18	Fri 11/9/18
287	Determine # of training sessions needed for institution staff	5 days	Tue 11/13/18	Mon 11/19/18
288	Determine # of training sessions need for field staff (N/A)	5 days	Tue 11/20/18	Wed 11/28/18

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
289	Schedule specific users (and facilities) for training sessions	30 days	Thu 11/29/18	Tue 1/15/19
290	Communicate plan as appropriate	0 days	Wed 4/10/19	Wed 4/10/19
291	Buffer time (schedule adjustments)	3 days	Wed 4/10/19	Fri 4/12/19
292	**Train the Trainer**	**5 days**	**Mon 4/15/19**	**Fri 4/19/19**
293	Training - Central Office Functions	1 day	Mon 4/15/19	Mon 4/15/19
294	Training - Institution Functions	2 days	Tue 4/16/19	Wed 4/17/19
295	Training- P&P Functions	2 days	Thu 4/18/19	Fri 4/19/19
296	Buffer time (schedule adjustments)	0 days	Fri 4/19/19	Fri 4/19/19
297	Train Central Office Support Staff	5 days	Mon 4/22/19	Fri 4/26/19
298	**Site(s) user training**	**30 days**	**Mon 4/29/19**	**Mon 6/10/19**
299	**Pilot Site(s) User Training**	**5 days**	**Mon 4/29/19**	**Fri 5/3/19**
300	Institution Functions	5 days	Mon 4/29/19	Fri 5/3/19
301	P&P Functions	5 days	Mon 4/29/19	Fri 5/3/19
302	Evaluate Training Pilot	0 days	Fri 5/3/19	Fri 5/3/19
303	**Remaining Sites User Training**	**20 days**	**Mon 5/13/19**	**Mon 6/10/19**
304	Institution Functions	20 days	Mon 5/13/19	Mon 6/10/19
305	P&P Functions	20 days	Mon 5/13/19	Mon 6/10/19
306	Buffer time (schedule adjustments)	1 day	Tue 6/11/19	Tue 6/11/19
307	**Finalize Production Configuration**	**6 days**	**Tue 4/23/19**	**Wed 5/1/19**
308	Production environment setup concurrent with UAT, kept current with all system rollouts	0 days	Tue 4/23/19	Tue 4/23/19
309	**Promote UAT to Production**	**2 days**	**Wed 4/24/19**	**Thu 4/25/19**
310	Migrate active maintenance values from UAT to Production (includes security groups/roles, no users)	1 day	Wed 4/24/19	Wed 4/24/19
311	Assign Pilot Users to security/roles	1 day	Thu 4/25/19	Thu 4/25/19
312	Signoffs via Stage Exit Approval (SEM-0189)	0 days	Thu 4/25/19	Thu 4/25/19
313	Buffer time (schedule adjustments)	4 days	Fri 4/26/19	Wed 5/1/19
314	**Go Live - Pilot Site(s)**	**22 days**	**Wed 5/1/19**	**Mon 6/3/19**
315	**Data migration**	**0 days**	**Wed 5/1/19**	**Wed 5/1/19**
316	Structured data	0 days	Wed 5/1/19	Wed 5/1/19

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
317	Archived data	0 days	Wed 5/1/19	Wed 5/1/19
318	Confirm successful migration by generating predetermined imports counts	0 days	Wed 5/1/19	Wed 5/1/19
319	**Go Live preview by ADSS and SMEs**	**0 days**	**Wed 5/1/19**	**Wed 5/1/19**
320	Validate data migrations	0 days	Wed 5/1/19	Wed 5/1/19
321	Validate archived data migrations	0 days	Wed 5/1/19	Wed 5/1/19
322	Validate new interfaces	0 days	Wed 5/1/19	Wed 5/1/19
323	Go Live	1 day	Thu 5/2/19	Thu 5/2/19
324	Monitor user experience and system performance	19 days	Fri 5/3/19	Thu 5/30/19
325	Signoffs are required for each phase via Stage Exit Approval (SEM-0189)	0 days	Thu 5/30/19	Thu 5/30/19
326	Buffer time (schedule adjustments)	2 days	Fri 5/31/19	Mon 6/3/19
327	**Go Live - Rest of the Sites**	**21 days**	**Mon 6/3/19**	**Tue 7/2/19**
328	**Data migration**	**0 days**	**Mon 6/3/19**	**Mon 6/3/19**
329	Structured data	0 days	Mon 6/3/19	Mon 6/3/19
330	Archived data	0 days	Mon 6/3/19	Mon 6/3/19
331	Confirm successful migration by generating predetermined imports counts	0 days	Mon 6/3/19	Mon 6/3/19
332	**Go Live preview by ADSS and SMEs**	**0 days**	**Mon 6/3/19**	**Mon 6/3/19**
333	Validate data migrations	0 days	Mon 6/3/19	Mon 6/3/19
334	Validate archived data migrations	0 days	Mon 6/3/19	Mon 6/3/19
335	Verify User Security/Roles	0 days	Mon 6/3/19	Mon 6/3/19
336	Go Live	1 day	Tue 6/4/19	Tue 6/4/19
337	Monitor User Experience	4 wks	Wed 6/5/19	Tue 7/2/19
338	Signoff -SEM-0189	0 days	Tue 7/2/19	Tue 7/2/19
339	Decommission DTMB systems, as appropriate.	3 days	Wed 7/3/19	Mon 7/8/19
340				
341	**Food Service and Meal Tracking**	**218 days**	**Mon 8/27/18**	**Fri 7/12/19**
342	**Pre-Gap Analysis Preparation**	**19 days**	**Mon 8/27/18**	**Fri 9/21/18**
343	**MDOC Preparation**	**9 days**	**Mon 8/27/18**	**Fri 9/7/18**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
344	SME(s) collect screenshots and reports for current system for gap analysis.	5 days	Mon 8/27/18	Fri 8/31/18
345	MDOC to provide full data structures of existing system to inform gap analysis	5 days	Mon 8/27/18	Fri 8/31/18
346	Buffer time (schedule adjustments)	4 days	Tue 9/4/18	Fri 9/7/18
347	Pre-Gap In-Service (on-site for 3 days)	5 days	Mon 9/10/18	Fri 9/14/18
348	Independent active experimenting of base ATG software	5 days	Mon 9/17/18	Fri 9/21/18
349	**Gap Analysis**	**35 days**	**Mon 9/24/18**	**Fri 11/9/18**
350	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities**	**20 days**	**Mon 9/24/18**	**Fri 10/19/18**
351	**Onsite for 3.5 days**	**5 days**	**Mon 9/24/18**	**Fri 9/28/18**
352	Work process/flows	5 days	Mon 9/24/18	Fri 9/28/18
353	Screens	5 days	Mon 9/24/18	Fri 9/28/18
354	Reports	5 days	Mon 9/24/18	Fri 9/28/18
355	Data from current application's screens that must be migrated	5 days	Mon 9/24/18	Fri 9/28/18
356	New Permanent Interfaces (inmate demographics)	5 days	Mon 9/24/18	Fri 9/28/18
357	New Temporary Interfaces (no temporary interfaces anticipated)	5 days	Mon 9/24/18	Fri 9/28/18
358	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**15 days**	**Mon 10/1/18**	**Fri 10/19/18**
359	Work process/flow	15 days	Mon 10/1/18	Fri 10/19/18
360	Screens	15 days	Mon 10/1/18	Fri 10/19/18
361	Reports	15 days	Mon 10/1/18	Fri 10/19/18
362	Data from current application's screens that must be migrated	15 days	Mon 10/1/18	Fri 10/19/18
363	New Permanent Interfaces (inmate demographics)	15 days	Mon 10/1/18	Fri 10/19/18
364	New Temporary Interfaces (no temporary interfaces anticipated)	15 days	Mon 10/1/18	Fri 10/19/18
365	**Documentation**	**5 days**	**Mon 10/22/18**	**Fri 10/26/18**
366	Document the system changes to screens and reports	2 days	Mon 10/22/18	Tue 10/23/18
367	Document the fields (data) that will be migrated (hence forth called "structured data")	1 day	Wed 10/24/18	Wed 10/24/18
368	Identify all requirements that are being delivered in this phase	1 day	Thu 10/25/18	Thu 10/25/18
369	Identify all requirements that are being delivered in future phase(s)	1 day	Fri 10/26/18	Fri 10/26/18

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
370	Identify and document potential MDOC policy changes needed to enable MDOC adoption	4 days	Mon 10/22/18	Thu 10/25/18
371	Identify Day 1 reports	1 day	Fri 10/26/18	Fri 10/26/18
372	**Deliver Documentation for Review**	**0 days**	**Fri 10/26/18**	**Fri 10/26/18**
373	Requirements Traceability Matrix (SEM-0401)	0 days	Fri 10/26/18	Fri 10/26/18
374	Requirements Specification document (SEM-0402)	0 days	Fri 10/26/18	Fri 10/26/18
375	Functional Design Document (SEM-0501)	0 days	Fri 10/26/18	Fri 10/26/18
376	Data migration – SEM 601	0 days	Fri 10/26/18	Fri 10/26/18
377	Approval of Documentation	10 days	Mon 10/29/18	Fri 11/9/18
378	Buffer time (schedule adjustments)	0 days	Fri 11/9/18	Fri 11/9/18
379	**Customizations**	**70 days**	**Tue 11/13/18**	**Thu 2/28/19**
380	Development	12 wks	Tue 11/13/18	Wed 2/13/19
381	Internal Testing	14 wks	Tue 11/13/18	Thu 2/28/19
382	**Deliver Testing Documents**	**0 days**	**Thu 2/28/19**	**Thu 2/28/19**
383	Test Plan (SEM-0602)	0 days	Thu 2/28/19	Thu 2/28/19
384	Test Type Approach & Report (SEM-0603)	0 days	Thu 2/28/19	Thu 2/28/19
385	Test Case (SEM-0606) (multiple)	0 days	Thu 2/28/19	Thu 2/28/19
386	Buffer time (schedule adjustments)	0 days	Thu 2/28/19	Thu 2/28/19
387	**UAT**	**41 days**	**Fri 3/1/19**	**Fri 4/26/19**
388	Install customized system	1 day	Fri 3/1/19	Fri 3/1/19
389	**Pre-UAT Process**	**5 days**	**Mon 3/4/19**	**Fri 3/8/19**
390	Set up maintenance values	4 days	Mon 3/4/19	Thu 3/7/19
391	Setup users w/full access to Food Service UAT	1 day	Mon 3/4/19	Mon 3/4/19
392	SME training on customizations (3.5 days on-site)	4 days	Tue 3/5/19	Fri 3/8/19
393	Buffer time (schedule adjustments)	0 days	Fri 3/8/19	Fri 3/8/19
394	**SME Validation**	**35 days**	**Mon 3/11/19**	**Fri 4/26/19**
395	Setup Items, Recipes & Meal Plans	4 wks	Mon 3/11/19	Fri 4/5/19
396	**Validate Screens**	**30 days**	**Mon 3/11/19**	**Fri 4/19/19**
397	Validate Screen Functionality	6 wks	Mon 3/11/19	Fri 4/19/19
398	Validate Work flow	6 wks	Mon 3/11/19	Fri 4/19/19

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
399	**Validate Reports**	**30 days**	**Mon 3/11/19**	**Fri 4/19/19**
400	Validate Day-1 report changes	6 wks	Mon 3/11/19	Fri 4/19/19
401	Validate Other report changes	30 days	Mon 3/11/19	Fri 4/19/19
402	Validate new interfaces	30 days	Mon 3/11/19	Fri 4/19/19
403	Validate training documentation	5 days	Mon 4/22/19	Fri 4/26/19
404	Evaluate SME experience	2 wks	Mon 4/15/19	Fri 4/26/19
405	Deactivate unneeded maintenance values	2 wks	Mon 4/15/19	Fri 4/26/19
406	**Signoff**	**0 days**	**Fri 4/26/19**	**Fri 4/26/19**
407	Structured walkthroughs (SEM-0187)	0 days	Fri 4/26/19	Fri 4/26/19
408	Signoffs via Stage Exit Approval (SEM-0189)	0 days	Fri 4/26/19	Fri 4/26/19
409	Buffer time (schedule adjustments)	0 days	Fri 4/26/19	Fri 4/26/19
410	**Finalize Training Configuration**	**5 days**	**Fri 4/26/19**	**Fri 5/3/19**
411	Training environment setup concurrent with UAT, kept current with all system rollouts	0 days	Fri 4/26/19	Fri 4/26/19
412	**Promote UAT to Training**	**4 days**	**Fri 4/26/19**	**Thu 5/2/19**
413	Copy active maintenance values from UAT (includes security groups/roles, no users)	1 day	Mon 4/29/19	Mon 4/29/19
414	Structured Data import (N/A) using UAT files	0 days	Fri 4/26/19	Fri 4/26/19
415	Assign Training Users to security/roles	3 days	Tue 4/30/19	Thu 5/2/19
416	Buffer time (schedule adjustments)	1 day	Fri 5/3/19	Fri 5/3/19
417	**User Training**	**145 days**	**Tue 11/13/18**	**Fri 6/14/19**
418	**Scheduling Functions**	**101 days**	**Tue 11/13/18**	**Mon 4/15/19**
419	Identify and commit trainers from MDOC	4 days	Tue 11/13/18	Fri 11/16/18
420	Identify end-users to be trained by trainers via classroom setting	18 days	Mon 11/19/18	Fri 12/14/18
421	Identify end-users to be trained on-the-job	16 days	Mon 12/17/18	Fri 1/11/19
422	Determine # of training sessions need for central office staff	5 days	Mon 1/14/19	Fri 1/18/19
423	Determine # of training sessions needed for institution staff	4 days	Tue 1/22/19	Fri 1/25/19
424	Determine # of training sessions need for field staff (N/A)	5 days	Mon 1/28/19	Fri 2/1/19
425	Schedule specific users (and facilities) for training sessions	10 days	Mon 2/4/19	Fri 2/15/19
426	Communicate plan as appropriate	0 days	Mon 4/15/19	Mon 4/15/19

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
427	Train the Trainer (on-site 3.5 days)	5 days	Mon 4/8/19	Fri 4/12/19
428	Buffer time (schedule adjustments)	0 days	Fri 4/12/19	Fri 4/12/19
429	Train Central Office Support Staff	5 days	Mon 4/15/19	Fri 4/19/19
430	Pilot site(s) user training	10 days	Mon 4/22/19	Fri 5/3/19
431	Evaluate training pilot	0 days	Fri 5/3/19	Fri 5/3/19
432	Train users at rest of the sites	20 days	Fri 5/17/19	Fri 6/14/19
433	**Finalize Production Configuration**	**3 days**	**Fri 4/26/19**	**Wed 5/1/19**
434	Production environment setup concurrent with UAT, kept current with all system rollouts	0 days	Fri 4/26/19	Fri 4/26/19
435	**Promote UAT to Production**	**2 days**	**Mon 4/29/19**	**Tue 4/30/19**
436	Migrate active maintenance values from UAT to Production (includes security groups/roles, no users)	1 day	Mon 4/29/19	Mon 4/29/19
437	Assign Pilot Users to security/roles	1 day	Tue 4/30/19	Tue 4/30/19
438	Signoffs via Stage Exit Approval (SEM-0189)	0 days	Tue 4/30/19	Tue 4/30/19
439	Buffer time (schedule adjustments)	1 day	Wed 5/1/19	Wed 5/1/19
440	**Go Live @ Pilot Site(s)**	**26 days**	**Wed 5/1/19**	**Fri 6/7/19**
441	**Institution Configuration**	**5 days**	**Thu 5/2/19**	**Wed 5/8/19**
442	Finalize Meal Plan	5 days	Thu 5/2/19	Wed 5/8/19
443	**Enter Starting Inventory**	**5 days**	**Thu 5/2/19**	**Wed 5/8/19**
444	Perform physical count of existing inventory	2 days	Thu 5/2/19	Fri 5/3/19
445	Enter starting inventory numbers into new system	3 days	Mon 5/6/19	Wed 5/8/19
446	Verify user security/roles	0 days	Wed 5/1/19	Wed 5/1/19
447	**Go Live preview by ADSS and SMEs**	**0 days**	**Wed 5/8/19**	**Wed 5/8/19**
448	Validate Institution Configuration	0 days	Wed 5/8/19	Wed 5/8/19
449	Validate new interfaces	0 days	Wed 5/8/19	Wed 5/8/19
450	Go Live	1 day	Thu 5/9/19	Thu 5/9/19
451	Monitor user experience and system performance	19 days	Fri 5/10/19	Thu 6/6/19
452	Signoffs are required for each phase via Stage Exit Approval (SEM-0189)	0 days	Thu 6/6/19	Thu 6/6/19
453	Buffer time (schedule adjustments)	1 day	Fri 6/7/19	Fri 6/7/19
454	**Go Live - Rest of Sites (strategy to be driven by MDOC)**	**24 days**	**Fri 6/7/19**	**Fri 7/12/19**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
455	**Institution Configuration**	**5 days**	**Mon 6/10/19**	**Fri 6/14/19**
456	Finalize Meal Plan	5 days	Mon 6/10/19	Fri 6/14/19
457	**Enter starting inventory**	**5 days**	**Mon 6/10/19**	**Fri 6/14/19**
458	Perform physical count of existing inventory	2 days	Mon 6/10/19	Tue 6/11/19
459	Enter physical inventory numbers into new system as starting inventory	3 days	Wed 6/12/19	Fri 6/14/19
460	Verify user security/roles	0 days	Fri 6/7/19	Fri 6/7/19
461	**Go Live preview by ADSS and SMEs**	**0 days**	**Fri 6/14/19**	**Fri 6/14/19**
462	Validate Institution Configuration	0 days	Fri 6/14/19	Fri 6/14/19
463	Go Live	1 day	Mon 6/17/19	Mon 6/17/19
464	Monitor user experience and system performance	18 days	Tue 6/18/19	Fri 7/12/19
465	Signoffs are required for each phase via Stage Exit Approval (SEM-0189)	0 days	Fri 7/12/19	Fri 7/12/19
466	Decommission DTMB systems, as appropriate.	0 days	Fri 7/12/19	Fri 7/12/19
467				
468	**Medical, Pharmacy, Mental Health, Dental**	**632 days**	**Mon 9/17/18**	**Fri 4/2/21**
469	**Phase 1 - Replace NextGen**	**302 days**	**Mon 9/17/18**	**Tue 12/3/19**
470	**Gap Medical (Medical and related Pharmacy functions)**	**55 days**	**Mon 9/17/18**	**Wed 12/5/18**
471	**Pre-Gap Analysis Preparation**	**15 days**	**Mon 9/17/18**	**Fri 10/5/18**
472	**MDOC Preparation**	**5 days**	**Mon 9/17/18**	**Fri 9/21/18**
473	MDOC SME(s) collect screenshots and reports for current system for gap analysis	5 days	Mon 9/17/18	Fri 9/21/18
474	MDOC to provide full data structures of existing system to inform gap analysis	5 days	Mon 9/17/18	Fri 9/21/18
475	**Pre-Gap In-Service (on-site for 3 days)**	**4 days**	**Mon 9/24/18**	**Thu 9/27/18**
476	Preparation & Travel	1 day	Mon 9/24/18	Mon 9/24/18
477	Medical	2 days	Tue 9/25/18	Wed 9/26/18
478	Maintenance/Review	1 day	Thu 9/27/18	Thu 9/27/18
479	Independent active experimenting of base ATG software	6 days	Fri 9/28/18	Fri 10/5/18
480	**Gap Analysis**	**40 days**	**Mon 10/8/18**	**Wed 12/5/18**
481	**Onsite for 3.5 days**	**5 days**	**Mon 10/8/18**	**Fri 10/12/18**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
482	Work process/flows	5 days	Mon 10/8/18	Fri 10/12/18
483	Screens	5 days	Mon 10/8/18	Fri 10/12/18
484	Reports	5 days	Mon 10/8/18	Fri 10/12/18
485	Data from current application's screens that must be migrated	5 days	Mon 10/8/18	Fri 10/12/18
486	New Permanent Interfaces (if needed)	5 days	Mon 10/8/18	Fri 10/12/18
487	New Temporary Interfaces (if needed)	5 days	Mon 10/8/18	Fri 10/12/18
488	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**20 days**	**Mon 10/15/18**	**Fri 11/9/18**
489	Work process/flows	20 days	Mon 10/15/18	Fri 11/9/18
490	Screens	20 days	Mon 10/15/18	Fri 11/9/18
491	Reports	20 days	Mon 10/15/18	Fri 11/9/18
492	Data from current application's screens that must be migrated	20 days	Mon 10/15/18	Fri 11/9/18
493	New Permanent Interfaces (if needed)	20 days	Mon 10/15/18	Fri 11/9/18
494	New Temporary Interfaces (if needed)	20 days	Mon 10/15/18	Fri 11/9/18
495	**Documentation**	**5 days**	**Tue 11/13/18**	**Mon 11/19/18**
496	Document the system changes to screens and reports	2 days	Tue 11/13/18	Wed 11/14/18
497	Document the fields (data) that will be migrated (hence forth called “structured data”)	1 day	Thu 11/15/18	Thu 11/15/18
498	Identify all requirements that are being delivered in this phase	1 day	Fri 11/16/18	Fri 11/16/18
499	Identify all requirements that are being delivered in future phase(s)	1 day	Mon 11/19/18	Mon 11/19/18
500	Identify and document potential MDOC policy changes needed to enable MDOC adoption	4 days	Tue 11/13/18	Fri 11/16/18
501	Identify Day 1 reports	1 day	Mon 11/19/18	Mon 11/19/18
502	**Deliver Documentation for Review**	**0 days**	**Mon 11/19/18**	**Mon 11/19/18**
503	Requirements Traceability Matrix (SEM-0401)	0 days	Mon 11/19/18	Mon 11/19/18
504	Requirements Specification document (SEM-0402)	0 days	Mon 11/19/18	Mon 11/19/18
505	Functional Design Document (SEM-0501)	0 days	Mon 11/19/18	Mon 11/19/18
506	Data migration – SEM 601	0 days	Mon 11/19/18	Mon 11/19/18
507	Approval of Documentation	10 days	Tue 11/20/18	Wed 12/5/18
508	**Gap Mental Health/Dental & Interface/Conversion**	**55 days**	**Mon 10/29/18**	**Wed 1/23/19**
509	**Pre-Gap Analysis Preparation**	**15 days**	**Mon 10/29/18**	**Mon 11/19/18**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
510	**MDOC Preparation**	**5 days**	**Mon 10/29/18**	**Fri 11/2/18**
511	MDOC SME(s) collect screenshots and reports for current system for gap analysis	5 days	Mon 10/29/18	Fri 11/2/18
512	MDOC to provide full data structures of existing system to inform gap analysis	5 days	Mon 10/29/18	Fri 11/2/18
513	**Pre-Gap In-Service (on-site for 3 days)**	**4 days**	**Fri 11/2/18**	**Thu 11/8/18**
514	Buffer time (schedule adjustments)	0 days	Fri 11/2/18	Fri 11/2/18
515	Preparation & Travel	1 day	Mon 11/5/18	Mon 11/5/18
516	Dental	1 day	Tue 11/6/18	Tue 11/6/18
517	Mental Health	1 day	Wed 11/7/18	Wed 11/7/18
518	Review	1 day	Thu 11/8/18	Thu 11/8/18
519	Independent active experimenting of base ATG software	6 days	Fri 11/9/18	Mon 11/19/18
520	**Gap Analysis**	**40 days**	**Tue 11/20/18**	**Wed 1/23/19**
521	**Onsite for 3.5 days (Dental 1 day, Mental Health 2.5 days)**	**5 days**	**Tue 11/20/18**	**Wed 11/28/18**
522	Work process/flows	5 days	Tue 11/20/18	Wed 11/28/18
523	Screens	5 days	Tue 11/20/18	Wed 11/28/18
524	Reports	5 days	Tue 11/20/18	Wed 11/28/18
525	Data from current application's screens that must be migrated	5 days	Tue 11/20/18	Wed 11/28/18
526	New Permanent Interfaces (if needed)	5 days	Tue 11/20/18	Wed 11/28/18
527	New Temporary Interfaces (if needed)	5 days	Tue 11/20/18	Wed 11/28/18
528	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**20 days**	**Thu 11/29/18**	**Fri 12/28/18**
529	Work process/flows	20 days	Thu 11/29/18	Fri 12/28/18
530	Screens	20 days	Thu 11/29/18	Fri 12/28/18
531	Reports	20 days	Thu 11/29/18	Fri 12/28/18
532	Data from current application's screens that must be migrated	20 days	Thu 11/29/18	Fri 12/28/18
533	New Permanent Interfaces (if needed)	20 days	Thu 11/29/18	Fri 12/28/18
534	New Temporary Interfaces (if needed)	20 days	Thu 11/29/18	Fri 12/28/18
535	**Documentation (Daily 1 Hr Teleconference)**	**5 days**	**Wed 1/2/19**	**Tue 1/8/19**
536	Document the system changes to screens and reports	2 days	Wed 1/2/19	Thu 1/3/19

