

Broward County Public Schools Project Status Report Contract Compliance Module

Status Report

August 28, 2020

Overall Status: High Risk

Status Code Legend:

- On Track: Project is on schedule
- High Risk: At risk, with a high risk of going off track
- At Risk: Milestones missed but date intact
- Off Track: Date will be missed if action not taken

The project is HIGH RISK the week of: 8/24/2020 - 8/28/2020	<ul style="list-style-type: none"> ● Schedule at Risk ● No Team Meeting Held, Project Management Team Touch Point Meeting held
Potential Risks:	<ul style="list-style-type: none"> ● Project timeline at Risk, due to delay in finalizing sample payment file and migration worksheet due to resources constraints ● Migration file targeted to be completed August 28, 2020
Issues:	<ul style="list-style-type: none"> ● None
Milestones accomplished the week of: 8/24/2020 – 8/28/2020	<ul style="list-style-type: none"> ● Vendor Go-Live ● Migration worksheet completed and provided to B2Gnow ● Compliance Training II confirmed for September 10th ● Client Profile submitted to B2Gnow Support Team
Milestones planned for the weeks of: 8/31/2020 – 9/4/2020	<p>B2Gnow</p> <ul style="list-style-type: none"> • Monitor Post go-live activities • Peer Review of Data Migration Worksheet scheduled for the week of 8/31/2020 • Begin planning for Certification Tracking Record Migration <p>Broward</p> <ul style="list-style-type: none"> • Continue to enter pilot contracts into the system • Continue working on data pull for payment file • Complete letter template sign-off
Areas/questions for discussion:	<ul style="list-style-type: none"> ● BCPS Vendor Certification List <ul style="list-style-type: none"> ✓ Since Certification Management and/or a certification migration is not in the SOW for this implementation, the process of creating a

	<p>"Certification Tracking Log Record" can be used to specifically track BCPS certified vendors. This record will be created, monitored and updated manually by BCPS authorized staff at the vendor profile level when adding a BCPS certified vendor to a contract. The use of the system's "Search and Export" feature will give you the ability to create reporting.</p>
Key Decisions:	One-time migration of BCPS District Certifications into Tracking Records
Action Items:	<ul style="list-style-type: none"> ● See list below
Resource Constraints	<ul style="list-style-type: none"> ● Beginning in October primary BCPS project resource (Jasmine Jones) will have decreased availability due to be assigned to another major project. This has potential to put further impact on the project timeline. ● Contract Header - Out of Scope due to BCPS has limited resources are available to complete the contract review to determine contracts that should be migrated ● Payment sample file dependent on Broward IT resource availability
Project/Module Percent Complete:	<ul style="list-style-type: none"> ● Total Project – 47% ● Outreach and Event Management - 100% ● Contract Compliance - 52% ● Contract Compliance Testing - 100% ● Data Migration/Contracts - 19% ● Data Migration /Tracking Records - 0% ● Data Interface/Imports - 9% ● Spend Analysis – 0% ● Custom Report Development - 0% ● Onsite Visit – 0%

ACTION ITEM LOG

Date Received	Type	Description	Status	Comments
7/8/2020	Portal	Portal - remove reference to (Excluding Non-S.M.A.R.T Bond Projects) under About the System	Closed	COMPLETED 7/10 - Email Sent to Config.
7/8/2020	Reference Field	Contract Compliance - add new department Physical Plant Operations	Closed	COMPLETED 7/10 - Email Sent to Config
7/8/2020	Reference Field	Add reference field - At the subcontractor level, labeled Ethnicity/Gender menu options Ethnicity/Gender African American Females African American Males Asian-Pacific American Females Asian-Pacific American Males Subcontinent Asian American Females Subcontinent Asian American Males Hispanic American Females Hispanic American Males Native American Females Native American Males Caucasian Females Small Business Enterprise Non-Minority Males	Closed	COMPLETED 7/10 - Email Sent to Config
7/14/2020	Templates	Contract Compliance Letter Templates	Pending Sign-off	7/21 - configuration completed 7/15 - Config. Ticket Open
7/28/2020	Configuration	Add new certification actions for Tracking Records	Closed	COMPLETED - Actions added New, Renewal & Reciprocal
7/28/2020	Portal	Portal does not display all available modals (sections or buttons) when BCPS Staff uses browardschools.smwbe.com	Closed	COMPLETED - IE version has been fixed Config. Researching issue
7/31/2020	Reference Field	Track Bond Oversight Committee Projects	Closed	COMPLETED - Reference field added to the contract compose page

7/31/2020	Reference Field	Track Vendor Number at the vendor profile level	Closed	COMPLETED - Reference Number section has been added to the vendor profile. This will be a manual process for BCPS Staff.
Date Received	Type	Description	Status	Comments
6/10/202	Migration	Provide migration sheet containing open/active contracts to be migrated into B2G	Closed	Received on 8/21/2020
6/10/2020	Interface	Payment interface will contain the following data elements Amount Paid Date Paid Contract Number/ Task Order Number Invoice Number (Vendor Number)	Open	Pending sample file in the correct file format; (1) In the payment file Task Order Number is mapped to the contract number field the file must contain one or the other (2) The vendor number is being mapped to the Invoice Number field
8/5/2020	Scope Change	Add the Certification module to allow a one-time migration of BCPS District Certificates.	Open	8/21 - Tracking Record migration worksheet being created. 8/5 - Pending B2Gnow Mgmt. approval