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
537	Identify and document potential MDOC policy changes needed to enable MDOC adoption	1 day	Fri 1/4/19	Fri 1/4/19
538	Document the fields (data) that will be migrated (hence forth called “structured data”)	1 day	Mon 1/7/19	Mon 1/7/19
539	Identify all requirements that are being delivered in this phase	1 day	Tue 1/8/19	Tue 1/8/19
540	Identify all requirements that are being delivered in future phase(s)	4 days	Wed 1/2/19	Mon 1/7/19
541	Identify Day 1 reports	1 day	Wed 1/2/19	Wed 1/2/19
542	**Deliver Documentation for Review**	**0 days**	**Tue 1/8/19**	**Tue 1/8/19**
543	Requirements Traceability Matrix (SEM-0401)	0 days	Tue 1/8/19	Tue 1/8/19
544	Requirements Specification document (SEM-0402)	0 days	Tue 1/8/19	Tue 1/8/19
545	Functional Design Document (SEM-0501)	0 days	Tue 1/8/19	Tue 1/8/19
546	Data migration – SEM 601	0 days	Tue 1/8/19	Tue 1/8/19
547	Approval of Documentation	10 days	Wed 1/9/19	Wed 1/23/19
548	**Data Migration**	**85 days**	**Thu 1/24/19**	**Thu 5/23/19**
549	**Validate Data to be Migrated**	**15 days**	**Thu 1/24/19**	**Wed 2/13/19**
550	Validate the documented list of "structured" data that will be migrated. Confirm that all data not migrated is acceptable	15 days	Thu 1/24/19	Wed 2/13/19
551	MDOC to determine which of the not-migrated data will be extracted by MDOC as PDF files (hence forth called “archived data”), and subsequently uploaded into COMS document store	15 days	Thu 1/24/19	Wed 2/13/19
552	**Design mechanisms to migrate "structured data."**	**70 days**	**Thu 2/14/19**	**Thu 5/23/19**
553	Review the quality of pre-migrated data	3 wks	Thu 2/14/19	Thu 3/7/19
554	Extract, cleanse, transform	4 wks	Fri 3/8/19	Thu 4/4/19
555	Load, verify, -- for each import, ATG will provide record count	7 wks	Fri 4/5/19	Thu 5/23/19
556	**Design mechanisms to migrate "archived data."**	**70 days**	**Thu 2/14/19**	**Thu 5/23/19**
557	Extract, cleanse, transform, generate PDF	10 wks	Thu 2/14/19	Thu 4/25/19
558	Load, verify	4 wks	Fri 4/26/19	Thu 5/23/19
559	**Customizations/Configurations**	**110 days**	**Thu 1/24/19**	**Fri 6/28/19**
560	Development	20 wks	Thu 1/24/19	Fri 6/14/19
561	Internal Testing	22 wks	Thu 1/24/19	Fri 6/28/19
562	**Deliver Testing Documents**	**0 days**	**Fri 6/28/19**	**Fri 6/28/19**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
563	Test Plan (SEM-0602)	0 days	Fri 6/28/19	Fri 6/28/19
564	Test Type Approach & Report (SEM-0603)	0 days	Fri 6/28/19	Fri 6/28/19
565	Test Case (SEM-0606) (multiple)	0 days	Fri 6/28/19	Fri 6/28/19
566	**UAT**	**56 days**	**Mon 7/1/19**	**Wed 9/18/19**
567	Install customized system	1 day	Mon 7/1/19	Mon 7/1/19
568	**Pre-UAT Process**	**10 days**	**Mon 7/1/19**	**Mon 7/15/19**
569	Setup maintenance values	4 days	Tue 7/2/19	Mon 7/8/19
570	**Migrate selected data into COMS**	**6 days**	**Tue 7/2/19**	**Wed 7/10/19**
571	MDOC to extract structure data in pre-determined structure	1 day	Tue 7/2/19	Tue 7/2/19
572	MDOC to extract archive data in PDF for document import	1 day	Tue 7/2/19	Tue 7/2/19
573	Import extracted data into COMS	2 days	Tue 7/9/19	Wed 7/10/19
574	Run reports (or predefined record counts) to determine that the correct number of records were imported.	0 days	Wed 7/10/19	Wed 7/10/19
575	Setup users with full access to Medical UAT	2 days	Mon 7/1/19	Tue 7/2/19
576	Buffer time (schedule adjustments)	4 days	Wed 7/3/19	Tue 7/9/19
577	SME In-Service on customizations (2 days)	2 days	Wed 7/10/19	Thu 7/11/19
578	SME In-Service on customizations (2 days)	2 days	Fri 7/12/19	Mon 7/15/19
579	**SME Validation**	**45 days**	**Tue 7/16/19**	**Tue 9/17/19**
580	**Validate Screens**	**40 days**	**Tue 7/16/19**	**Tue 9/10/19**
581	Validate data migrations	8 wks	Tue 7/16/19	Tue 9/10/19
582	Validate archived data migrations	8 wks	Tue 7/16/19	Tue 9/10/19
583	Validate Screen Functionality	8 wks	Tue 7/16/19	Tue 9/10/19
584	Validate Work flow	8 wks	Tue 7/16/19	Tue 9/10/19
585	**Validate Reports**	**40 days**	**Tue 7/16/19**	**Tue 9/10/19**
586	Validate Day-1 report changes	8 wks	Tue 7/16/19	Tue 9/10/19
587	Validate Other report changes	8 wks	Tue 7/16/19	Tue 9/10/19
588	Validate Interfaces	8 wks	Tue 7/16/19	Tue 9/10/19
589	Validate training documentation	5 days	Wed 9/11/19	Tue 9/17/19
590	Evaluate SME experience	2 wks	Wed 9/4/19	Tue 9/17/19
591	Deactivate unneeded maintenance values	2 days	Wed 9/4/19	Thu 9/5/19

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
592	**Signoff**	**0 days**	**Tue 9/17/19**	**Tue 9/17/19**
593	Structured walkthroughs (SEM-0187)	0 wks	Tue 9/17/19	Tue 9/17/19
594	Signoffs via Stage Exit Approval (SEM-0189)	0 wks	Tue 9/17/19	Tue 9/17/19
595	buffer time (schedule adjustments)	1 day	Wed 9/18/19	Wed 9/18/19
596	**Finalize Training Configuration**	**5 days**	**Wed 9/18/19**	**Wed 9/25/19**
597	Training environment setup concurrent with UAT, kept current with all system rollouts	0 days	Wed 9/18/19	Wed 9/18/19
598	**Promote UAT to Training**	**1 day**	**Thu 9/19/19**	**Thu 9/19/19**
599	Copy active maintenance values from UAT to Training (includes security groups/roles, no users)	1 day	Thu 9/19/19	Thu 9/19/19
600	Structured Data import using UAT files	1 day	Thu 9/19/19	Thu 9/19/19
601	Assign Training Users to security/roles	1 day	Thu 9/19/19	Thu 9/19/19
602	Buffer time (schedule adjustments)	4 days	Fri 9/20/19	Wed 9/25/19
603	**User Training**	**190 days**	**Thu 1/24/19**	**Tue 10/22/19**
604	**Scheduling Functions**	**156 days**	**Thu 1/24/19**	**Thu 9/5/19**
605	Identify and commit trainers from MDOC	5 days	Thu 1/24/19	Wed 1/30/19
606	Identify end-users to be trained by trainers via classroom setting	15 days	Thu 1/31/19	Thu 2/21/19
607	Identify end-users to be trained "on-the-job"	15 days	Fri 2/22/19	Thu 3/14/19
608	Determine # of training sessions need for central office staff	5 days	Fri 3/15/19	Thu 3/21/19
609	Determine # of training sessions needed for institution staff	5 days	Fri 3/22/19	Thu 3/28/19
610	Determine # of training sessions need for field staff (N/A)	5 days	Fri 3/29/19	Thu 4/4/19
611	Schedule specific users (and facilities) for training sessions	10 days	Fri 4/5/19	Thu 4/18/19
612	Communicate plan as appropriate	0 days	Thu 9/5/19	Thu 9/5/19
613	Train the Trainer 1 (6 days)	10 days	Tue 8/20/19	Tue 9/3/19
614	Train the Trainer 2 (6 days)	10 days	Wed 9/11/19	Tue 9/24/19
615	Train Central Office Support Staff	5 days	Thu 9/5/19	Wed 9/11/19
616	Pilot site(s) user training	5 days	Thu 9/12/19	Wed 9/18/19
617	Evaluate training pilot	0 days	Wed 9/18/19	Wed 9/18/19
618	Train users at rest of sites	20 days	Wed 9/25/19	Tue 10/22/19
619	**Finalize Production Configuration**	**4 days**	**Wed 9/18/19**	**Tue 9/24/19**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
620	Production environment setup concurrent with UAT, kept current with all system rollouts	0 days	Wed 9/18/19	Wed 9/18/19
621	**Promote UAT to Production**	**2 days**	**Thu 9/19/19**	**Fri 9/20/19**
622	Migrate active maintenance values from UAT to Production (includes security groups/roles, no users)	1 day	Thu 9/19/19	Thu 9/19/19
623	Assign Pilot Users to security/roles	1 day	Fri 9/20/19	Fri 9/20/19
624	Signoffs via Stage Exit Approval (SEM-0189)	0 days	Fri 9/20/19	Fri 9/20/19
625	Buffer time (schedule adjustments)	2 days	Mon 9/23/19	Tue 9/24/19
626	**Go Live - Pilot Site(s)**	**23 days**	**Tue 9/24/19**	**Fri 10/25/19**
627	buffer time (schedule adjustments)	3 days	Wed 9/25/19	Fri 9/27/19
628	**Data migration -- pilot site(s) offender data from MDOC to ATG**	**0 days**	**Fri 9/27/19**	**Fri 9/27/19**
629	Structured data	0 days	Fri 9/27/19	Fri 9/27/19
630	Archived data	0 days	Fri 9/27/19	Fri 9/27/19
631	Confirm successful migration by generating predetermined import counts	0 days	Fri 9/27/19	Fri 9/27/19
632	Verify user security/roles	0 days	Tue 9/24/19	Tue 9/24/19
633	**Go Live preview by ADSS and SMEs**	**0 days**	**Fri 9/27/19**	**Fri 9/27/19**
634	Validate data migrations	0 days	Fri 9/27/19	Fri 9/27/19
635	Validate archived data migrations	0 days	Fri 9/27/19	Fri 9/27/19
636	Validate Interfaces	0 days	Fri 9/27/19	Fri 9/27/19
637	Go Live	1 day	Mon 9/30/19	Mon 9/30/19
638	Monitor user experience and system performance	19 days	Tue 10/1/19	Fri 10/25/19
639	Signoffs are required for each phase via Stage Exit Approval (SEM-0189)	0 days	Fri 10/25/19	Fri 10/25/19
640	**Go Live - Rest of Sites**	**24 days**	**Fri 10/25/19**	**Tue 12/3/19**
641	Buffer time (schedule adjustments)	4 days	Mon 10/28/19	Thu 10/31/19
642	**Data migration -- pilot site(s) offender data from MDOC to ATG**	**0 days**	**Thu 10/31/19**	**Thu 10/31/19**
643	Structured data	0 days	Thu 10/31/19	Thu 10/31/19
644	Archived data	0 days	Thu 10/31/19	Thu 10/31/19
645	Confirm successful migration by generating predetermined import counts	0 days	Thu 10/31/19	Thu 10/31/19

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
646	Verify user security/roles	0 days	Fri 10/25/19	Fri 10/25/19
647	**Go Live preview by ADSS and SMEs**	**0 days**	**Thu 10/31/19**	**Thu 10/31/19**
648	Validate data migrations	0 days	Thu 10/31/19	Thu 10/31/19
649	Validate archived data migrations	0 days	Thu 10/31/19	Thu 10/31/19
650	Go Live	1 day	Fri 11/1/19	Fri 11/1/19
651	Monitor user experience and system performance	19 days	Mon 11/4/19	Tue 12/3/19
652	Signoffs are required for each phase via Stage Exit Approval (SEM-0189)	0 days	Tue 12/3/19	Tue 12/3/19
653	**Phase 2 - Requirements not delivered in initial phase.**	**214 days**	**Wed 12/4/19**	**Fri 10/9/20**
654	Need Analysis	15 days	Wed 12/4/19	Thu 12/26/19
655	Development	16 wks	Fri 12/27/19	Wed 4/22/20
656	Internal Testing	18 wks	Thu 4/23/20	Fri 8/28/20
657	SME In-Service (2 days)	4 days	Mon 8/31/20	Thu 9/3/20
658	UAT	4 wks	Fri 9/4/20	Fri 10/2/20
659	Train the Trainer (2 days)	5 days	Mon 10/5/20	Fri 10/9/20
660	Rollout	0 mons	Fri 10/9/20	Fri 10/9/20
661	**Phase 3 - Leverage new case management system features**	**116 days**	**Mon 10/12/20**	**Fri 4/2/21**
662	Need Analysis	15 days	Mon 10/12/20	Fri 10/30/20
663	Customization/Development	6 wks	Mon 11/2/20	Wed 12/16/20
664	Internal Testing	41 days	Thu 12/17/20	Fri 2/19/21
665	SME In-Service (2 days)	5 days	Mon 2/22/21	Fri 2/26/21
666	UAT	4 wks	Mon 3/1/21	Fri 3/26/21
667	Train the Trainer (2 days)	5 days	Mon 3/29/21	Fri 4/2/21
668	Rollout	0 days	Fri 4/2/21	Fri 4/2/21
669	Decommission NextGen systems, as appropriate.	0 days	Tue 12/3/19	Tue 12/3/19
670				
671	**Case Management**	**1067 days**	**Mon 6/25/18**	**Mon 10/3/22**
672	**Phase 1 - Parole Board Services & FOA**	**361 days**	**Mon 6/25/18**	**Wed 12/4/19**
673	**Parole Board Services**	**173 days**	**Mon 6/25/18**	**Thu 3/7/19**
674	**Gap Analysis**	**63 days**	**Mon 6/25/18**	**Fri 9/21/18**
675	**Pre-Gap Analysis Preparation**	**19 days**	**Mon 6/25/18**	**Fri 7/20/18**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
676	**MDOC Preparation**	**5 days**	**Mon 6/25/18**	**Fri 6/29/18**
677	MDOC SME(s) collect screenshots and reports for current system for gap analysis.	5 days	Mon 6/25/18	Fri 6/29/18
678	MDOC to provide full data structures of existing system to inform gap analysis.	5 days	Mon 6/25/18	Fri 6/29/18
679	Buffer time (schedule adjustments) - July 4 Holiday	4 days	Mon 7/2/18	Fri 7/6/18
680	Pre-Gap In-Service (On-site 2 Days)	5 days	Mon 7/9/18	Fri 7/13/18
681	Independent active experimenting of base ATG software	5 days	Mon 7/16/18	Fri 7/20/18
682	**Gap Analysis - Parole Board Services (Reception to Prescreening, Screening and Votes)**	**15 days**	**Mon 7/23/18**	**Fri 8/10/18**
683	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**15 days**	**Mon 7/23/18**	**Fri 8/10/18**
684	**Onsite for 3.5 days**	**5 days**	**Mon 7/23/18**	**Fri 7/27/18**
685	Work process/flows	5 days	Mon 7/23/18	Fri 7/27/18
686	Screens	5 days	Mon 7/23/18	Fri 7/27/18
687	Reports	5 days	Mon 7/23/18	Fri 7/27/18
688	Data from current application's screens that must be migrated	5 days	Mon 7/23/18	Fri 7/27/18
689	New Permanent Interfaces (if needed)	5 days	Mon 7/23/18	Fri 7/27/18
690	New Temporary Interfaces (if needed)	5 days	Mon 7/23/18	Fri 7/27/18
691	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**10 days**	**Mon 7/30/18**	**Fri 8/10/18**
692	Work process/flows	10 days	Mon 7/30/18	Fri 8/10/18
693	Screens	10 days	Mon 7/30/18	Fri 8/10/18
694	Reports	10 days	Mon 7/30/18	Fri 8/10/18
695	Data from current application's screens that must be migrated	10 days	Mon 7/30/18	Fri 8/10/18
696	New Permanent Interfaces (if needed)	10 days	Mon 7/30/18	Fri 8/10/18
697	New Temporary Interfaces (if needed)	10 days	Mon 7/30/18	Fri 8/10/18
698	**Gap Analysis - Parole Board Services (Lifers, Parole Release, Deferrals and Suspend/Rescind)**	**15 days**	**Mon 8/13/18**	**Fri 8/31/18**
699	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**15 days**	**Mon 8/13/18**	**Fri 8/31/18**
700	**Onsite for 3.5 days**	**5 days**	**Mon 8/13/18**	**Fri 8/17/18**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
701	Work process/flows	5 days	Mon 8/13/18	Fri 8/17/18
702	Screens	5 days	Mon 8/13/18	Fri 8/17/18
703	Reports	5 days	Mon 8/13/18	Fri 8/17/18
704	Data from current application's screens that must be migrated	5 days	Mon 8/13/18	Fri 8/17/18
705	New Permanent Interfaces (if needed)	5 days	Mon 8/13/18	Fri 8/17/18
706	New Temporary Interfaces (if needed)	5 days	Mon 8/13/18	Fri 8/17/18
707	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**10 days**	**Mon 8/20/18**	**Fri 8/31/18**
708	Work process/flows	10 days	Mon 8/20/18	Fri 8/31/18
709	Screens	10 days	Mon 8/20/18	Fri 8/31/18
710	Reports	10 days	Mon 8/20/18	Fri 8/31/18
711	Data from current application's screens that must be migrated	10 days	Mon 8/20/18	Fri 8/31/18
712	New Permanent Interfaces (if needed)	10 days	Mon 8/20/18	Fri 8/31/18
713	New Temporary Interfaces (if needed)	10 days	Mon 8/20/18	Fri 8/31/18
714	**Documentation**	**4 days**	**Tue 9/4/18**	**Fri 9/7/18**
715	Document the system changes to screens and reports	2 days	Tue 9/4/18	Wed 9/5/18
716	Document the fields (data) that will be migrated (hence forth called “structured data”)	1 day	Thu 9/6/18	Thu 9/6/18
717	Identify all requirements that are being delivered in this phase	1 day	Fri 9/7/18	Fri 9/7/18
718	Identify all requirements that are being delivered in future phase(s)	1 day	Fri 9/7/18	Fri 9/7/18
719	Identify and document potential MDOC policy changes needed to enable MDOC adoption	4 days	Tue 9/4/18	Fri 9/7/18
720	Identify Day 1 reports	1 day	Tue 9/4/18	Tue 9/4/18
721	**Deliver Documentation for Review**	**0 days**	**Fri 9/7/18**	**Fri 9/7/18**
722	Requirements Traceability Matrix (SEM-0401)	0 days	Fri 9/7/18	Fri 9/7/18
723	Requirements Specification document (SEM-0402)	0 days	Fri 9/7/18	Fri 9/7/18
724	Functional Design Document (SEM-0501)	0 days	Fri 9/7/18	Fri 9/7/18
725	Data migration – SEM 601	0 days	Fri 9/7/18	Fri 9/7/18
726	Approval of Documentation	10 days	Mon 9/10/18	Fri 9/21/18
727	Buffer time (schedule adjustments)	0 days	Fri 9/21/18	Fri 9/21/18
728	**Data Migration**	**95 days**	**Mon 9/24/18**	**Wed 2/13/19**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
729	**Validate Data to be Migrated**	**15 days**	**Mon 9/24/18**	**Fri 10/12/18**
730	Validate the documented list of "structured data" that will be migrated. Confirm that all data not migrated is acceptable	15 days	Mon 9/24/18	Fri 10/12/18
731	MDOC to determine which of the not-migrated data will be extracted by MDOC as PDF files (hence forth called “archived data”) and subsequently uploaded into COMS document store	15 days	Mon 9/24/18	Fri 10/12/18
732	**Design mechanisms to migrate "structured data."**	**80 days**	**Mon 10/15/18**	**Wed 2/13/19**
733	Review the quality of pre-migrated data	4 wks	Mon 10/15/18	Fri 11/9/18
734	Extract, cleanse, transform	6 wks	Tue 11/13/18	Fri 12/28/18
735	Load, verify -- for each import, ATG will provide record count	6 wks	Wed 1/2/19	Wed 2/13/19
736	**Design mechanisms to migrate "archive data."**	**80 days**	**Mon 10/15/18**	**Wed 2/13/19**
737	MDOC Extract, cleanse, transform, generate PDF	12 wks	Mon 10/15/18	Tue 1/15/19
738	ATG load, verify	4 wks	Wed 1/16/19	Wed 2/13/19
739	**Customizations**	**110 days**	**Mon 9/24/18**	**Thu 3/7/19**
740	Development	20 wks	Mon 9/24/18	Thu 2/21/19
741	Internal Testing	22 wks	Mon 9/24/18	Thu 3/7/19
742	Buffer time (schedule adjustments)	0 days	Thu 3/7/19	Thu 3/7/19
743	**Deliver Testing Documents**	**0 days**	**Thu 3/7/19**	**Thu 3/7/19**
744	Test Plan (SEM-0602)	0 days	Thu 3/7/19	Thu 3/7/19
745	Test Type Approach & Report (SEM-0603)	0 days	Thu 3/7/19	Thu 3/7/19
746	Test Case (SEM-0606) (multiple)	0 days	Thu 3/7/19	Thu 3/7/19
747				
748	**FOA**	**202 days**	**Mon 9/10/18**	**Tue 7/2/19**
749	**Gap Analysis**	**94 days**	**Mon 9/10/18**	**Tue 1/29/19**
750	**Pre-Gap Analysis Preparation**	**15 days**	**Mon 9/10/18**	**Fri 9/28/18**
751	**MDOC Preparation**	**5 days**	**Mon 9/10/18**	**Fri 9/14/18**
752	MDOC SME(s) collect screenshots and reports for current system for gap analysis.	5 days	Mon 9/10/18	Fri 9/14/18
753	MDOC to provide full data structures of existing system to inform gap analysis.	5 days	Mon 9/10/18	Fri 9/14/18
754	Pre-Gap In-Service (On-site 4 Days)	5 days	Mon 9/17/18	Fri 9/21/18

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
755	Independent active experimenting of base ATG software	5 days	Mon 9/24/18	Fri 9/28/18
756	**Gap Analysis - FOA Field Operations Administration (PSI, Intake, Supervision Statuses, Charges/Sentences, Caseload Management, Supervision Schedules, Case Notes)**	**20 days**	**Mon 10/1/18**	**Fri 10/26/18**
757	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**20 days**	**Mon 10/1/18**	**Fri 10/26/18**
758	**Onsite for 3.5 days**	**5 days**	**Mon 10/1/18**	**Fri 10/5/18**
759	Work process/flows	5 days	Mon 10/1/18	Fri 10/5/18
760	Screens	5 days	Mon 10/1/18	Fri 10/5/18
761	Reports	5 days	Mon 10/1/18	Fri 10/5/18
762	Data from current application's screens that must be migrated	5 days	Mon 10/1/18	Fri 10/5/18
763	New Permanent Interfaces (if needed)	5 days	Mon 10/1/18	Fri 10/5/18
764	New Temporary Interfaces (if needed)	5 days	Mon 10/1/18	Fri 10/5/18
765	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**15 days**	**Mon 10/8/18**	**Fri 10/26/18**
766	Work process/flows	15 days	Mon 10/8/18	Fri 10/26/18
767	Screens	15 days	Mon 10/8/18	Fri 10/26/18
768	Reports	15 days	Mon 10/8/18	Fri 10/26/18
769	Data from current application's screens that must be migrated	15 days	Mon 10/8/18	Fri 10/26/18
770	New Permanent Interfaces (if needed)	15 days	Mon 10/8/18	Fri 10/26/18
771	New Temporary Interfaces (if needed)	15 days	Mon 10/8/18	Fri 10/26/18
772	**Gap Analysis - FOA Field Operations Administration (Treatment, Transfers, Workload Points, Audits, Offender Rules)**	**19 days**	**Mon 10/22/18**	**Fri 11/16/18**
773	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**19 days**	**Mon 10/22/18**	**Fri 11/16/18**
774	**Onsite for 3.5 days**	**5 days**	**Mon 10/22/18**	**Fri 10/26/18**
775	Work process/flows	5 days	Mon 10/22/18	Fri 10/26/18
776	Screens	5 days	Mon 10/22/18	Fri 10/26/18
777	Reports	5 days	Mon 10/22/18	Fri 10/26/18
778	Data from current application's screens that must be migrated	5 days	Mon 10/22/18	Fri 10/26/18
779	New Permanent Interfaces (if needed)	5 days	Mon 10/22/18	Fri 10/26/18
780	New Temporary Interfaces (if needed)	5 days	Mon 10/22/18	Fri 10/26/18

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
781	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**14 days**	**Mon 10/29/18**	**Fri 11/16/18**
782	Work process/flows	14 days	Mon 10/29/18	Fri 11/16/18
783	Screens	14 days	Mon 10/29/18	Fri 11/16/18
784	Reports	14 days	Mon 10/29/18	Fri 11/16/18
785	Data from current application's screens that must be migrated	14 days	Mon 10/29/18	Fri 11/16/18
786	New Permanent Interfaces (if needed)	14 days	Mon 10/29/18	Fri 11/16/18
787	New Temporary Interfaces (if needed)	14 days	Mon 10/29/18	Fri 11/16/18
788	**Gap Analysis - FOA Field Operations Administration (Community Corrections, Parole/Probation Violations, Intensive Detention Reentry, Interstate Compact)**	**17 days**	**Mon 11/5/18**	**Fri 11/30/18**
789	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**17 days**	**Mon 11/5/18**	**Fri 11/30/18**
790	**Onsite for 3.5 days**	**5 days**	**Mon 11/5/18**	**Fri 11/9/18**
791	Work process/flows	5 days	Mon 11/5/18	Fri 11/9/18
792	Screens	5 days	Mon 11/5/18	Fri 11/9/18
793	Reports	5 days	Mon 11/5/18	Fri 11/9/18
794	Data from current application's screens that must be migrated	5 days	Mon 11/5/18	Fri 11/9/18
795	New Permanent Interfaces (if needed)	5 days	Mon 11/5/18	Fri 11/9/18
796	New Temporary Interfaces (if needed)	5 days	Mon 11/5/18	Fri 11/9/18
797	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**12 days**	**Tue 11/13/18**	**Fri 11/30/18**
798	Work process/flows	12 days	Tue 11/13/18	Fri 11/30/18
799	Screens	12 days	Tue 11/13/18	Fri 11/30/18
800	Reports	12 days	Tue 11/13/18	Fri 11/30/18
801	Data from current application's screens that must be migrated	12 days	Tue 11/13/18	Fri 11/30/18
802	New Permanent Interfaces (if needed)	12 days	Tue 11/13/18	Fri 11/30/18
803	New Temporary Interfaces (if needed)	12 days	Tue 11/13/18	Fri 11/30/18
804	**Gap Analysis - FOA Field Operations Administration (Parole Discharge, Sex Offender Supervision, Electronic Monitoring, Absconder Recovery Unit)**	**15 days**	**Mon 12/3/18**	**Fri 12/21/18**
805	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**15 days**	**Mon 12/3/18**	**Fri 12/21/18**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
806	**Onsite for 3.5 days**	**5 days**	**Mon 12/3/18**	**Fri 12/7/18**
807	Work process/flows	5 days	Mon 12/3/18	Fri 12/7/18
808	Screens	5 days	Mon 12/3/18	Fri 12/7/18
809	Reports	5 days	Mon 12/3/18	Fri 12/7/18
810	Data from current application's screens that must be migrated	5 days	Mon 12/3/18	Fri 12/7/18
811	New Permanent Interfaces (if needed)	5 days	Mon 12/3/18	Fri 12/7/18
812	New Temporary Interfaces (if needed)	5 days	Mon 12/3/18	Fri 12/7/18
813	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**10 days**	**Mon 12/10/18**	**Fri 12/21/18**
814	Work process/flows	10 days	Mon 12/10/18	Fri 12/21/18
815	Screens	10 days	Mon 12/10/18	Fri 12/21/18
816	Reports	10 days	Mon 12/10/18	Fri 12/21/18
817	Data from current application's screens that must be migrated	10 days	Mon 12/10/18	Fri 12/21/18
818	New Permanent Interfaces (if needed)	10 days	Mon 12/10/18	Fri 12/21/18
819	New Temporary Interfaces (if needed)	10 days	Mon 12/10/18	Fri 12/21/18
820	Buffer time (schedule adjustments)	6 days	Wed 12/26/18	Fri 1/4/19
821	**Documentation**	**5 days**	**Mon 1/7/19**	**Fri 1/11/19**
822	Document the system changes to screens and reports	2 days	Mon 1/7/19	Tue 1/8/19
823	Document the fields (data) that will be migrated (hence forth called “structured data”)	1 day	Wed 1/9/19	Wed 1/9/19
824	Identify all requirements that are being delivered in this phase	1 day	Thu 1/10/19	Thu 1/10/19
825	Identify all requirements that are being delivered in future phase(s)	1 day	Fri 1/11/19	Fri 1/11/19
826	Identify and document potential MDOC policy changes needed to enable MDOC adoption	4 days	Mon 1/7/19	Thu 1/10/19
827	Identify Day 1 reports	1 day	Fri 1/11/19	Fri 1/11/19
828	**Deliver Documentation for Review**	**0 days**	**Fri 1/11/19**	**Fri 1/11/19**
829	Requirements Traceability Matrix (SEM-0401)	0 days	Fri 1/11/19	Fri 1/11/19
830	Requirements Specification document (SEM-0402)	0 days	Fri 1/11/19	Fri 1/11/19
831	Functional Design Document (SEM-0501)	0 days	Fri 1/11/19	Fri 1/11/19
832	Data migration – SEM 601	0 days	Fri 1/11/19	Fri 1/11/19
833	Approval of Documentation	11 days	Mon 1/14/19	Tue 1/29/19

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
834	**Data Migration**	**95 days**	**Wed 1/30/19**	**Thu 6/13/19**
835	**Validate Data to be Migrated**	**15 days**	**Wed 1/30/19**	**Wed 2/20/19**
836	Validate the documented list of data that will be migrated. Confirm that all data not migrated is acceptable	15 days	Wed 1/30/19	Wed 2/20/19
837	MDOC to determine which of the not-migrated data will be extracted by MDOC as PDF files (hence forth called “archived data”) and subsequently uploaded into COMS document store	15 days	Wed 1/30/19	Wed 2/20/19
838	**Design mechanisms to migrate "structured data."**	**80 days**	**Thu 2/21/19**	**Thu 6/13/19**
839	Review the quality of pre-migrated data	4 wks	Thu 2/21/19	Wed 3/20/19
840	Extract, cleanse, transform	6 wks	Thu 3/21/19	Wed 5/1/19
841	Load, verify -- for each import, ATG will provide record count	6 wks	Thu 5/2/19	Thu 6/13/19
842	**Design mechanisms to migrate "archive data."**	**80 days**	**Thu 2/21/19**	**Thu 6/13/19**
843	MDOC Extract, cleanse, transform, generate PDF	12 wks	Thu 2/21/19	Wed 5/15/19
844	ATG load, verify	4 wks	Thu 5/16/19	Thu 6/13/19
845	**Customizations**	**108 days**	**Wed 1/30/19**	**Tue 7/2/19**
846	Development	19 wks	Wed 1/30/19	Thu 6/13/19
847	Internal Testing	21 wks	Wed 1/30/19	Thu 6/27/19
848	Buffer time (schedule adjustments)	3 days	Fri 6/28/19	Tue 7/2/19
849	**Deliver Testing Documents**	**0 days**	**Tue 7/2/19**	**Tue 7/2/19**
850	Test Plan (SEM-0602)	0 days	Tue 7/2/19	Tue 7/2/19
851	Test Type Approach & Report (SEM-0603)	0 days	Tue 7/2/19	Tue 7/2/19
852	Test Case (SEM-0606) (multiple)	0 days	Tue 7/2/19	Tue 7/2/19
853	**UAT**	**61 days**	**Wed 7/3/19**	**Fri 9/27/19**
854	Install customized system	1 day	Wed 7/3/19	Wed 7/3/19
855	**Pre-UAT Process**	**16 days**	**Fri 7/5/19**	**Fri 7/26/19**
856	Set up maintenance values	4 days	Fri 7/5/19	Wed 7/10/19
857	**Migrate selected MDOC data into COMS**	**6 days**	**Fri 7/5/19**	**Fri 7/12/19**
858	MDOC to extract structure data in pre-determined structure	1 day	Fri 7/5/19	Fri 7/5/19
859	MDOC to extract archive data in PDF for document import	1 day	Fri 7/5/19	Fri 7/5/19
860	Import extracted data into COMS	2 days	Thu 7/11/19	Fri 7/12/19

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
861	Run reports (or predefined record counts) to determine that the correct number of records were imported.	0 days	Fri 7/12/19	Fri 7/12/19
862	Setup users with full access to Case Management UAT	2 days	Fri 7/5/19	Mon 7/8/19
863	Buffer time (scheduling updates)	4 days	Tue 7/9/19	Fri 7/12/19
864	SME training on customizations - BOP (1 day)	2 days	Mon 7/15/19	Tue 7/16/19
865	SME training on customizations - FOA (2 days)	2 days	Wed 7/17/19	Thu 7/18/19
866	Buffer time (scheduling updates)	1 day	Fri 7/19/19	Fri 7/19/19
867	SME training on customizations - FOA (3 days)	2 days	Mon 7/22/19	Tue 7/23/19
868	Buffer time (schedule adjustments)	3 days	Wed 7/24/19	Fri 7/26/19
869	**SME Validation**	**44 days**	**Mon 7/29/19**	**Fri 9/27/19**
870	**Validate Screens**	**40 days**	**Mon 7/29/19**	**Mon 9/23/19**
871	Validate data migrations	8 wks	Mon 7/29/19	Mon 9/23/19
872	Validate archived data migrations	8 wks	Mon 7/29/19	Mon 9/23/19
873	Validate Screen Functionality	8 wks	Mon 7/29/19	Mon 9/23/19
874	Validate Work flow	8 wks	Mon 7/29/19	Mon 9/23/19
875	**Validate Reports**	**40 days**	**Mon 7/29/19**	**Mon 9/23/19**
876	Validate Day-1 report changes	8 wks	Mon 7/29/19	Mon 9/23/19
877	Validate Other report changes	8 wks	Mon 7/29/19	Mon 9/23/19
878	Validate new interfaces	8 wks	Mon 7/29/19	Mon 9/23/19
879	Validate training documentation	4 days	Tue 9/24/19	Fri 9/27/19
880	Evaluate SME experience	2 wks	Mon 9/16/19	Fri 9/27/19
881	Deactivate unneeded maintenance values	2 wks	Mon 9/16/19	Fri 9/27/19
882	**Signoff**	**0 days**	**Fri 9/27/19**	**Fri 9/27/19**
883	Structured walkthroughs (SEM-0187)	0 days	Fri 9/27/19	Fri 9/27/19
884	Signoffs via Stage Exit Approval (SEM-0189)	0 days	Fri 9/27/19	Fri 9/27/19
885	Buffer time (schedule adjustments)	0 days	Fri 9/27/19	Fri 9/27/19
886	**Finalize Training Configuration**	**5 days**	**Fri 9/27/19**	**Fri 10/4/19**
887	Training environment setup concurrent with UAT, kept current with all system rollouts	0 days	Fri 9/27/19	Fri 9/27/19
888	**Promote UAT to Training**	**5 days**	**Mon 9/30/19**	**Fri 10/4/19**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
889	Copy active maintenance values from UAT to Training (includes security groups/roles, no users)	1 day	Mon 9/30/19	Mon 9/30/19
890	Structured Data import using UAT files	1 day	Mon 9/30/19	Mon 9/30/19
891	Assign Training Users to security/roles	1 day	Mon 9/30/19	Mon 9/30/19
892	Buffer time (schedule adjustments)	4 days	Tue 10/1/19	Fri 10/4/19
893	**User Training**	**199 days**	**Wed 1/30/19**	**Fri 11/8/19**
894	**Scheduling Functions**	**159 days**	**Wed 1/30/19**	**Mon 9/16/19**
895	Identify and commit trainers from MDOC	5 days	Wed 1/30/19	Tue 2/5/19
896	Identify end-users to be trained by trainers via classroom setting	15 days	Wed 2/6/19	Wed 2/27/19
897	Identify end-users to be trained "on-the-job"	15 days	Thu 2/28/19	Wed 3/20/19
898	Determine # of training sessions need for central office staff	5 days	Thu 3/21/19	Wed 3/27/19
899	Determine # of training sessions needed for institution staff	5 days	Thu 3/28/19	Wed 4/3/19
900	Determine # of training sessions need for field staff (N/A)	5 days	Thu 4/4/19	Wed 4/10/19
901	Schedule specific users (and facilities) for training sessions	10 days	Thu 4/11/19	Wed 4/24/19
902	Communicate plan as appropriate	0 days	Mon 9/16/19	Mon 9/16/19
903	Train the Trainer - FOA (4 days)	5 days	Mon 9/9/19	Fri 9/13/19
904	Train the Trainer - FOA (4 days)	5 days	Mon 9/16/19	Fri 9/20/19
905	Train Central Office Support Staff	5 days	Mon 9/23/19	Fri 9/27/19
906	Pilot site(s) user training	1 wk	Mon 9/30/19	Fri 10/4/19
907	Evaluate training pilot	0 days	Fri 10/4/19	Fri 10/4/19
908	Train users at rest of sites	4 wks	Mon 10/14/19	Fri 11/8/19
909	**Finalize Production Configuration**	**5 days**	**Fri 9/27/19**	**Fri 10/4/19**
910	Production environment setup concurrent with UAT, kept current with all system rollouts	0 days	Fri 9/27/19	Fri 9/27/19
911	**Promote UAT to Production**	**2 days**	**Mon 9/30/19**	**Tue 10/1/19**
912	Migrate active maintenance values from UAT to Production (includes security groups/roles, no users)	1 day	Mon 9/30/19	Mon 9/30/19
913	Assign Pilot Production Users to security/roles	1 day	Tue 10/1/19	Tue 10/1/19
914	Signoffs are required via Stage Exit Approval (SEM-0189)	0 days	Tue 10/1/19	Tue 10/1/19
915	Buffer time (schedule adjustments)	3 days	Wed 10/2/19	Fri 10/4/19

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
916	**Go Live @ Pilot Site(s)**	**20 days**	**Fri 10/4/19**	**Fri 11/1/19**
917	**Data migration -- pilot site(s) offender data from MDOC to ATG**	**0 days**	**Fri 10/4/19**	**Fri 10/4/19**
918	Structured	0 days	Fri 10/4/19	Fri 10/4/19
919	Archived	0 days	Fri 10/4/19	Fri 10/4/19
920	Confirm successful migration by generating predetermined import counts	0 days	Fri 10/4/19	Fri 10/4/19
921	Verify user security/roles	0 days	Fri 10/4/19	Fri 10/4/19
922	**Go Live preview by ADSS and SMEs**	**0 days**	**Fri 10/4/19**	**Fri 10/4/19**
923	Validate data migrations	0 days	Fri 10/4/19	Fri 10/4/19
924	Validate archived data migrations	0 days	Fri 10/4/19	Fri 10/4/19
925	Validate new interfaces	0 days	Fri 10/4/19	Fri 10/4/19
926	Go Live	1 day	Mon 10/7/19	Mon 10/7/19
927	Monitor user experience and system performance	19 days	Tue 10/8/19	Fri 11/1/19
928	Signoffs are required for each phase via Stage Exit Approval (SEM-0189)	0 days	Fri 11/1/19	Fri 11/1/19
929	**Go Live @ Rest of Sites**	**20 days**	**Fri 11/1/19**	**Wed 12/4/19**
930	**Data migration -- pilot site(s) offender data from MDOC to ATG**	**0 days**	**Fri 11/1/19**	**Fri 11/1/19**
931	Structured data	0 days	Fri 11/1/19	Fri 11/1/19
932	Archived data	0 days	Fri 11/1/19	Fri 11/1/19
933	Confirm successful migration by generating predetermined imports counts	0 days	Fri 11/1/19	Fri 11/1/19
934	Verify user security/roles	0 days	Fri 11/1/19	Fri 11/1/19
935	**Go Live preview by ADSS and SMEs**	**0 days**	**Fri 11/1/19**	**Fri 11/1/19**
936	Validate data migrations	0 days	Fri 11/1/19	Fri 11/1/19
937	Validate archived data migrations	0 days	Fri 11/1/19	Fri 11/1/19
938	Go Live	1 day	Mon 11/4/19	Mon 11/4/19
939	Monitor user experience and system performance	19 days	Tue 11/5/19	Wed 12/4/19
940	Signoffs are required for each phase via Stage Exit Approval (SEM-0189)	0 days	Wed 12/4/19	Wed 12/4/19
941	Decommission DTMB systems, as appropriate.	0 days	Wed 12/4/19	Wed 12/4/19
942	Quiet Time (No Code Rollouts)	4 wks	Thu 12/5/19	Tue 1/7/20
943				

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
944	**Phase 2 - CFA Part A**	**306 days**	**Thu 12/12/19**	**Tue 3/9/21**
945	**Gap Analysis**	**91 days**	**Thu 12/12/19**	**Fri 4/24/20**
946	**Pre-Gap Analysis Preparation**	**27 days**	**Thu 12/12/19**	**Fri 1/24/20**
947	**MDOC Preparation**	**5 days**	**Thu 12/12/19**	**Wed 12/18/19**
948	MDOC SME(s) collect screenshots and reports for current system for gap analysis.	5 days	Thu 12/12/19	Wed 12/18/19
949	MDOC to provide full data structures of existing system to inform gap analysis.	5 days	Thu 12/12/19	Wed 12/18/19
950	Buffer time (schedule adjustments)	8 days	Thu 12/19/19	Fri 1/3/20
951	Pre-Gap In-Service (On-site 3 Days)	5 days	Mon 1/6/20	Fri 1/10/20
952	Buffer time (schedule adjustments)	0 days	Fri 1/10/20	Fri 1/10/20
953	Pre-Gap In-Service (On-site 3 Days)	5 days	Mon 1/13/20	Fri 1/17/20
954	Independent active experimenting of base ATG software	4 days	Tue 1/21/20	Fri 1/24/20
955	**Gap Analysis - CFA (Critical Incident Reporting, Security Threat Groups)**	**14 days**	**Mon 1/27/20**	**Thu 2/13/20**
956	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**14 days**	**Mon 1/27/20**	**Thu 2/13/20**
957	**Onsite for 3.5 days**	**5 days**	**Mon 1/27/20**	**Fri 1/31/20**
958	Work process/flows	5 days	Mon 1/27/20	Fri 1/31/20
959	Screens	5 days	Mon 1/27/20	Fri 1/31/20
960	Reports	5 days	Mon 1/27/20	Fri 1/31/20
961	Data from current application's screens that must be migrated	5 days	Mon 1/27/20	Fri 1/31/20
962	New Permanent Interfaces (if needed)	5 days	Mon 1/27/20	Fri 1/31/20
963	New Temporary Interfaces (if needed)	5 days	Mon 1/27/20	Fri 1/31/20
964	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**9 days**	**Mon 2/3/20**	**Thu 2/13/20**
965	Work process/flows	9 days	Mon 2/3/20	Thu 2/13/20
966	Screens	9 days	Mon 2/3/20	Thu 2/13/20
967	Reports	9 days	Mon 2/3/20	Thu 2/13/20
968	Data from current application's screens that must be migrated	9 days	Mon 2/3/20	Thu 2/13/20
969	New Permanent Interfaces (if needed)	9 days	Mon 2/3/20	Thu 2/13/20
970	New Temporary Interfaces (if needed)	9 days	Mon 2/3/20	Thu 2/13/20

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
971	**Gap Analysis - CFA (Transportation)**	**14 days**	**Mon 1/27/20**	**Thu 2/13/20**
972	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**14 days**	**Mon 1/27/20**	**Thu 2/13/20**
973	**Onsite for 3.5 days**	**4 days**	**Mon 1/27/20**	**Thu 1/30/20**
974	Work process/flows	4 days	Mon 1/27/20	Thu 1/30/20
975	Screens	4 days	Mon 1/27/20	Thu 1/30/20
976	Reports	4 days	Mon 1/27/20	Thu 1/30/20
977	Data from current application's screens that must be migrated	4 days	Mon 1/27/20	Thu 1/30/20
978	New Permanent Interfaces (if needed)	4 days	Mon 1/27/20	Thu 1/30/20
979	New Temporary Interfaces (if needed)	4 days	Mon 1/27/20	Thu 1/30/20
980	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**10 days**	**Fri 1/31/20**	**Thu 2/13/20**
981	Work process/flows	10 days	Fri 1/31/20	Thu 2/13/20
982	Screens	10 days	Fri 1/31/20	Thu 2/13/20
983	Reports	10 days	Fri 1/31/20	Thu 2/13/20
984	Data from current application's screens that must be migrated	10 days	Fri 1/31/20	Thu 2/13/20
985	New Permanent Interfaces (if needed)	10 days	Fri 1/31/20	Thu 2/13/20
986	New Temporary Interfaces (if needed)	10 days	Fri 1/31/20	Thu 2/13/20
987	**Gap Analysis - CFA (Personal Property, Quarter Master, Grievances)**	**19 days**	**Mon 2/10/20**	**Fri 3/6/20**
988	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**19 days**	**Mon 2/10/20**	**Fri 3/6/20**
989	**Onsite for 3.5 days**	**5 days**	**Mon 2/10/20**	**Fri 2/14/20**
990	Work process/flows	5 days	Mon 2/10/20	Fri 2/14/20
991	Screens	5 days	Mon 2/10/20	Fri 2/14/20
992	Reports	5 days	Mon 2/10/20	Fri 2/14/20
993	Data from current application's screens that must be migrated	5 days	Mon 2/10/20	Fri 2/14/20
994	New Permanent Interfaces (if needed)	5 days	Mon 2/10/20	Fri 2/14/20
995	New Temporary Interfaces (if needed)	5 days	Mon 2/10/20	Fri 2/14/20
996	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**14 days**	**Tue 2/18/20**	**Fri 3/6/20**
997	Work process/flows	14 days	Tue 2/18/20	Fri 3/6/20
998	Screens	14 days	Tue 2/18/20	Fri 3/6/20

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
999	Reports	14 days	Tue 2/18/20	Fri 3/6/20
1000	Data from current application's screens that must be migrated	14 days	Tue 2/18/20	Fri 3/6/20
1001	New Permanent Interfaces (if needed)	14 days	Tue 2/18/20	Fri 3/6/20
1002	New Temporary Interfaces (if needed)	14 days	Tue 2/18/20	Fri 3/6/20
1003	**Gap Analysis - CFA (Visitor Tracking, Release Processing)**	**15 days**	**Mon 2/24/20**	**Fri 3/13/20**
1004	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**15 days**	**Mon 2/24/20**	**Fri 3/13/20**
1005	**Onsite for 3.5 days**	**5 days**	**Mon 2/24/20**	**Fri 2/28/20**
1006	Work process/flows	5 days	Mon 2/24/20	Fri 2/28/20
1007	Screens	5 days	Mon 2/24/20	Fri 2/28/20
1008	Reports	5 days	Mon 2/24/20	Fri 2/28/20
1009	Data from current application's screens that must be migrated	5 days	Mon 2/24/20	Fri 2/28/20
1010	New Permanent Interfaces (if needed)	5 days	Mon 2/24/20	Fri 2/28/20
1011	New Temporary Interfaces (if needed)	5 days	Mon 2/24/20	Fri 2/28/20
1012	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**10 days**	**Mon 3/2/20**	**Fri 3/13/20**
1013	Work process/flows	10 days	Mon 3/2/20	Fri 3/13/20
1014	Screens	10 days	Mon 3/2/20	Fri 3/13/20
1015	Reports	10 days	Mon 3/2/20	Fri 3/13/20
1016	Data from current application's screens that must be migrated	10 days	Mon 3/2/20	Fri 3/13/20
1017	New Permanent Interfaces (if needed)	10 days	Mon 3/2/20	Fri 3/13/20
1018	New Temporary Interfaces (if needed)	10 days	Mon 3/2/20	Fri 3/13/20
1019	**Gap Analysis - CFA (Crime Victims Services)**	**20 days**	**Mon 3/9/20**	**Fri 4/3/20**
1020	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**20 days**	**Mon 3/9/20**	**Fri 4/3/20**
1021	**Onsite for 3.5 days**	**5 days**	**Mon 3/9/20**	**Fri 3/13/20**
1022	Work process/flows	5 days	Mon 3/9/20	Fri 3/13/20
1023	Screens	5 days	Mon 3/9/20	Fri 3/13/20
1024	Reports	5 days	Mon 3/9/20	Fri 3/13/20
1025	Data from current application's screens that must be migrated	5 days	Mon 3/9/20	Fri 3/13/20
1026	New Permanent Interfaces (if needed)	5 days	Mon 3/9/20	Fri 3/13/20

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
1027	New Temporary Interfaces (if needed)	5 days	Mon 3/9/20	Fri 3/13/20
1028	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**15 days**	**Mon 3/16/20**	**Fri 4/3/20**
1029	Work process/flows	15 days	Mon 3/16/20	Fri 4/3/20
1030	Screens	15 days	Mon 3/16/20	Fri 4/3/20
1031	Reports	15 days	Mon 3/16/20	Fri 4/3/20
1032	Data from current application's screens that must be migrated	15 days	Mon 3/16/20	Fri 4/3/20
1033	New Permanent Interfaces (if needed)	15 days	Mon 3/16/20	Fri 4/3/20
1034	New Temporary Interfaces (if needed)	15 days	Mon 3/16/20	Fri 4/3/20
1035	**Documentation**	**5 days**	**Mon 4/6/20**	**Fri 4/10/20**
1036	Document the system changes to screens and reports	2 days	Mon 4/6/20	Tue 4/7/20
1037	Document the fields (data) that will be migrated (hence forth called “structured data”)	1 day	Wed 4/8/20	Wed 4/8/20
1038	Identify all requirements that are being delivered in this phase	1 day	Thu 4/9/20	Thu 4/9/20
1039	Identify all requirements that are being delivered in future phase(s)	1 day	Fri 4/10/20	Fri 4/10/20
1040	Identify and document potential MDOC policy changes needed to enable MDOC adoption	4 days	Mon 4/6/20	Thu 4/9/20
1041	Identify Day 1 reports	1 day	Fri 4/10/20	Fri 4/10/20
1042	**Deliver Documentation for Review**	**0 days**	**Fri 4/10/20**	**Fri 4/10/20**
1043	Requirements Traceability Matrix (SEM-0401)	0 days	Fri 4/10/20	Fri 4/10/20
1044	Requirements Specification document (SEM-0402)	0 days	Fri 4/10/20	Fri 4/10/20
1045	Functional Design Document (SEM-0501)	0 days	Fri 4/10/20	Fri 4/10/20
1046	Data migration – SEM 601	0 days	Fri 4/10/20	Fri 4/10/20
1047	Approval of Documentation	10 days	Mon 4/13/20	Fri 4/24/20
1048	**Data Migration**	**95 days**	**Mon 4/27/20**	**Wed 9/9/20**
1049	**Validate Data to be Migrated**	**15 days**	**Mon 4/27/20**	**Fri 5/15/20**
1050	Validate the documented list of data that will be migrated. Confirm that all data not migrated is acceptable	15 days	Mon 4/27/20	Fri 5/15/20
1051	MDOC to determine which of the not-migrated data will be extracted by MDOC as PDF files (hence forth called “archived data”) and subsequently uploaded into COMS document store	15 days	Mon 4/27/20	Fri 5/15/20
1052	**Design mechanisms to migrate "structured data."**	**80 days**	**Mon 5/18/20**	**Wed 9/9/20**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
1053	Review the quality of pre-migrated data	4 wks	Mon 5/18/20	Mon 6/15/20
1054	Extract, cleanse, transform	6 wks	Tue 6/16/20	Tue 7/28/20
1055	Load, verify -- for each import, ATG will provide record count	6 wks	Wed 7/29/20	Wed 9/9/20
1056	**Design mechanisms to migrate "archive data."**	**80 days**	**Mon 5/18/20**	**Wed 9/9/20**
1057	MDOC Extract, cleanse, transform, generate PDF	12 wks	Mon 5/18/20	Tue 8/11/20
1058	ATG load, verify	4 wks	Wed 8/12/20	Wed 9/9/20
1059	**Customizations**	**90 days**	**Mon 4/27/20**	**Tue 9/1/20**
1060	Development	16 wks	Mon 4/27/20	Tue 8/18/20
1061	Internal Testing	18 wks	Mon 4/27/20	Tue 9/1/20
1062	**Deliver Testing Documents**	**0 days**	**Tue 9/1/20**	**Tue 9/1/20**
1063	Test Plan (SEM-0602)	0 days	Tue 9/1/20	Tue 9/1/20
1064	Test Type Approach & Report (SEM-0603)	0 days	Tue 9/1/20	Tue 9/1/20
1065	Test Case (SEM-0606) (multiple)	0 days	Tue 9/1/20	Tue 9/1/20
1066	**UAT**	**62 days**	**Wed 9/2/20**	**Wed 12/2/20**
1067	Install customized system	1 day	Wed 9/2/20	Wed 9/2/20
1068	**Pre-UAT Process**	**16 days**	**Thu 9/3/20**	**Fri 9/25/20**
1069	Set up maintenance values	4 days	Thu 9/3/20	Wed 9/9/20
1070	**Migrate selected MDOC data into COMS**	**6 days**	**Thu 9/3/20**	**Fri 9/11/20**
1071	MDOC to extract structure data in pre-determined structure	1 day	Thu 9/3/20	Thu 9/3/20
1072	MDOC to extract archive data in PDF for document import	1 day	Thu 9/3/20	Thu 9/3/20
1073	Import extracted data into COMS	2 days	Thu 9/10/20	Fri 9/11/20
1074	Run reports (or predefined record counts) to determine that the correct number of records were imported.	0 days	Fri 9/11/20	Fri 9/11/20
1075	Setup users with full access to Case Management UAT	2 days	Thu 9/3/20	Fri 9/4/20
1076	Buffer time (scheduling updates)	4 days	Tue 9/8/20	Fri 9/11/20
1077	SME training on customizations (3 days)	4 days	Mon 9/14/20	Thu 9/17/20
1078	Buffer time (scheduling updates)	1 day	Fri 9/18/20	Fri 9/18/20
1079	SME training on customizations (3 days)	4 days	Mon 9/21/20	Thu 9/24/20
1080	Buffer time (scheduling updates)	1 day	Fri 9/25/20	Fri 9/25/20
1081	**SME Validation**	**45 days**	**Mon 9/28/20**	**Wed 12/2/20**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
1082	**Validate Screens**	**40 days**	**Mon 9/28/20**	**Mon 11/23/20**
1083	Validate data migrations	8 wks	Mon 9/28/20	Mon 11/23/20
1084	Validate archived data migrations	8 wks	Mon 9/28/20	Mon 11/23/20
1085	Validate Screen Functionality	8 wks	Mon 9/28/20	Mon 11/23/20
1086	Validate Work flow	8 wks	Mon 9/28/20	Mon 11/23/20
1087	**Validate Reports**	**40 days**	**Mon 9/28/20**	**Mon 11/23/20**
1088	Validate Day-1 report changes	8 wks	Mon 9/28/20	Mon 11/23/20
1089	Validate Other report changes	8 wks	Mon 9/28/20	Mon 11/23/20
1090	Validate new interfaces	8 wks	Mon 9/28/20	Mon 11/23/20
1091	Validate training documentation	5 days	Tue 11/24/20	Wed 12/2/20
1092	Evaluate SME experience	2 wks	Tue 11/17/20	Wed 12/2/20
1093	Deactivate unneeded maintenance values	2 wks	Tue 11/17/20	Wed 12/2/20
1094	**Signoff**	**0 days**	**Wed 12/2/20**	**Wed 12/2/20**
1095	Structured walkthroughs (SEM-0187)	0 days	Wed 12/2/20	Wed 12/2/20
1096	Signoffs via Stage Exit Approval (SEM-0189)	0 days	Wed 12/2/20	Wed 12/2/20
1097	**Finalize Training Configuration**	**3 days**	**Wed 12/2/20**	**Mon 12/7/20**
1098	Training environment setup concurrent with UAT, kept current with all system rollouts	0 days	Wed 12/2/20	Wed 12/2/20
1099	**Promote UAT to Training**	**3 days**	**Thu 12/3/20**	**Mon 12/7/20**
1100	Copy active maintenance values from UAT to Training (includes security groups/roles, no users)	1 day	Thu 12/3/20	Thu 12/3/20
1101	Structured Data import using UAT files	1 day	Thu 12/3/20	Thu 12/3/20
1102	Assign Training Users to security/roles	1 day	Thu 12/3/20	Thu 12/3/20
1103	Buffer time (schedule adjustments)	2 days	Fri 12/4/20	Mon 12/7/20
1104	**User Training**	**200 days**	**Mon 4/27/20**	**Tue 2/16/21**
1105	**Scheduling Functions**	**142 days**	**Mon 4/27/20**	**Tue 11/17/20**
1106	Identify and commit trainers from MDOC	5 days	Mon 4/27/20	Fri 5/1/20
1107	Identify end-users to be trained by trainers via classroom setting	15 days	Mon 5/4/20	Fri 5/22/20
1108	Identify end-users to be trained "on-the-job"	15 days	Tue 5/26/20	Mon 6/15/20
1109	Determine # of training sessions need for central office staff	5 days	Tue 6/16/20	Mon 6/22/20

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
1110	Determine # of training sessions needed for institution staff	5 days	Tue 6/23/20	Mon 6/29/20
1111	Determine # of training sessions need for field staff	5 days	Tue 6/30/20	Tue 7/7/20
1112	Schedule specific users (and facilities) for training sessions	10 days	Wed 7/8/20	Tue 7/21/20
1113	Communicate plan as appropriate	0 days	Tue 11/17/20	Tue 11/17/20
1114	Train the Trainer (3 days)	5 days	Mon 11/2/20	Fri 11/6/20
1115	Train the Trainer (3 days)	4 days	Mon 11/9/20	Fri 11/13/20
1116	Train Central Office Support Staff	4 days	Tue 11/17/20	Fri 11/20/20
1117	Pilot site(s) user training	1 wk	Mon 11/23/20	Tue 12/1/20
1118	Evaluate training pilot	0 days	Tue 12/1/20	Tue 12/1/20
1119	Train users at rest of sites	4 wks	Tue 1/19/21	Tue 2/16/21
1120	**Finalize Production Configuration**	**2 days**	**Wed 12/2/20**	**Fri 12/4/20**
1121	Production environment setup concurrent with UAT, kept current with all system rollouts	0 days	Wed 12/2/20	Wed 12/2/20
1122	**Promote UAT to Production**	**2 days**	**Thu 12/3/20**	**Fri 12/4/20**
1123	Migrate active maintenance values from UAT to Production (includes security groups/roles, no users)	1 day	Thu 12/3/20	Thu 12/3/20
1124	Assign Pilot Production Users to security/roles	1 day	Fri 12/4/20	Fri 12/4/20
1125	Signoffs are required via Stage Exit Approval (SEM-0189)	0 days	Fri 12/4/20	Fri 12/4/20
1126	Buffer time to cater for Christmas/New Year	0 days	Mon 1/11/21	Mon 1/11/21
1127	**Go Live @ Pilot Site(s)**	**20 days**	**Mon 1/11/21**	**Mon 2/8/21**
1128	**Data migration -- pilot site(s) offender data from MDOC to ATG**	**0 days**	**Mon 1/11/21**	**Mon 1/11/21**
1129	Structured	0 days	Mon 1/11/21	Mon 1/11/21
1130	Archived	0 days	Mon 1/11/21	Mon 1/11/21
1131	Confirm successful migration by generating predetermined import counts	0 days	Mon 1/11/21	Mon 1/11/21
1132	Verify user security/roles	0 days	Mon 1/11/21	Mon 1/11/21
1133	**Go Live preview by ADSS and SMEs**	**0 days**	**Mon 1/11/21**	**Mon 1/11/21**
1134	Validate data migrations	0 days	Mon 1/11/21	Mon 1/11/21
1135	Validate archived data migrations	0 days	Mon 1/11/21	Mon 1/11/21
1136	Validate new interfaces	0 days	Mon 1/11/21	Mon 1/11/21

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
1137	Go Live	1 day	Mon 1/11/21	Mon 1/11/21
1138	Monitor user experience and system performance	19 days	Tue 1/12/21	Mon 2/8/21
1139	Signoffs are required for each phase via Stage Exit Approval (SEM-0189)	0 days	Mon 2/8/21	Mon 2/8/21
1140	**Go Live @ Rest of Sites**	**20 days**	**Mon 2/8/21**	**Tue 3/9/21**
1141	**Data migration -- pilot site(s) offender data from MDOC to ATG**	**0 days**	**Mon 2/8/21**	**Mon 2/8/21**
1142	Structured data	0 days	Mon 2/8/21	Mon 2/8/21
1143	Archived data	0 days	Mon 2/8/21	Mon 2/8/21
1144	Confirm successful migration by generating predetermined imports counts	0 days	Mon 2/8/21	Mon 2/8/21
1145	Verify user security/roles	0 days	Mon 2/8/21	Mon 2/8/21
1146	**Go Live preview by ADSS and SMEs**	**0 days**	**Mon 2/8/21**	**Mon 2/8/21**
1147	Validate data migrations	0 days	Mon 2/8/21	Mon 2/8/21
1148	Validate archived data migrations	0 days	Mon 2/8/21	Mon 2/8/21
1149	Go Live	1 day	Tue 2/9/21	Tue 2/9/21
1150	Monitor user experience and system performance	19 days	Wed 2/10/21	Tue 3/9/21
1151	Signoffs are required for each phase via Stage Exit Approval (SEM-0189)	0 days	Tue 3/9/21	Tue 3/9/21
1152	Decommission DTMB systems, as appropriate.	0 days	Tue 3/9/21	Tue 3/9/21
1153	Quiet Time (No Code Rollouts)	4 wks	Wed 3/10/21	Tue 4/6/21
1154				
1155	**Phase 3 - CFA Part B**	**387 days**	**Mon 3/22/21**	**Mon 10/3/22**
1156	**Gap Analysis**	**152 days**	**Mon 3/22/21**	**Fri 10/22/21**
1157	**Pre-Gap Analysis Preparation**	**20 days**	**Mon 3/22/21**	**Fri 4/16/21**
1158	**MDOC Preparation**	**5 days**	**Mon 3/22/21**	**Fri 3/26/21**
1159	MDOC SME(s) collect screenshots and reports for current system for gap analysis.	5 days	Mon 3/22/21	Fri 3/26/21
1160	MDOC to provide full data structures of existing system to inform gap analysis.	5 days	Mon 3/22/21	Fri 3/26/21
1161	Pre-Gap In-Service (On-site 4 Days)	5 days	Mon 3/29/21	Fri 4/2/21
1162	Pre-Gap In-Service (On-site 4 Days)	5 days	Mon 4/5/21	Fri 4/9/21
1163	Independent active experimenting of base ATG software	5 days	Mon 4/12/21	Fri 4/16/21

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
1164	**Gap Analysis - CFA (Intake Processing, PREA Assessment, Classification Director, Offender Callout Mgmt.)**	**30 days**	**Mon 4/19/21**	**Fri 5/28/21**
1165	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**30 days**	**Mon 4/19/21**	**Fri 5/28/21**
1166	**Onsite for 3.5 days, Week, Onsite for 3.5 days**	**20 days**	**Mon 4/19/21**	**Fri 5/14/21**
1167	Work process/flows	20 days	Mon 4/19/21	Fri 5/14/21
1168	Screens	20 days	Mon 4/19/21	Fri 5/14/21
1169	Reports	20 days	Mon 4/19/21	Fri 5/14/21
1170	Data from current application's screens that must be migrated	20 days	Mon 4/19/21	Fri 5/14/21
1171	New Permanent Interfaces (if needed)	20 days	Mon 4/19/21	Fri 5/14/21
1172	New Temporary Interfaces (if needed)	20 days	Mon 4/19/21	Fri 5/14/21
1173	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**10 days**	**Mon 5/17/21**	**Fri 5/28/21**
1174	Work process/flows	10 days	Mon 5/17/21	Fri 5/28/21
1175	Screens	10 days	Mon 5/17/21	Fri 5/28/21
1176	Reports	10 days	Mon 5/17/21	Fri 5/28/21
1177	Data from current application's screens that must be migrated	10 days	Mon 5/17/21	Fri 5/28/21
1178	New Permanent Interfaces (if needed)	10 days	Mon 5/17/21	Fri 5/28/21
1179	New Temporary Interfaces (if needed)	10 days	Mon 5/17/21	Fri 5/28/21
1180	**Gap Analysis - CFA (Inmate Management, Housing, Offender Counts, External Movements, Interstate Compact, Detroit Reentry Center)**	**24 days**	**Mon 5/24/21**	**Fri 6/25/21**
1181	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**24 days**	**Mon 5/24/21**	**Fri 6/25/21**
1182	**Onsite for 3.5 days, Week, Onsite for 3.5 days**	**14 days**	**Mon 5/24/21**	**Fri 6/11/21**
1183	Work process/flows	14 days	Mon 5/24/21	Fri 6/11/21
1184	Screens	14 days	Mon 5/24/21	Fri 6/11/21
1185	Reports	14 days	Mon 5/24/21	Fri 6/11/21
1186	Data from current application's screens that must be migrated	14 days	Mon 5/24/21	Fri 6/11/21
1187	New Permanent Interfaces (if needed)	14 days	Mon 5/24/21	Fri 6/11/21
1188	New Temporary Interfaces (if needed)	14 days	Mon 5/24/21	Fri 6/11/21
1189	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**10 days**	**Mon 6/14/21**	**Fri 6/25/21**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
1190	Work process/flows	10 days	Mon 6/14/21	Fri 6/25/21
1191	Screens	10 days	Mon 6/14/21	Fri 6/25/21
1192	Reports	10 days	Mon 6/14/21	Fri 6/25/21
1193	Data from current application's screens that must be migrated	10 days	Mon 6/14/21	Fri 6/25/21
1194	New Permanent Interfaces (if needed)	10 days	Mon 6/14/21	Fri 6/25/21
1195	New Temporary Interfaces (if needed)	10 days	Mon 6/14/21	Fri 6/25/21
1196	**Gap Analysis - CFA (Central Records Office - Process Tracking, Detainer Tracking, Reentry Prg Dev, Reentry Contract Mgmt.)**	**19 days**	**Mon 6/28/21**	**Fri 7/23/21**
1197	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**19 days**	**Mon 6/28/21**	**Fri 7/23/21**
1198	**Onsite for 3.5 days**	**5 days**	**Mon 6/28/21**	**Fri 7/2/21**
1199	Work process/flows	5 days	Mon 6/28/21	Fri 7/2/21
1200	Screens	5 days	Mon 6/28/21	Fri 7/2/21
1201	Reports	5 days	Mon 6/28/21	Fri 7/2/21
1202	Data from current application's screens that must be migrated	5 days	Mon 6/28/21	Fri 7/2/21
1203	New Permanent Interfaces (if needed)	5 days	Mon 6/28/21	Fri 7/2/21
1204	New Temporary Interfaces (if needed)	5 days	Mon 6/28/21	Fri 7/2/21
1205	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**14 days**	**Tue 7/6/21**	**Fri 7/23/21**
1206	Work process/flows	14 days	Tue 7/6/21	Fri 7/23/21
1207	Screens	14 days	Tue 7/6/21	Fri 7/23/21
1208	Reports	14 days	Tue 7/6/21	Fri 7/23/21
1209	Data from current application's screens that must be migrated	14 days	Tue 7/6/21	Fri 7/23/21
1210	New Permanent Interfaces (if needed)	14 days	Tue 7/6/21	Fri 7/23/21
1211	New Temporary Interfaces (if needed)	14 days	Tue 7/6/21	Fri 7/23/21
1212	**Gap Analysis - CFA (Caseload Mgmt.)**	**20 days**	**Mon 7/19/21**	**Fri 8/13/21**
1213	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**20 days**	**Mon 7/19/21**	**Fri 8/13/21**
1214	**Onsite for 3.5 days**	**5 days**	**Mon 7/19/21**	**Fri 7/23/21**
1215	Work process/flows	5 days	Mon 7/19/21	Fri 7/23/21
1216	Screens	5 days	Mon 7/19/21	Fri 7/23/21

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
1217	Reports	5 days	Mon 7/19/21	Fri 7/23/21
1218	Data from current application's screens that must be migrated	5 days	Mon 7/19/21	Fri 7/23/21
1219	New Permanent Interfaces (if needed)	5 days	Mon 7/19/21	Fri 7/23/21
1220	New Temporary Interfaces (if needed)	5 days	Mon 7/19/21	Fri 7/23/21
1221	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**15 days**	**Mon 7/26/21**	**Fri 8/13/21**
1222	Work process/flows	15 days	Mon 7/26/21	Fri 8/13/21
1223	Screens	15 days	Mon 7/26/21	Fri 8/13/21
1224	Reports	15 days	Mon 7/26/21	Fri 8/13/21
1225	Data from current application's screens that must be migrated	15 days	Mon 7/26/21	Fri 8/13/21
1226	New Permanent Interfaces (if needed)	15 days	Mon 7/26/21	Fri 8/13/21
1227	New Temporary Interfaces (if needed)	15 days	Mon 7/26/21	Fri 8/13/21
1228	**Gap Analysis - CFA (Substance Abuse Test and Prg, Misconducts, Searches)**	**20 days**	**Mon 8/9/21**	**Fri 9/3/21**
1229	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**20 days**	**Mon 8/9/21**	**Fri 9/3/21**
1230	**Onsite for 3.5 days**	**5 days**	**Mon 8/9/21**	**Fri 8/13/21**
1231	Work process/flows	5 days	Mon 8/9/21	Fri 8/13/21
1232	Screens	5 days	Mon 8/9/21	Fri 8/13/21
1233	Reports	5 days	Mon 8/9/21	Fri 8/13/21
1234	Data from current application's screens that must be migrated	5 days	Mon 8/9/21	Fri 8/13/21
1235	New Permanent Interfaces (if needed)	5 days	Mon 8/9/21	Fri 8/13/21
1236	New Temporary Interfaces (if needed)	5 days	Mon 8/9/21	Fri 8/13/21
1237	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**15 days**	**Mon 8/16/21**	**Fri 9/3/21**
1238	Work process/flows	15 days	Mon 8/16/21	Fri 9/3/21
1239	Screens	15 days	Mon 8/16/21	Fri 9/3/21
1240	Reports	15 days	Mon 8/16/21	Fri 9/3/21
1241	Data from current application's screens that must be migrated	15 days	Mon 8/16/21	Fri 9/3/21
1242	New Permanent Interfaces (if needed)	15 days	Mon 8/16/21	Fri 9/3/21
1243	New Temporary Interfaces (if needed)	15 days	Mon 8/16/21	Fri 9/3/21
1244	**Gap Analysis - CFA (Education Srvs)**	**19 days**	**Mon 8/23/21**	**Fri 9/17/21**

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
1245	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**19 days**	**Mon 8/23/21**	**Fri 9/17/21**
1246	**Onsite for 3.5 days**	**5 days**	**Mon 8/23/21**	**Fri 8/27/21**
1247	Work process/flows	5 days	Mon 8/23/21	Fri 8/27/21
1248	Screens	5 days	Mon 8/23/21	Fri 8/27/21
1249	Reports	5 days	Mon 8/23/21	Fri 8/27/21
1250	Data from current application's screens that must be migrated	5 days	Mon 8/23/21	Fri 8/27/21
1251	New Permanent Interfaces (if needed)	5 days	Mon 8/23/21	Fri 8/27/21
1252	New Temporary Interfaces (if needed)	5 days	Mon 8/23/21	Fri 8/27/21
1253	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**14 days**	**Mon 8/30/21**	**Fri 9/17/21**
1254	Work process/flows	14 days	Mon 8/30/21	Fri 9/17/21
1255	Screens	14 days	Mon 8/30/21	Fri 9/17/21
1256	Reports	14 days	Mon 8/30/21	Fri 9/17/21
1257	Data from current application's screens that must be migrated	14 days	Mon 8/30/21	Fri 9/17/21
1258	New Permanent Interfaces (if needed)	14 days	Mon 8/30/21	Fri 9/17/21
1259	New Temporary Interfaces (if needed)	14 days	Mon 8/30/21	Fri 9/17/21
1260	**Gap Analysis - CFA (SAI Program, Time Comp)**	**19 days**	**Tue 9/7/21**	**Fri 10/1/21**
1261	**Chronologically walk through daily activities in the specific business processes using the new system's capabilities.**	**19 days**	**Tue 9/7/21**	**Fri 10/1/21**
1262	**Onsite for 3.5 days**	**5 days**	**Tue 9/7/21**	**Mon 9/13/21**
1263	Work process/flows	5 days	Tue 9/7/21	Mon 9/13/21
1264	Screens	5 days	Tue 9/7/21	Mon 9/13/21
1265	Reports	5 days	Tue 9/7/21	Mon 9/13/21
1266	Data from current application's screens that must be migrated	5 days	Tue 9/7/21	Mon 9/13/21
1267	New Permanent Interfaces (if needed)	5 days	Tue 9/7/21	Mon 9/13/21
1268	New Temporary Interfaces (if needed)	5 days	Tue 9/7/21	Mon 9/13/21
1269	**Offsite Gap Analysis (Follow-up via daily teleconference calls)**	**14 days**	**Tue 9/14/21**	**Fri 10/1/21**
1270	Work process/flows	14 days	Tue 9/14/21	Fri 10/1/21
1271	Screens	14 days	Tue 9/14/21	Fri 10/1/21
1272	Reports	14 days	Tue 9/14/21	Fri 10/1/21

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
1273	Data from current application's screens that must be migrated	14 days	Tue 9/14/21	Fri 10/1/21
1274	New Permanent Interfaces (if needed)	14 days	Tue 9/14/21	Fri 10/1/21
1275	New Temporary Interfaces (if needed)	14 days	Tue 9/14/21	Fri 10/1/21
1276	**Documentation**	**5 days**	**Mon 10/4/21**	**Fri 10/8/21**
1277	Document the system changes to screens and reports	2 days	Mon 10/4/21	Tue 10/5/21
1278	Document the fields (data) that will be migrated (hence forth called “structured data”)	1 day	Wed 10/6/21	Wed 10/6/21
1279	Identify all requirements that are being delivered in this phase	1 day	Thu 10/7/21	Thu 10/7/21
1280	Identify all requirements that are being delivered in future phase(s)	1 day	Fri 10/8/21	Fri 10/8/21
1281	Identify and document potential MDOC policy changes needed to enable MDOC adoption	4 days	Mon 10/4/21	Thu 10/7/21
1282	Identify Day 1 reports	1 day	Fri 10/8/21	Fri 10/8/21
1283	**Deliver Documentation for Review**	**0 days**	**Fri 10/8/21**	**Fri 10/8/21**
1284	Requirements Traceability Matrix (SEM-0401)	0 days	Fri 10/8/21	Fri 10/8/21
1285	Requirements Specification document (SEM-0402)	0 days	Fri 10/8/21	Fri 10/8/21
1286	Functional Design Document (SEM-0501)	0 days	Fri 10/8/21	Fri 10/8/21
1287	Data migration – SEM 601	0 days	Fri 10/8/21	Fri 10/8/21
1288	Approval of Documentation	10 days	Mon 10/11/21	Fri 10/22/21
1289	**Data Migration**	**95 days**	**Mon 10/25/21**	**Wed 3/16/22**
1290	**Validate Data to be Migrated**	**15 days**	**Mon 10/25/21**	**Mon 11/15/21**
1291	Validate the documented list of data that will be migrated. Confirm that all data not migrated is acceptable	15 days	Mon 10/25/21	Mon 11/15/21
1292	MDOC to determine which of the not-migrated data will be extracted by MDOC as PDF files (hence forth called “archived data”) and subsequently uploaded into COMS document store	15 days	Mon 10/25/21	Mon 11/15/21
1293	**Design mechanisms to migrate "structured data."**	**60 days**	**Tue 11/16/21**	**Tue 2/15/22**
1294	Review the quality of pre-migrated data	4 wks	Tue 11/16/21	Wed 12/15/21
1295	Extract, cleanse, transform	6 wks	Tue 11/16/21	Mon 1/3/22
1296	Load, verify -- for each import, ATG will provide record count	6 wks	Tue 1/4/22	Tue 2/15/22
1297	**Design mechanisms to migrate "archive data."**	**80 days**	**Tue 11/16/21**	**Wed 3/16/22**
1298	MDOC Extract, cleanse, transform, generate PDF	12 wks	Tue 11/16/21	Tue 2/15/22

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
1299	ATG load, verify	4 wks	Wed 2/16/22	Wed 3/16/22
1300	**Customizations**	**130 days**	**Mon 10/25/21**	**Wed 5/4/22**
1301	Development	24 wks	Mon 10/25/21	Wed 4/20/22
1302	Internal Testing	26 wks	Mon 10/25/21	Wed 5/4/22
1303	**Deliver Testing Documents**	**0 days**	**Wed 5/4/22**	**Wed 5/4/22**
1304	Test Plan (SEM-0602)	0 days	Wed 5/4/22	Wed 5/4/22
1305	Test Type Approach & Report (SEM-0603)	0 days	Wed 5/4/22	Wed 5/4/22
1306	Test Case (SEM-0606) (multiple)	0 days	Wed 5/4/22	Wed 5/4/22
1307	**UAT**	**57 days**	**Thu 5/5/22**	**Tue 7/26/22**
1308	Install customized system	1 day	Thu 5/5/22	Thu 5/5/22
1309	**Pre-UAT Process**	**11 days**	**Fri 5/6/22**	**Fri 5/20/22**
1310	Set up maintenance values	4 days	Fri 5/6/22	Wed 5/11/22
1311	**Migrate selected MDOC data into COMS**	**6 days**	**Fri 5/6/22**	**Fri 5/13/22**
1312	MDOC to extract structure data in pre-determined structure	1 day	Fri 5/6/22	Fri 5/6/22
1313	MDOC to extract archive data in PDF for document import	1 day	Fri 5/6/22	Fri 5/6/22
1314	Import extracted data into COMS	2 days	Thu 5/12/22	Fri 5/13/22
1315	Run reports (or predefined record counts) to determine that the correct number of records were imported.	0 days	Fri 5/13/22	Fri 5/13/22
1316	Setup users with full access to Case Management UAT	2 days	Fri 5/6/22	Mon 5/9/22
1317	Buffer time (scheduling updates)	4 days	Tue 5/10/22	Fri 5/13/22
1318	SME training on customizations (4 days)	4 days	Mon 5/16/22	Thu 5/19/22
1319	Buffer time (scheduling updates)	1 day	Fri 5/20/22	Fri 5/20/22
1320	**SME Validation**	**45 days**	**Mon 5/23/22**	**Tue 7/26/22**
1321	**Validate Screens**	**40 days**	**Mon 5/23/22**	**Tue 7/19/22**
1322	Validate data migrations	8 wks	Mon 5/23/22	Tue 7/19/22
1323	Validate archived data migrations	8 wks	Mon 5/23/22	Tue 7/19/22
1324	Validate Screen Functionality	8 wks	Mon 5/23/22	Tue 7/19/22
1325	Validate Work flow	8 wks	Mon 5/23/22	Tue 7/19/22
1326	**Validate Reports**	**45 days**	**Mon 5/23/22**	**Tue 7/26/22**
1327	Validate Day-1 report changes	8 wks	Mon 5/23/22	Tue 7/19/22

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
1328	Validate Other report changes	8 wks	Mon 5/23/22	Tue 7/19/22
1329	Validate new interfaces	8 wks	Mon 5/23/22	Tue 7/19/22
1330	Validate training documentation	5 days	Wed 7/20/22	Tue 7/26/22
1331	Evaluate SME experience	2 wks	Wed 7/13/22	Tue 7/26/22
1332	Deactivate unneeded maintenance values	2 wks	Wed 7/13/22	Tue 7/26/22
1333	**Signoff**	**0 days**	**Tue 7/26/22**	**Tue 7/26/22**
1334	Structured walkthroughs (SEM-0187)	0 days	Tue 7/26/22	Tue 7/26/22
1335	Signoffs via Stage Exit Approval (SEM-0189)	0 days	Tue 7/26/22	Tue 7/26/22
1336	**Finalize Training Configuration**	**4 days**	**Tue 7/26/22**	**Mon 8/1/22**
1337	Training environment setup concurrent with UAT, kept current with all system rollouts	0 days	Tue 7/26/22	Tue 7/26/22
1338	**Promote UAT to Training**	**4 days**	**Wed 7/27/22**	**Mon 8/1/22**
1339	Copy active maintenance values from UAT to Training (includes security groups/roles, no users)	1 day	Wed 7/27/22	Wed 7/27/22
1340	Structured Data import using UAT files	1 day	Wed 7/27/22	Wed 7/27/22
1341	Assign Training Users to security/roles	1 day	Wed 7/27/22	Wed 7/27/22
1342	Buffer time (schedule adjustments)	3 days	Thu 7/28/22	Mon 8/1/22
1343	**User Training**	**220 days**	**Mon 10/25/21**	**Mon 9/12/22**
1344	**Scheduling Functions**	**177 days**	**Mon 10/25/21**	**Wed 7/13/22**
1345	Identify and commit trainers from MDOC	5 days	Mon 10/25/21	Fri 10/29/21
1346	Identify end-users to be trained by trainers via classroom setting	15 days	Mon 11/1/21	Mon 11/22/21
1347	Identify end-users to be trained "on-the-job"	15 days	Tue 11/23/21	Wed 12/15/21
1348	Determine # of training sessions need for central office staff	5 days	Thu 12/16/21	Wed 12/22/21
1349	Determine # of training sessions needed for institution staff	5 days	Mon 12/27/21	Mon 1/3/22
1350	Determine # of training sessions need for field staff	5 days	Tue 1/4/22	Mon 1/10/22
1351	Schedule specific users (and facilities) for training sessions	10 days	Tue 1/11/22	Tue 1/25/22
1352	Communicate plan as appropriate	0 days	Wed 7/13/22	Wed 7/13/22
1353	Train the Trainer	5 days	Mon 7/11/22	Fri 7/15/22
1354	Buffer time (scheduling updates)	0 days	Fri 7/15/22	Fri 7/15/22
1355	Train the Trainer	5 days	Mon 7/18/22	Fri 7/22/22

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
1356	Train Central Office Support Staff	5 days	Mon 7/25/22	Fri 7/29/22
1357	Pilot site(s) user training	1 wk	Mon 8/1/22	Fri 8/5/22
1358	Evaluate training pilot	0 days	Fri 8/5/22	Fri 8/5/22
1359	Train users at rest of sites	4 wks	Mon 8/15/22	Mon 9/12/22
1360	**Finalize Production Configuration**	**8 days**	**Tue 7/26/22**	**Fri 8/5/22**
1361	Production environment setup concurrent with UAT, kept current with all system rollouts	0 days	Tue 7/26/22	Tue 7/26/22
1362	**Promote UAT to Production**	**2 days**	**Wed 7/27/22**	**Thu 7/28/22**
1363	Migrate active maintenance values from UAT to Production (includes security groups/roles, no users)	1 day	Wed 7/27/22	Wed 7/27/22
1364	Assign Pilot Production Users to security/roles	1 day	Thu 7/28/22	Thu 7/28/22
1365	Signoffs are required via Stage Exit Approval (SEM-0189)	0 days	Thu 7/28/22	Thu 7/28/22
1366	Buffer time (schedule adjustments)	6 days	Fri 7/29/22	Fri 8/5/22
1367	**Go Live @ Pilot Site(s)**	**20 days**	**Fri 8/5/22**	**Fri 9/2/22**
1368	**Data migration -- pilot site(s) offender data from MDOC to ATG**	**0 days**	**Fri 8/5/22**	**Fri 8/5/22**
1369	Structured	0 days	Fri 8/5/22	Fri 8/5/22
1370	Archived	0 days	Fri 8/5/22	Fri 8/5/22
1371	Confirm successful migration by generating predetermined import counts	0 days	Fri 8/5/22	Fri 8/5/22
1372	Verify user security/roles	0 days	Fri 8/5/22	Fri 8/5/22
1373	**Go Live preview by ADSS and SMEs**	**0 days**	**Fri 8/5/22**	**Fri 8/5/22**
1374	Validate data migrations	0 days	Fri 8/5/22	Fri 8/5/22
1375	Validate archived data migrations	0 days	Fri 8/5/22	Fri 8/5/22
1376	Validate new interfaces	0 days	Fri 8/5/22	Fri 8/5/22
1377	Go Live	1 day	Mon 8/8/22	Mon 8/8/22
1378	Monitor user experience and system performance	19 days	Tue 8/9/22	Fri 9/2/22
1379	Signoffs are required for each phase via Stage Exit Approval (SEM-0189)	0 days	Fri 9/2/22	Fri 9/2/22
1380	**Go Live @ Rest of Sites**	**20 days**	**Fri 9/2/22**	**Mon 10/3/22**
1381	**Data migration -- pilot site(s) offender data from MDOC to ATG**	**0 days**	**Fri 9/2/22**	**Fri 9/2/22**
1382	Structured data	0 days	Fri 9/2/22	Fri 9/2/22

Exhibit 4 - Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish
1383	Archived data	0 days	Fri 9/2/22	Fri 9/2/22
1384	Confirm successful migration by generating predetermined imports counts	0 days	Fri 9/2/22	Fri 9/2/22
1385	Verify user security/roles	0 days	Fri 9/2/22	Fri 9/2/22
1386	**Go Live preview by ADSS and SMEs**	**0 days**	**Fri 9/2/22**	**Fri 9/2/22**
1387	Validate data migrations	0 days	Fri 9/2/22	Fri 9/2/22
1388	Validate archived data migrations	0 days	Fri 9/2/22	Fri 9/2/22
1389	Go Live	1 day	Tue 9/6/22	Tue 9/6/22
1390	Monitor user experience and system performance	19 days	Wed 9/7/22	Mon 10/3/22
1391	Signoffs are required for each phase via Stage Exit Approval (SEM-0189)	0 days	Mon 10/3/22	Mon 10/3/22
1392	Decommission DTMB systems, as appropriate.	0 days	Mon 10/3/22	Mon 10/3/22

Exhibit 5 - Roles and Responsibilities

MDOC COMS Project	State									ATG								
R: Responsible, A: Accountable, C: Consult, I: Informed (defined below)	Operational Sponsor	Project Manager	BA	SME Team	Tech. Analyst	Database SME	Security Liaison	Enterprise Arch.	Trainers	Project Manager	Case Mgt. SME	Food Service SME	Banking SME	Medical SME	Security SME	Database SME	Srv SME	Trainers
Infrastructure																		
Determine final DC location	A	C						C		C							R	
Finalize Bill of Material		A						I		I							R	
Install Equipment		A								I							R	
Prepare the various environments		A						I		I							R	
Test UAT Envrionment		A	C		C		I			C	I		I	I	I	I	R	
Test Training Environment		A			C		I		C	C	I		I	I	I	I	R	I
Test Production Environment		A	C		C		I			C	I		I	I	I	I	R	
Interfaces																		
Review List in RFP		A					I			C	I		I		I	R		
Provide access to all results of all listed interfaces		C			R					C						A	I	
Confirm access to all listed interfaces		I			R					I					C	A	I	
Import data from all listed interfaces		A			C					I						R		
Generate identical interface results		A	C		C					I	I		I	I	I	R		
Food Service																		
Pre Gap Analysis -- Training Config/Setup										C		A				C	C	R
SME Training		A	C	C	I				I	C		C						R
GAP Analysis		A	I	C	I		I			C		R			I			
Customizations -- Scope Document		A	I	C						C		R						
Customizations		A	I	C						C		R						
ATG Test				C						A		R			C	C	I	
UAT		A	I	R	I		I		I	C		C				I	I	I
Train the trainer		C		C					A	I		I						R
End User training		A		C					R	I		I						I
Go live	A	R	C	C	I		C		C	C		C			I	I	I	
Pharmacy																		
Pre Gap Analysis -- Training Config/Setup										C				A		C	C	R
SME Training		A	C	C	I				I	C				C				R
GAP Analysis		A	I	C	I		I			C				R	I			
Customizations -- Scope Document		A	I	C						C				R				
Data Migration -- Scope Document		A	I	C						C				R		C		
Customizations & Data Migration Development		A	I	C						C				R		C		
ATG Test				C						A				R	C	C	I	
Data Migration from Legacy	C	A	C	C		R				C								
Data Migration to COMS		A	C							C				C		R		
UAT		A	I	R	I		I		I	C				C		I	I	I
Train the trainer		C		C					A	I				I				R
End User training		A		C					R	I				I				I
Go live	A	R	C	C	I		C		C	C				C	I	I	I	
Case Mgmt Phase I																		
Pre Gap Analysis -- Training Config/Setup										C	A					C	C	R
SME Training		A	C	C	I				I	C	C							R
GAP Analysis		A	I	C	I		I			C	R				I			
Customizations -- Scope Document		A	I	C						C	R							
Data Migration -- Scope Document		A	I	C						C	R					C		
Customizations & Data Migration Development		A	I	C						C	R					C		
ATG Test				C						A	R				C	C	I	
Data Migration from Legacy	C	A	C	C		R				C								
Data Migration to COMS		A	C							C	C					R		
UAT		A	I	R	I		I		I	C	C					I	I	I

Exhibit 5 - Roles and Responsibilities

MDOC COMS Project	State									ATG								
R: Responsible, A: Accountable, C: Consult, I: Informed (defined below)	Operational Sponsor	Project Manager	BA	SME Team	Tech. Analyst	Database SME	Security Liaison	Enterprise Arch.	Trainers	Project Manager	Case Mgt. SME	Food Service SME	Banking SME	Medical SME	Security SME	Database SME	Srv SME	Trainers
Train the trainer		C		C					A	I	I							R
End User training		A		C					R	I	I							I
Go live	A	R	C	C	I		C		C	C	C				I	I	I	
Trust Accounting																		
Pre Gap Analysis -- Training Config/Setup										C			A			C	C	R
SME Training		A	C	C	I				I	C			C					R
GAP Analysis		A	I	C	I		I			C			R		I			
Customizations -- Scope Document		A	I	C						C			R					
Data Migration -- Scope Document		A	I	C						C			R			C		
Customizations & Data Migration Development		A	I	C						C			R			C		
ATG Test				C						A			R		C	C	I	
Data Migration from Legacy	C	A	C	C		R				C								
Data Migration to COMS		A	C							C			C			R		
UAT		A	I	R	I		I		I	C			C			I	I	I
Train the trainer		C		C					A	I			I					R
End User training		A		C					R	I			I					I
Go live	A	R	C	C	I		C		C	C			C		I	I	I	
EMR																		
Pre Gap Analysis -- Training Config/Setup										C				A		C	C	R
SME Training		A	C	C	I				I	C				C				R
GAP Analysis		A	I	C	I		I			C				R	I			
Customizations -- Scope Document		A	I	C						C				R				
Data Migration -- Scope Document		A	I	C						C				R		C		
Customizations & Data Migration Development		A	I	C						C				R		C		
ATG Test				C						A				R	C	C	I	
Data Migration from Legacy	C	A	C	C		R				C								
Data Migration to COMS		A	C							C				C		R		
UAT		A	I	R	I		I		I	C				C		I	I	I
Train the trainer		C		C					A	I				I				R
End User training		A		C					R	I				I				I
Go live	A	R	C	C	I		C		C	C				C	I	I	I	
Critical Incident Reporting																		
Pre Gap Analysis -- Training Config/Setup										C					A	C	C	R
SME Training		A	C	C	I				I	C					C			R
GAP Analysis		A	I	C	I		I			C					R			
Customizations -- Scope Document		A	I	C						C					R			
Data Migration -- Scope Document		A	I	C						C					R	C		
Customizations & Data Migration Development		A	I	C						C					R	C		
ATG Test				C						A					R	C	I	
Data Migration from Legacy	C	A	C	C		R				C								
Data Migration to COMS		A	C							C					C	R		
UAT		A	I	R	I		I		I	C					C	I	I	I
Train the trainer		C		C					A	I					I			R
End User training		A		C					R	I					I			I
Go live	A	R	C	C	I		C		C	C					C	I	I	
Case Mgmt Phase II																		
Pre Gap Analysis -- Training Config/Setup										C	A					C	C	R
SME Training		A	C	C	I				I	C	C							R
GAP Analysis		A	I	C	I		I			C	R				I			
Customizations -- Scope Document		A	I	C						C	R							

Exhibit 5 - Roles and Responsibilities

MDOC COMS Project	State									ATG								
R: Responsible, A: Accountable, C: Consult, I: Informed (defined below)	Operational Sponsor	Project Manager	BA	SME Team	Tech. Analyst	Database SME	Security Liaison	Enterprise Arch.	Trainers	Project Manager	Case Mgt. SME	Food Service SME	Banking SME	Medical SME	Security SME	Database SME	Srv SME	Trainers
Data Migration -- Scope Document		A	I	C						C	R					C		
Customizations & Data Migration Development		A	I	C						C	R					C		
ATG Test				C						A	R				C	C	I	
Data Migration from Legacy	C	A	C	C		R				C								
Data Migration to COMS		A	C							C	C					R		
UAT		A	I	R	I		I		I	C	C					I	I	I
Train the trainer		C		C					A	I	I							R
End User training		A		C					R	I	I							I
Go live	A	R	C	C	I		C		C	C	C				I	I	I	
Case Mgmt Phase III																		
Pre Gap Analysis -- Training Config/Setup										C	A					C	C	R
SME Training		A	C	C	I				I	C	C							R
GAP Analysis		A	I	C	I		I			C	R				I			
Customizations -- Scope Document		A	I	C						C	R							
Data Migration -- Scope Document		A	I	C						C	R					C		
Customizations & Data Migration Development		A	I	C						C	R					C		
ATG Test				C						A	R				C	C	I	
Data Migration from Legacy	C	A	C	C		R				C								
Data Migration to COMS		A	C							C	C					R		
UAT		A	I	R	I		I		I	C	C					I	I	I
Train the trainer		C		C					A	I	I							R
End User training		A		C					R	I	I							I
Go live	A	R	C	C	I		C		C	C	C				I	I	I	

R - **Responsible** The individual who does the work to complete the task. There is only one responsible, although others may be consulted or supporting.

A - **Accountable** - The one ultimately answerable for the completion the task, the one who ensures the prerequisites of the task are met, and who delegates the work to those responsible. An accountable m approve work that the responsible provides. There must be only one accountable specified for each task or deliverable.

C - **Consulted**- Those whose opinions are sought, typically subject matter experts; and with whom there is two-way communication.

I - **Informed** - Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication.

SCHEDULE B
License Agreement

1. DEFINITIONS
For purposes of this Schedule, unless otherwise defined herein, all capitalized terms shall have the respective meanings given to them in the Contract.

2. AUTHORITY
This License Agreement shall be governed by the terms and conditions herein along with the terms and conditions of the Contract including all schedules, exhibits and attachments thereto.

3. LICENSE GRANT; OWNERHSIP
Subject to the terms and conditions of this License Agreement and the Contract, Contractor grants to the State and its Authorized Users (collectively, the "**Licensee**") a non-exclusive and non-transferable limited license to use the Software, and the Documentation, (collectively, the "**Licensed Software**") for the purpose of managing offenders under the supervision of the Michigan Department of Corrections. The Licensee may not sell, assign, lease, transfer, rent, sublicense or otherwise distribute the Licensed Software. The Licensed Software consists of proprietary products of Contractor and its Third Party suppliers, and the proprietary rights that protect such property may include, but are not limited to, U.S. and international copyrights, trademarks, patents, and trade secret laws of general applicability. All right, title and interest in and to the Licensed Software are and shall remain with Contractor or its Third Party suppliers, as applicable. This License Agreement and the Contract do not convey to the Licensee any interest in or title to the Licensed Software, only a limited right of use, revocable in accordance with the terms of this License Agreement or the Contract.

4. USE AND RESTRICTIONS
The Licensee assumes responsibility for selection of the Licensed Software to achieve the Licensee's intended results and for the use and valid operation of the Licensed Software.

The Licensee may make copies of the Licensed Software media solely for backup, disaster recovery, or archival purposes, which copies shall contain Contractor's or Third Party's copyright and other proprietary notices. The Licensee may not modify, translate, adapt, decompile, disassemble, decrypt, extract, or otherwise reverse engineer or attempt to discover the confidential source code and techniques incorporated in the Licensed Software. The Licensee may not create derivative software based on any trade secret or proprietary information of Contractor.

5. LICENSE FEES
In consideration of the rights granted in Section 3, the Licensee agrees to pay the License Fee as set forth on the Pricing Schedule in accordance with the terms and conditions of this License Agreement and the Contract.

6. TERM; TERMINATION
Upon payment of the License Fee by Licensee, the license grant hereunder shall run concurrently with the Term of the Contract including any renewals thereof, subject to Contractor's right of termination for cause granted below.

In the event that Licensee is in material default of the terms and conditions of this License Agreement or the Contract, and fails to correct such default within thirty (30) days after receipt of written notice of such from Contractor, Contractor may terminate this License Agreement for cause. In the event of termination, Licensee will be responsible for paying to Contractor all Licensee Fees accrued from its usage of the Licensed Software through the date of termination.

7. LIMITATION OF LIABILITY

Because computer software is inherently complex and may not be completely free of errors, it is the Licensee's responsibility to verify its work, and Contractor will not be responsible for the Licensee's failure to do so.

CONTRACTOR'S CUMULATIVE LIABILITY TO THE LICENSEE OR ANY PARTY FOR ANY LOSS OR DAMAGES RESULTING FROM ANY CLAIMS, DEMANDS, OR ACTIONS ARISING OUT OF OR RELATING TO THIS LICENSE AGREEMENT SHALL NOT EXCEED THE LICENSE FEE PAID TO CONTRACTOR FOR THE LICENSED SOFTWARE.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT WILL CONTRACTOR BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL, ECONOMIC, EXEMPLARY, OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE USE OF OR INABILITY TO USE CONTRACTOR'S PRODUCTS OR SERVICES, INCLUDING, WITHOUT LIMITATION, DAMAGES OR COSTS RELATING TO THE LOSS OF PROFITS, BUSINESS, GOODWILL, DATA LOSS ATTRIBUTABLE TO USER OPERATION, OR COMPUTER PROGRAMS, EVEN IF CONTRACTOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING EXCLUSION/LIMITATION OF LIABILITY SHALL NOT APPLY (1) TO PERSONAL INJURY OR DEATH CAUSED BY CONTRACTOR'S NEGLIGENCE; (2) FOR FRAUD; OR (3) FOR ANY OTHER MATTER FOR WHICH LIABILITY CANNOT BE EXCLUDED BY LAW.

8. NON-ASSIGNMENT

This License Agreement may not be assigned or otherwise transferred by Licensee without the prior written consent of Contractor. Notwithstanding the foregoing, either party may assign this License Agreement in its entirety, without consent of the other party, to its affiliate or in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets not involving a direct competitor of the other party.

9. GENERAL

This Agreement will be governed by the laws of the Michigan without regard to conflict of law principles. The Software and Documentation may not be exported outside the United States. Should any term of this License Agreement be declared void or unenforceable by any court of competent jurisdiction, such declaration shall have no effect on the remaining terms hereof.

SCHEDULE C – PRICING

Cost Table 1: Summary of the Project Cost

Deliverable	Project Cost(s)	Cost ($)	Comments
A.	**Initiation & Planning** Provide breakdown in Table 2	$1,279,666.08	
B.	**Requirements Analysis & Validation** Provide breakdown in table 3	$2,412,862.39	
C.	**Software & Support Costs (Year 1)** Provide breakdown in Table 4	$725,328.00	
D.	**Implementation** Provide breakdown in Table 5	$1,878,871.24	
E.	**Training and Knowledge Transfer** Provide breakdown in Table 6	$766,990.40	
F.	**Documentation** Provide breakdown in Table 7	$622,857.84	
G.	**Maintenance & Support** Provide breakdown in Table 8	$29,908,411.55	
H.	**Labor Rates for Future Enhancements** Provide breakdown in Table 9		
Total Project Cost		**$37,594,987.50**	

Cost Table 2: Initiation & Planning

Category	Total cost ($)	Comments
Project Charter	$17,644.96	The personnel and hours are based on experience from other similar projects.
Initial MDOC Software Review	$616,320.00	
Training Environment Setup	$136,960.00	
MDOC Pre-Gap Analysis Prep and Training	$410,880.00	
Initial Project Plan	$47,453.04	
Final Executive Summary (PM-0104)	$13,876.08	
Final EASA	$13,019.60	
Final DTMB-0170 Security Assessment Documentation	$23,512.40	
Total	**$1,279,666.08**	

Cost Table 3: Requirements Analysis & Validation

Category	Total cost ($)	Comments
Current Business Operations Document	$180,022.48	
Conceptual Business Operations Document	$154,176.72	
Conceptual Business Work Flow Diagram	$274,016.72	
Requirements Document	$8,822.48	Exhibit 1 to the Statement of Work forms a significant portion of this document.
Technical Requirements Document	$126,135.68	
GAP Analysis	$1,591,099.11	
Initial Requirements Specifications Document	$6,509.84	
Initial Requirements Traceability Matrix	$17,216.72	Exhibit 1 to the Statement of Work forms a significant portion of this document. The same table will be expanded to list which screens/reports of the proposed system address the particular functionality.
Infrastructure Service Request	$10,621.44	
Functional Design Document	$12,591.36	
System Design Document	$10,492.80	
Initial Disaster Recovery Plan	$12,334.56	
Documentation verifying and validating requirements	$8,822.48	
Total	**$2,412,862.39**	

Cost Table 4: Software: Year 1 Costs

Software[1]	Monthly Fee	Months	Cost ($)	Comments
Case Management	$73,868	0	$ -	Term license based on offender population and computed using offender population of 98,000 (community corrections and institutional offenders) except for Electronic Health Records, Pharmacy and Food Service which are based on 40,000 institutional offenders. The software may be used by any number of users, computers, or facilities. The State has opted to update the offender population each year on the anniversary date of the contract. If the State decides to extend the contract for additional years, the term license fee for each software will increase by 1% for each year after the initial 10-year term. **Please note:** As described in the multi-phase preliminary project plan, software will be implemented at different times. Therefore, license fees for a particular software will begin on the month that software is first implemented at any site. Using Exhibit 4 to the Statement of Work, ATG has computed the number of months a particular software will be licensed in the 10-year base contract period. Term license for Inmate Enablement System and Ticket Management System is included at no cost for the duration of the contract. For the first 10 years of the contract, each application's license fee will also annually include free hours for any ATG services, including development of future enhancements and all requirements to which ATG has responded with a "5" as well as other services such as training, network administration, etc. * Case Management: 1600 * Offender Funds Administration: 500 * Electronic Health Records:1200 * Pharmacy Administration: 400 * Investigation System: 300 For up to a total of 4000 hours per year of free services.
Trust Accounting	$26,264	2	$49,245	
Electronic Health Records	$59,697	0	$ -	
Pharmacy Administration	$23,216	0	$ -	
Investigation System	$14,774	0	$ -	
Food Service Administration	$23,216	1	$21,765	
Inmate Enablement	0		$ -	
Ticket Mgmt System	0		$ -	
Support Costs				
Hosting			$589,584	
Service & Maintenance			$4,734	
Audit			$60,000	
Total Year 1 Software & Hosting Cost			**$725,328**	

[1] Trust Accounting and Food Service are scheduled to start in 10th and 11th month; therefore, 2 and 1 months respectively of license fees in year 1

Cost Table 5: Implementation

Category	Total cost ($)	Comments
Implementation		
Installation Plan	$289,424.08	
Installation	$353,797.63	
Configuration	$297,882.56	
Data Cleansing	$201,292.80	Presumes State is responsible for extracting the data from current systems in an industry-standard structured format (delimited or fixed length text file, XML, etc.)
Conversion Plan	$20,215.28	
Data Conversion/Migration	$66,126.72	
Document Conversion/Migration	$22,998.76	
Day 1 Reports & Template Creation	$114,991.20	
Integration		
Test Type Approach & Report	$23,640.60	
Test Plan	$11,649.16	
Test Cases	$140,688.00	
System Testing	$72,979.20	
User Acceptance Testing	$263,185.25	
Customizations – *if required*		
Combined Total Implementation Costs	**$1,878,871.24**	

Cost Table 6: Training and Knowledge Transfer

Training Sessions	Cost ($)	Comments
Training Plan	$ -	
User Training	$702,156.00	Multi-phase training and catering for up to 110 SME(s) to participate in the Gap Analysis/UAT, and therefore having sufficient training time built for the group. The SME classes will have up to 32 students in each class, the train-the-trainer (TTT) class will have up to 12 students. Presumes that that MDOC will have the space and the equipment (workstations) to host these classes. **Case Management (3 phases)** **Phase 1:** Pre-gap training (one 2-day class for PB, and four 1-day classes for FOA), followed by one 2-day and four 1-day classes for PB and FOA respectively before UAT, followed by two 4-day TTT classes toward end of UAT. **Phase 2:** Pre-gap training (four 1-day classes for CFA), followed by four 1-day classes before UAT, followed by two 3-day TTT classes toward end of UAT. **Phase 3:** Pre-gap training (four 2-day classes for CFA), followed by four 1-day classes before UAT, followed by two 4-day TTT classes toward end of UAT. **Banking System** (one-rollout). Pre-gap training (one 1-day training for each group: central office, CFA, and FOA), followed by one 1-day training for each of the three groups before UAT, followed by one 4-day TTT class toward end of UAT. **Electronic Health Records System (three-rollouts)** **Phase 1** -- Pre-gap 3-day training for each of the two groups, followed by a two-day training session each for both groups before UAT, plus four three-day TTT classes. **Phase 2**: two-day training prior to UAT, and two-day TTT class. **Phase 3**: two-day training prior to UAT, and two-day TTT class **Pharmacy System** (one-rollout). Pre-gap one 2-day class, followed by one 2-day of class before UAT, and then one 3-day TTT class. **Investigation System** (one-rollout, part of Case Mgmt. phase 2). Pre-gap training is one 2-day class, followed by one 1-day class before UAT, followed by one 1-day TTT classes toward end of UAT. **Food Service System** (one-rollout). Pre-gap is one 3-day training, followed by one 3-day training before UAT, followed by one 3-day TTT class toward end of UAT.
Technical training (Ad Hoc database)	$54,012.00	Three 3-day classes, one before each rollout: Banking, Case Management Phase 1 and Case Management Phase II. Each class will be facilitated by a trainer and a Business Analyst.
Technical training (Interfaces)	$10,822.40	3 days onsite for MDOC core group of technical staff, taught by Database Architect.
Total Training Cost	**$766,990.40**	

Cost Table 7: Documentation

Documentation	Cost ($)	Comments
End User training documentation	$208,138	
Technical training documentation	$26,017	
System Administrator training documentation	$52,034	
Installation Documentation	$26,017	
Configuration manuals	$25,439	
Data Elements Dictionary	$72,270	
User manuals	$ -	
Technical manuals	$ -	
Operations Manual	$80,942	
Updates to all documentation deliverables	Included	
LockPath	$132,000	
Total Training and Documentation Cost	**$622,858**	

Cost Table 8: Recurring Annual Costs: Years 2–10

Recurring Annual Costs	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	**Total**
Operation Services										
Hosting	597,337	605,187	613,135	621,182	629,330	637,580	645,933	654,390	662,953	5,667,027
Support and Maintenance	116,066	163,006	165,776	165,776	165,776	165,776	165,776	165,776	197,940	1,471,669
Security Audit (Actual billable)	63,000	66,150	69,458	72,930	76,577	80,406	84,426	88,647	93,080	694,674
Total Operation Services	776,403	834,343	848,369	859,889	871,683	883,762	896,135	908,814	953,973	5,667,027
Term License including Software Maintenance and Support										
Case Management	484,759	831,015	831,015	831,015	831,015	831,015	831,015	831,015	992,250	7,294,114
Trust Accounting	295,470	295,470	295,470	295,470	295,470	295,470	295,470	295,470	352,800	2,716,560
Electronic Health Records	503,693	671,591	671,591	671,591	671,591	671,591	671,591	671,591	801,900	6,006,732
Pharmacy Administration	195,885	261,180	261,180	261,180	261,180	261,180	261,180	261,180	311,850	2,335,995
Investigation System	-	124,656	166,208	166,208	166,208	166,208	166,208	166,208	198,450	1,320,351
Food Service Administration	261,180	261,180	261,180	261,180	261,180	261,180	261,180	261,180	311,850	2,401,290
Inmate Enablement	-	-	-	-	-	-	-	-	-	-
Ticket Mgmt System	-	-	-	-	-	-	-	-	-	-
Total Maintenance and Support	1,740,987	2,445,092	2,486,644	2,486,644	2,486,644	2,486,644	2,486,644	2,486,644	2,969,100	22,075,042
Total Recurring Annual Costs	**2,517,390**	**3,279,435**	**3,335,013**	**3,346,532**	**3,358,327**	**3,370,406**	**3,382,779**	**3,395,457**	**3,923,073**	**29,908,412**

Cost Table 9: Labor Rates for Future Enhancements

Staffing Category	Key Staff	Firm Fixed Hourly Rate	Est. Hours (10-year total)	Extended Price
Bidder Project Manager	Shane Every	$289.09	0	$ -
Technical Lead	Mike Schall	$235.56	0	$ -
Business Analyst	Bryan Sandholm, Ajit Kumar, Mike Last, Greg Eekhoff, Atul Gupta, Shane Every	$235.56	0	$ -
Senior Software Developer		$235.56	0	$ -
Programmer		$214.14	0	$ -
Technical Writer		$144.54	0	$ -
Enterprise Database Architect	Tim Maulsby	$235.56	0	$ -
Enterprise Network Architect		$235.56	0	$ -
Quality Assurance Analyst		$144.54	0	$ -
Trainers		$144.54	0	$ -
Database Administrator		$214.14	0	$ -
Network Administrator		$214.14	0	$ -
Combined Total			**0**	**$0.00**

Please Note:

- All effort (and cost) associated with ensuring that proposed system stay current new infrastructure (hardware, operating system, database engine, application server, and browsers) is covered by ATG's maintenance and support. Furthermore, the term license offered includes up to 4,000 free hours annually for the base contract period that can used by the State for any ATG service.

- Labor Rates will be annually adjusted based on Department of Labor's Bureau of Labor Statistic's *Employment Cost Index, Table 5. COMPENSATION (NOT SEASONALLY ADJUSTED): Employment Cost Index for total compensation, for private industry workers, by occupational group and industry*, line associated with "Information" industry. https://www.bls.gov/news.release/eci.t05.htm.

Table 10: Free Labor Hours

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
2,713	2,633	3,925	4,000	4,000	4,000	4,000	4,000	4,000	4,000

Cost Assumptions

- The Cost Tables presume that all ATG systems included in the Statement of Work will be implemented so that the full advantage of the integrated offender management system can be realized.

- Connectivity to the data centers is over the Internet w/o using VPNs. ATG will ensure that both Switch data centers (Grand Rapids and Las Vegas) will have redundant connections to the Internet; similarly, the State will ensure that their Internet connection to both data centers is redundant.

- The proposed hardware will support test, training, and production environments. Also, storage has been expanded to cater for the 30 days of data backups of production data.

- ATG will annually conduct a SOC2 audit, and the cost of this audit will be billed to State. For the cost table, ATG has estimated this to be $60,000 for 2018, and a 5% increase annually. However, actual costs will be directly passed on to the State.

- The State has decided to use Microsoft Mobility option for SQL Server licenses for test, train and production environments. As a result, the cost of SQL Server licenses has been removed from the cost tables.

Payment Schedule

Invoice Date	Invoice Amount
7/1/2018	$ 2,352,877.33
8/1/2018	$ 1,214,116.44
9/1/2018	$ 1,214,116.44
10/1/2018	$ 94,033.64
11/1/2018	$ 94,033.64
12/1/2018	$ 154,033.64
1/1/2019	$ 94,033.64
2/1/2019	$ 94,033.64
3/1/2019	$ 94,033.64
4/1/2019	$ 94,033.64
5/1/2019	$ 120,297.64
6/1/2019	$ 143,513.64
7/1/2019	$ 144,159.72
8/1/2019	$ 144,159.72
9/1/2019	$ 144,159.72
10/1/2019	$ 227,072.72
11/1/2019	$ 227,072.72
12/1/2019	$ 363,940.72
1/1/2020	$ 300,940.79
2/1/2020	$ 376,345.23
3/1/2020	$ 296,520.08
4/1/2020	$ 296,520.08
5/1/2020	$ 296,520.08
6/1/2020	$ 296,520.08
7/1/2020	$ 297,174.25
8/1/2020	$ 297,174.25
9/1/2020	$ 297,174.25
10/1/2020	$ 311,948.25
11/1/2020	$ 311,948.25
12/1/2020	$ 378,098.25
1/1/2021	$ 311,948.25
2/1/2021	$ 311,948.25
3/1/2021	$ 311,948.25
4/1/2021	$ 311,948.25
5/1/2021	$ 311,948.25
6/1/2021	$ 311,948.25
7/1/2021	$ 312,610.58
8/1/2021	$ 312,610.58
9/1/2021	$ 312,610.58
10/1/2021	$ 312,610.58
11/1/2021	$ 312,610.58
12/1/2021	$ 382,068.08
1/1/2022	$ 312,610.58
2/1/2022	$ 312,610.58

Payment Schedule

Invoice Date	Invoice Amount
3/1/2022	$ 312,610.58
4/1/2022	$ 312,610.58
5/1/2022	$ 312,610.58
6/1/2022	$ 312,610.58
7/1/2022	$ 313,281.17
8/1/2022	$ 313,281.17
9/1/2022	$ 313,281.17
10/1/2022	$ 313,281.17
11/1/2022	$ 313,281.22
12/1/2022	$ 498,658.78
1/1/2023	$ 272,800.17
2/1/2023	$ 272,800.17
3/1/2023	$ 272,800.17
4/1/2023	$ 272,800.17
5/1/2023	$ 272,800.17
6/1/2023	$ 272,800.17
7/1/2023	$ 273,479.17
8/1/2023	$ 273,479.17
9/1/2023	$ 273,479.17
10/1/2023	$ 273,479.17
11/1/2023	$ 273,479.17
12/1/2023	$ 350,056.07
1/1/2024	$ 273,479.17
2/1/2024	$ 273,479.17
3/1/2024	$ 273,479.17
4/1/2024	$ 273,479.17
5/1/2024	$ 273,479.17
6/1/2024	$ 273,479.17
7/1/2024	$ 274,166.67
8/1/2024	$ 274,166.67
9/1/2024	$ 274,166.67
10/1/2024	$ 274,166.67
11/1/2024	$ 274,166.67
12/1/2024	$ 354,572.42
1/1/2025	$ 274,166.67
2/1/2025	$ 274,166.67
3/1/2025	$ 274,166.67
4/1/2025	$ 274,166.67
5/1/2025	$ 274,166.67
6/1/2025	$ 274,166.67
7/1/2025	$ 274,862.75
8/1/2025	$ 274,862.75
9/1/2025	$ 274,862.75
10/1/2025	$ 274,862.75

Payment Schedule

Invoice Date	Invoice Amount
11/1/2025	$ 274,862.75
12/1/2025	$ 359,288.79
1/1/2026	$ 274,862.75
2/1/2026	$ 274,862.75
3/1/2026	$ 274,862.75
4/1/2026	$ 274,862.75
5/1/2026	$ 274,862.75
6/1/2026	$ 274,862.75
7/1/2026	$ 275,567.50
8/1/2026	$ 275,567.50
9/1/2026	$ 275,567.50
10/1/2026	$ 275,567.50
11/1/2026	$ 275,567.50
12/1/2026	$ 364,214.84
1/1/2027	$ 275,567.50
2/1/2027	$ 275,567.50
3/1/2027	$ 275,567.50
4/1/2027	$ 275,567.50
5/1/2027	$ 275,567.50
6/1/2027	$ 275,567.50
7/1/2027	$ 319,166.08
8/1/2027	$ 319,166.08
9/1/2027	$ 319,166.08
10/1/2027	$ 319,166.08
11/1/2027	$ 319,166.08
12/1/2027	$ 412,245.79
1/1/2028	$ 319,166.08
2/1/2028	$ 319,166.08
3/1/2028	$ 319,166.08
4/1/2028	$ 319,166.08
5/1/2028	$ 319,166.08
6/1/2028	$ 319,166.01
	$ 37,594,987.50

SCHEDULE D
Service Level Agreement

1. Definitions. For purposes of this Schedule, the following terms have the meanings set forth below. All initial capitalized terms in this Schedule that are not defined in this **Section 1** shall have the respective meanings given to them in the Contract.

"**Actual Uptime**" means the total minutes in the Service Period that the Hosted Services are Available.

"**Availability**" has the meaning set forth in **Section 4(a)**.

"**Availability Requirement**" has the meaning set forth in **Section 4(a)**.

"**Available**" has the meaning set forth in **Section 4(a)**.

"**Contractor Service Manager**" has the meaning set forth in **Section 3.1**.

"**Corrective Action Plan**" has the meaning set forth in **Section 5.6**.

"**Critical Service Error**" has the meaning set forth in **Section 5.4(a)**.

"**Exceptions**" has the meaning set forth in **Section 4.2**.

"**Force Majeure Event**" has the meaning set forth in **Section 7.1**.

"**High Service Error**" has the meaning set forth in **Section 5.4(a)**.

"**Hosted Services**" has the meaning set forth in **Section 2.1(a)**.

"**Low Service Error**" has the meaning set forth in **Section 5.4(a)**.

"**Medium Service Error**" has the meaning set forth in **Section 5.4(a)**.

"**Resolve**" has the meaning set forth in **Section 5.4(b)**.

"**Scheduled Downtime**" has the meaning set forth in **Section 4.3**.

"**Scheduled Uptime**" means the total minutes in the Service Period.

"**Service Availability Credits**" has the meaning set forth in **Section 4.6(a)**.

"**Service Error**" means any failure of any Hosted Service to be Available or otherwise perform in accordance with this Schedule.

"**Service Level Credits**" has the meaning set forth in **Section 5.5**.

"**Service Level Failure**" means a failure to perform the Software Support Services fully in compliance with the Support Service Level Requirements.

"**Service Period**" has the meaning set forth in **Section 4(a)**.

"**Software**" has the meaning set forth in the Contract.

"**Software Support Services**" has the meaning set forth in **Section 5**.

"**State Service Manager**" has the meaning set forth in **Section 3.2**.

"**State Systems**" means the information technology infrastructure, including the computers, software, databases, electronic systems (including database management systems) and networks, of the State or any of its designees.

"**Support Request**" has the meaning set forth in **Section 5.4(a)**.

"**Support Service Level Requirements**" has the meaning set forth in **Section 5.4**.

"**Term**" has the meaning set forth in the Contract.

2. Services.

2.1 Services. Throughout the Term, Contractor will, in accordance with all terms and conditions set forth in the Contract and this Schedule, provide to the State and its Authorized Users the following services:

(a) the hosting, management and operation of the Software and other services for remote electronic access and use by the State and its Authorized Users ("**Hosted Services**");

(b) the Software Support Services set forth in **Section 5** of this Schedule; and

(c) the disaster recovery services set forth in **Section 8** of this Schedule.

3. Personnel

3.1 Contractor Personnel for the Hosted Services. Contractor will appoint a Contractor employee to serve as a primary contact with respect to the Services who will have the authority to act on behalf of Contractor in matters pertaining to the receipt and processing of Support Requests and the Software Support Services (the "**Contractor Service Manager**"). The Contractor Service Manager will be considered Key Personnel under the Contract.

3.2 State Service Manager for the Hosted Services. The State will appoint and, in its reasonable discretion, replace, a State employee to serve as the primary contact with respect to the Services who will have the authority to act on behalf of the State in matters pertaining to the Software Support Services, including the submission and processing of Support Requests (the "**State Service Manager**").

4. Service Availability and Service Availability Credits.

(a) Availability Requirement. Contractor will make the Hosted Services Available, as measured over the course of each calendar month during the Term and any additional periods during which Contractor does or is required to perform any Hosted Services (each such calendar month, a "**Service Period**"), at least 99.98% of the time, excluding only the time the Hosted Services are not Available solely as a result of one or more Exceptions (the "**Availability Requirement**"). "**Available**" means the Hosted Services are available and operable for access and use by the State and its Authorized Users over the Internet in material conformity with the Contract. "**Availability**" has a correlative meaning. The Hosted Services are not considered Available in the event of a material performance degradation or inoperability of the Hosted Services, in whole or in part. The Availability Requirement will be calculated for the Service Period as follows: (Actual Uptime – Total Minutes in Service Period Hosted Services are not Available Due to an Exception) ÷ (Scheduled Uptime – Total Minutes in Service Period Hosted Services are not Available Due to an Exception) x 100 = Availability.

4.2 Exceptions. No period of Hosted Service degradation or inoperability will be included in calculating Availability to the extent that such downtime or degradation is due to any of the following ("**Exceptions**"):

(a) failures of the State's or its Authorized Users' internet connectivity;

(b) Scheduled Downtime as set forth in **Section 4.3**.

4.3 Scheduled Downtime. Contractor must notify the State at least twenty-four (24) hours in advance of all scheduled outages of the Hosted Services in whole or in part ("**Scheduled Downtime**"). All such scheduled outages will: (a) last no longer than five (5) hours; (b) be scheduled between the hours of 12:00 a.m. and 5:00 a.m., Eastern Time; and (c) occur no more frequently than once per week; provided that Contractor may request the State to approve extensions of Scheduled Downtime above five (5) hours, and such approval by the State may not be unreasonably withheld or delayed.

4.4 Software Response Time. Software response time, defined as the interval from the time the end user sends a transaction to the time a visual confirmation of transaction completion is received, must be less than two (2) seconds for 98% of all transactions. The Statement of Work will set forth the acceptable testing plan, tracking plan, and reporting process for measuring and tracking Software Response Time. Unacceptable response times shall be considered to make the Software unavailable and will count against the Availability Requirement.

4.5 Service Availability Reports. Within thirty (30) days after the end of each Service Period, Contractor will provide to the State a report describing the Availability and other performance of the Hosted Services during that calendar month as compared to the Availability Requirement. The report must be in electronic or such other form as the State may approve in writing and shall include, at a minimum: (a) the actual performance of the Hosted Services relative to the Availability Requirement; and (b) if Hosted Service performance has failed in any respect to meet or exceed the Availability Requirement during the reporting period, a description in sufficient detail to inform the State of the cause of such failure and the corrective actions the Contractor has taken and will take to ensure that the Availability Requirement are fully met.

4.6 Remedies for Service Availability Failures.

(a) If the actual Availability of the Hosted Services is less than the Availability Requirement for any Service Period, such failure will constitute a Service Error for which Contractor will issue to the State the following credits on the Support Fees payable for the Hosted Services provided during the Service Period ("**Service Availability Credits**"):

Availability	Credit of Support Fees
≥99.98%	None
<99.98% but ≥99.0%	15%
<99.0% but ≥95.0%	50%
<95.0%	100%

(b) Any Service Availability Credits due under this **Section 4.6** will be applied in accordance with **Section 6** of this Schedule.

(c) If the actual Availability of the Hosted Services is less than the Availability Requirement in any two (2) of four (4) consecutive Service Periods, then, in addition to all other remedies available to the State, the State may terminate the Contract on written notice to Contractor with no liability, obligation or penalty to the State by reason of such termination.

5. Support and Maintenance Services. Contractor will provide Hosted Service maintenance and support services (collectively, "**Software Support Services**") in accordance with the provisions of this **Section 5**. The Software Support Services are included in the Services, and Contractor may not assess any additional fees, costs or charges for such Software Support Services.

5.1 Support Service Responsibilities. Contractor will:

(a) correct all Service Errors in accordance with the Support Service Level Requirements, including by providing defect repair, programming corrections and remedial programming;

(b) for Critical Service Errors provide unlimited telephone support 24 hours a day, seven days a week;

(c) any Service Error other than Critical Service Error provide unlimited telephone support 6:00 am until 7:00 pm, Eastern Time (ET);

(d) provide unlimited online support 24 hours a day, seven days a week;

(e) provide online access to technical support bulletins and other user support information and forums, to the full extent Contractor makes such resources available to its other customers; and

(f) respond to and Resolve Support Requests as specified in this **Section 5**.

5.2 Service Monitoring and Management. Contractor will continuously monitor and manage the Hosted Services to optimize Availability that meets or exceeds the Availability Requirement. Such monitoring and management includes:

(a) proactively monitoring on a twenty-four (24) hour by seven (7) day basis all Hosted Service functions, servers, firewall and other components of Hosted Service security;

(b) if such monitoring identifies, or Contractor otherwise becomes aware of, any circumstance that is reasonably likely to threaten the Availability of the Hosted Service, taking all necessary and reasonable remedial measures to promptly eliminate such threat and ensure full Availability; and

(c) if Contractor receives knowledge that the Hosted Service or any Hosted Service function or component is not Available (including by written notice from the State pursuant to the procedures set forth herein):

(i) confirming (or disconfirming) the outage by a direct check of the associated facility or facilities;

(ii) if Contractor's facility check in accordance with clause (i) above confirms a Hosted Service outage in whole or in part: (A) notifying the State in writing pursuant to the procedures set forth herein that an outage has occurred, providing such details as may be available, including a Contractor trouble ticket number, if appropriate, and time of outage; and (B) working all problems causing and caused by the outage until they are Resolved as Critical Service Errors in accordance with the Support Request Classification set forth in **Section 5.4**, or, if determined to be an internet provider problem, open a trouble ticket with the internet provider; and

(iii) notifying the State that Contractor has fully corrected the outage and any related problems, along with any pertinent findings or action taken to close the trouble ticket.

5.3 Service Maintenance. Contractor will continuously maintain the Hosted Services to optimize Availability that meets or exceeds the Availability Requirement. Such maintenance services include providing to the State and its Authorized Users:

(a) all updates, bug fixes, enhancements, Maintenance Releases, New Versions and other improvements to the Hosted Services, including the Software, provided that Contractor shall consult with the State and is required to receive State approval prior to modifying or upgrading Hosted Services, including Maintenance Releases and New Versions of Software; and

(b) all such services and repairs as are required to maintain the Hosted Services or are ancillary, necessary or otherwise related to the State's or its Authorized Users' access to or use of the Hosted Services, so that the Hosted Services operate properly in accordance with the Contract and this Schedule.

5.4 Support Service Level Requirements. Contractor will correct all Service Errors and respond to and Resolve all Support Requests in accordance with the required times and other terms and conditions set forth in this **Section 5.4** ("**Support Service Level Requirements**"), and the Contract.

(a) Support Requests. The State Service Manager will notify Contractor of support requests for Service Errors by email, telephone or such other means as the parties may hereafter agree to in writing (each a "**Support Request**"). Both parties will mutually agree to classify the Support Request in accordance with the descriptions set forth in the chart below.

Support Request Classification	**Any Service Error Comprising or Causing any of the Following Events or Effects**
Critical Service Error	(a) Issue affecting entire system or single critical production function; (b) System down or operating in materially degraded state; (c) Data integrity at risk; (d) Material financial impact; or (e) Widespread access interruptions.
High Service Error	(a) A Critical Service Error for which the State has received, within the Resolution time for Critical Service Errors, a work-around that the State has accepted in writing; (b) Primary component failure that materially impairs system's performance;

	(c) Data entry or access is materially impaired on a limited basis; or (d) performance issues of severe nature impacting critical processes.
Medium Service Error	An isolated or minor Error in the system that meets any of the following requirements: (a) does not significantly affect system functionality; (b) can or does impair or disable only certain non-essential system functions; or (c) does not materially affect the State's use of the system.
Low Service Error	Request for assistance, information, or services that are routine in nature.

(b) Response and Resolution Time Service Levels. Response and Resolution times will be measured from the time Contractor receives a Support Request until the respective times Contractor has (i) responded to, in the case of response time and (ii) Resolved such Support Request, in the case of Resolution time. "**Resolve**" (including "**Resolved**", "**Resolution**" and correlative capitalized terms) means that, as to any Service Error, Contractor has provided the State the corresponding Service Error correction and the State has confirmed such correction and its acceptance thereof. Contractor will respond to and Resolve all Service Errors within the following times based on the severity of the Service Error:

Support Request Classification	**Service Level Metric (Required Response Time)**	**Service Level Metric (Required Resolution Time)**	**Service Level Credits (For Failure to Respond to any Support Request Within the Corresponding Response Time)**	**Service Level Credits (For Failure to Resolve any Support Request Within the Corresponding Required Resolution Time)**
Critical Service Error	Contractor shall acknowledge receipt of a	Contractor shall Resolve the Support Request	An amount equal to 5% of the then current monthly	An amount equal to 5% of the then current monthly

	Support Request within ten (10) minutes.	as soon as practicable and no later than two (2) hours after Contractor's receipt of the Support Request. If the Contractor Resolves the Support Request by way of a work-around accepted in writing by the State, the severity level assessment will be reduced to a High Service Error.	Support Fees for each hour by which Contractor's response exceeds the required Response time.	Support Fees for each hour by which Contractor's Resolution of the Support Request exceeds the required Resolution time.
High Service Error	Contractor shall acknowledge receipt of a Support Request or, where applicable, the State's written acceptance of a Critical Service Error work-around, within thirty (30) minutes.	Contractor shall Resolve the Support Request as soon as practicable and no later than four (4) hours after Contractor's receipt of the Support Request or, where applicable, the State's written acceptance of a Critical Service Error work-around.	An amount equal to 3% of the then current monthly Support Fees for each hour, by which Contractor's response exceeds the required Response time.	An amount equal to 3% of the then current monthly Support Fees for each hour, by which Contractor's Resolution of the Support Request exceeds the required Resolution time.

Medium Service Error	Contractor shall acknowledge receipt of the Support Request within twenty four (24) hours.	Contractor shall Resolve the Support Request as soon as practicable and no later than ten (10) Business Days after Contractor's receipt of the Support Request.	N/A	An amount equal to 2% of the then current monthly Support Fees for each Business Day, and a prorated share of such percentage for each part of a Business Day, by which Contractor's Resolution of the Support Request exceeds the required Resolution time.
Low Service Error	Contractor shall acknowledge receipt of the Support Request within forty eight (48) hours.	Contractor shall Resolve the Support Request as soon as practicable and no later than twenty (20) Business Days after Contractor's receipt of the Support Request.	N/A	An amount equal to 2% of the then current monthly Support Fees for each Business Day, and a prorated share of such percentage for each part of a Business Day, by which Contractor's Resolution of the Support Request exceeds the required Resolution time.

(c) Escalation. With respect to any Critical Service Error Support Request, until such Support Request is Resolved, Contractor will escalate that Support Request within sixty (60) minutes of the receipt

of such Support Request by the appropriate Contractor support personnel, including, as applicable, the Contractor Service Manager and Contractor's management or engineering personnel, as appropriate.

5.5 Support Service Level Credits. Failure to achieve any of the Support Service Level Requirements for Critical and High Service Errors will constitute a Service Level Failure for which Contractor will issue to the State the corresponding service credits set forth in **Section 5.4(b)** ("**Service Level Credits**") in accordance with **Section 6** of this Schedule.

5.6 Corrective Action Plan. If two or more Critical Service Errors occur in any thirty (30) day period during (a) the Term or (b) any additional periods during which Contractor does or is required to perform any Hosted Services, Contractor will promptly investigate the root causes of these Service Errors and provide to the State within five (5) Business Days of its receipt of notice of the second such Support Request an analysis of such root causes and a proposed written corrective action plan for the State's review, comment and approval, which, subject to and upon the State's written approval, shall be a part of, and by this reference is incorporated in, the Contract as the parties' corrective action plan (the "**Corrective Action Plan**"). The Corrective Action Plan must include, at a minimum: (a) Contractor's commitment to the State to devote the appropriate time, skilled personnel, systems support and equipment and other resources necessary to Resolve and prevent any further occurrences of the Service Errors giving rise to such Support Requests; (b) a strategy for developing any programming, software updates, fixes, patches, etc. necessary to remedy, and prevent any further occurrences of, such Service Errors; and (c) time frames for implementing the Corrective Action Plan. There will be no additional charge for Contractor's preparation or implementation of the Corrective Action Plan in the time frames and manner set forth therein.

6. Availability and Support Service Level Credits. Contractor acknowledges and agrees that any credits assessed under this Service Level Agreement: (a) is a reasonable estimate of and compensation for the anticipated or actual harm to the State that may arise from not meeting the Availability Requirement or the Support Service Level Requirement, which would be impossible or very difficult to accurately estimate; and (b) may, at the State's option, be credited or set off against any Support Fees payable to Contractor under this Contract or be payable to the State upon demand if no such Support Fees remain payable to Contractor. Credits may not exceed the total amount of Support Fees that would be payable for the relevant Service Period in which the credits are assessed. Further, the State may only assess one type of credit for a single event, meaning, the State cannot assess both a Service Availability Credit and a Service Level credit for the same event causing the applicable credit.

7. Force Majeure.

7.1 Force Majeure Events. Subject to **Section 7.3**, neither party will be liable or responsible to the other party, or be deemed to have defaulted under or breached the Contract, for any failure or delay in fulfilling or performing any term hereof, when and to the extent such failure or delay is caused by: acts of God, flood, fire or explosion, war, terrorism, invasion, riot or other civil unrest, embargoes or blockades in effect on or after the date of the Contract, national or regional emergency, or any passage of law or governmental order, rule, regulation or direction, or any action taken by a governmental or public

authority, including imposing an embargo, export or import restriction, quota or other restriction or prohibition (each of the foregoing, a "**Force Majeure Event**"), in each case provided that: (a) such event is outside the reasonable control of the affected party; (b) the affected party gives prompt written notice to the other party, stating the period of time the occurrence is expected to continue; (c) the affected party uses diligent efforts to end the failure or delay and minimize the effects of such Force Majeure Event.

7.2 State Performance; Termination. In the event of a Force Majeure Event affecting Contractor's performance under the Contract, the State may suspend its performance hereunder until such time as Contractor resumes performance. The State may terminate the Contract by written notice to Contractor if a Force Majeure Event affecting Contractor's performance hereunder continues substantially uninterrupted for a period of five (5) Business Days or more. Unless the State terminates the Contract pursuant to the preceding sentence, any date specifically designated for Contractor's performance under the Contract will automatically be extended for a period up to the duration of the Force Majeure Event.

7.3 Exclusions; Non-suspended Obligations. Notwithstanding the foregoing or any other provisions of the Contract or this Schedule:

(a) in no event will any of the following be considered a Force Majeure Event:

(i) shutdowns, disruptions or malfunctions of Contractor Systems or any of Contractor's telecommunication or internet services other than as a result of general and widespread internet or telecommunications failures that are not limited to the Contractor Systems; or

(ii) the delay or failure of any Contractor Personnel to perform any obligation of Contractor hereunder unless such delay or failure to perform is itself by reason of a Force Majeure Event.

8. Disaster Recovery and Backup. Throughout the Term and at all times in connection with its actual or required performance of the Services, and in addition to requirements set forth in the Statement of Work, Contractor will:

(a) maintain and operate a backup and disaster recovery plan to achieve a Recovery Point Objective (RPO) of 2 hours, and a Recovery Time Objective (RTO) of 4 hours (the "**DR Plan**"), and implement such DR Plan in the event of any unplanned interruption of the Hosted Services. Contractor's current DR Plan, revision history, and any reports or summaries relating to past testing of or pursuant to the DR Plan are attached as **Schedule F**. Contractor will actively test, review and update the DR Plan on at least an annual basis using industry best practices as guidance. Contractor will provide the State with copies of all such updates to the Plan within fifteen (15) days of its adoption by Contractor. All updates to the DR Plan are subject to the requirements of this **Section 8**; and

(b) provide the State with copies of all reports resulting from any testing of or pursuant to the DR Plan promptly after Contractor's receipt or preparation. If Contractor fails to reinstate all material

Hosted Services within the periods of time set forth in the DR Plan, the State may, in addition to any other remedies available under this Contract, in its sole discretion, immediately terminate this Contract as a non-curable default.

SCHEDULE E
Data Security Requirements

1. Definitions. For purposes of this Schedule, the following terms have the meanings set forth below. All initial capitalized terms in this Schedule that are not defined in this **Section 1** shall have the respective meanings given to them in the Contract.

"**Contractor Security Officer**" has the meaning set forth in **Section 2** of this Schedule.

"FISMA" means The Federal Information Security Management Act of 2002 (44 U.S.C. ch. 35, subch. III § 3541 et seq.)

"**Hosted Services**" means the hosting, management and operation of the computing hardware, ancillary equipment, Software, firmware, data, other services (including support services), and related resources for remote electronic access and use by the State and its Authorized Users, including operation of any secondary sites for purposes of disaster recovery.

"**NIST**" means the National Institute of Standards and Technology.

"**PCI**" means the Payment Card Industry.

"**PSP**" means the State's IT Policies, Standards and Procedures located at: http://michigan.gov/dtmb/0,4568,7-150-56355_56579_56755---,00.html.

"**SSAE**" means Statement on Standards for Attestation Engagements.

2. Contractor will appoint a Contractor employee to respond to the State's inquiries regarding the security of the Contractor Systems who has sufficient knowledge of the security of the Contractor Systems and the authority to act on behalf of Contractor in matters pertaining thereto ("**Contractor Security Officer**"). The Contractor Security Officer will be considered Key Personnel under the Contract.

3. Protection of the State's Confidential Information. Throughout the Term and at all times in connection with its actual or required performance of the Services, Contractor will:

3.1 maintain an annual SSAE 16 SOC 2 Type 2 audit for the Hosted Services throughout the Term;

3.2 ensure that the Software and data, including backup data, is securely hosted, supported, administered, and accessed in a data center that resides in the continental United States, and minimally meets Uptime Institute Tier 3 standards (www.uptimeinstitute.com), or its equivalent;

3.3 maintain and enforce an information security program including safety and physical and technical security policies and procedures with respect to its Processing of the State's Confidential Information that comply with the requirements of the State's data security policies as set forth in the Contract**,** and must, at a minimum, remain compliant with FISMA and NIST Special Publication 800.53 (most recent version) MOD Controls using minimum control values as established in the applicable PSP;

3.4 provide technical and organizational safeguards against accidental, unlawful or unauthorized access to or use, destruction, loss, alteration, disclosure, transfer, commingling or processing of such

information that ensure a level of security appropriate to the risks presented by the processing of the State's Confidential Information and the nature of such Confidential Information, consistent with best industry practice and standards;

3.5 take all reasonable measures to:

(a) secure and defend all locations, equipment, systems and other materials and facilities employed in connection with the Services against "hackers" and others who may seek, without authorization, to disrupt, damage, modify, access or otherwise use Contractor Systems or the information found therein; and

(b) prevent (i) the State and its Authorized Users from having access to the data of other customers or such other customer's users of the Services; (ii) the State's Confidential Information from being commingled with or contaminated by the data of other customers or their users of the Services; and (iii) unauthorized access to any of the State's Confidential Information;

3.6 State Data must be encrypted in transit and at rest using currently certified encryption modules in accordance with FIPS PUB 140-2 (as amended), *Security Requirements for Cryptographic Modules*;

3.7 the Hosted Services must support Identity Federation/Single Sign-on (SSO) capabilities using SAML or comparable mechanisms, including support for a secure multi-factor method of authentication as required based on data classification;

3.8 the Hosted Services must have a secure multi-factor method of authentication for privileged/administrative access; and

3.9 assist the State with its security accreditation process through the development, completion and ongoing updating of a system security plan using the State's automated governance, risk and compliance (GRC) platform, and implement any required safeguards or remediate any security vulnerabilities as identified by the results of the State's security accreditation process.

4. Unauthorized Access. Contractor may not access, and shall not permit any access to, State Systems, in whole or in part, whether through Contractor's Systems or otherwise, without the State's express prior written authorization. Such authorization may be revoked by the State in writing at any time in its sole discretion. Any access to State Systems must be solely in accordance with the Contract and this Schedule, and in no case exceed the scope of the State's authorization pursuant to this **Section 4**. All State-authorized connectivity or attempted connectivity to State Systems shall be only through the State's security gateways and firewalls and in compliance with the State's security policies set forth in the Contract as the same may be supplemented or amended by the State and provided to Contractor from time to time.

5. Security Audits. During the Term, Contractor will:

5.1 maintain complete and accurate records relating to its data protection practices, IT security controls, breach notification response plan, and the security logs of any of the State's Confidential

Information, including any backup, disaster recovery or other policies, practices or procedures relating to the State's Confidential Information and any other information relevant to its compliance with this Schedule;

5.2 upon the State's request, make all such records, appropriate personnel and relevant materials available during normal business hours for inspection and audit by the State or an independent data security expert that is reasonably acceptable to Contractor, provided that the State: (i) gives Contractor at least five (5) Business Days prior notice of any such audit; (ii) undertakes such audit no more than once per calendar year, except for good cause shown; and (iii) conducts or causes to be conducted such audit in a manner designed to minimize disruption of Contractor's normal business operations and that complies with the terms and conditions of all data confidentiality, ownership, privacy, security and restricted use provisions of the Contract. The State may, but is not obligated to, perform such security audits, which shall, at the State's option and request, include penetration and security tests, of any and all Contractor Systems and their housing facilities and operating environments; and

5.3 if requested by the State, provide a copy of Contractor's SSAE 16 SOC 2 Type 2 audit report to the State within thirty (30) days after Contractor's receipt of such report. Any such audit reports will be recognized as Contractor's Confidential Information.

6. Nonexclusive Remedy. Any failure of the Services to meet the requirements of this Schedule with respect to the security of any State Data or other Confidential Information of the State, including any related backup, disaster recovery or other policies, practices or procedures, is a material breach of the Contract for which the State, at its option, may terminate the Contract immediately upon written notice to Contractor without any notice or cure period, and Contractor must promptly reimburse to the State any Fees prepaid by the State prorated to the date of such termination.

7. PCI Compliance.

7.1 Contractors that process, transmit, store or affect the security of credit/debit cardholder data, must adhere to the PCI Data Security Standard. The Contractor is responsible for the security of cardholder data in its possession. The data may only be used to assist the State or for other uses specifically authorized by law.

7.2 The Contractor must notify the State's Contract Administrator (within 48 hours of discovery) of any breaches in security where cardholder data has been compromised. In that event, the Contractor must provide full cooperation to the card associations (e.g. Visa, MasterCard, and Discover) and state acquirer representative(s), or a PCI approved third party, to conduct a thorough security review. The Contractor must provide, at the request of the State, the results of such third party security review. The review must validate compliance with the PCI Data Security Standard for protecting cardholder data. At the State's sole discretion, the State may perform its own security review, either by itself or through a PCI approved third party.

7.3 The Contractor is responsible for all costs incurred as the result of the breach. Costs may include, but are not limited to, fines/fees for non-compliance, card reissuance, credit monitoring, breach

notification, and any costs associated with a card association, PCI approved third party, or State initiated security review.

7.4 Without limiting Contractor's obligations of indemnification as further described in this Contract, Contractor must indemnify, defend, and hold harmless the State for any and all claims, including reasonable attorneys' fees, costs, and incidental expenses, which may be suffered by, accrued against, charged to, or recoverable from the State in connection with the breach.

7.5 The Contractor must dispose of cardholder data when it is no longer needed in compliance with PCI DSS policy. The Contractor must continue to treat cardholder data as confidential upon contract termination.

7.6 The Contractor must provide the State's Contract Administrator with an annual Attestation of Compliance (AOC) and Report on Compliance (ROC) (if required) showing the contractor is in compliance with the PCI Data Security Standard. The Contractor must notify the State's Contract Administrator of all failures to comply with the PCI Data Security Standard.

8. CJIS Compliance. The State and Contractor must comply with all Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy requirements as well as all requirements of the Michigan Security Addendum. All Contractor Personnel engaged on this Contract must execute a CJIS Security Addendum and complete CJIS compliant Security Awareness Training (SAT) as outlined in the FBI CJIS Security Policy. The CJIS Security Addendums and proof of completed SAT must be provided to the State.