

# Broward County Public Schools Project Status Report Contract Compliance Module

Status Report

September 25, 2020

**Overall Status: At 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

<p>The project is <b>AT RISK</b> the week of: 9/21/2020 - 9/25/2020</p>	<ul style="list-style-type: none"> <li>➤ Schedule is <b>At Risk</b></li> <li>➤ Project Management Team Touch Point Meeting held</li> </ul>
<p>Potential Risks:</p>	<ul style="list-style-type: none"> <li>➤ Project timeline at Risk, due to a delay in finalizing sample payment file. <b>Note:</b> Per an update from BCPS, the Information Technology Division is actively working on the integration setup between SAP and B2Gnow in the Development Environment and in the unit testing phase of the report. Moreover, the development system is currently unavailable due to scheduled maintenance until Monday, October 5th.</li> </ul>
<p>Issues:</p>	<ul style="list-style-type: none"> <li>✓ None</li> </ul>
<p>Milestones <b>accomplished</b> the week of: 9/21/2020 – 9/25/2020</p>	<ul style="list-style-type: none"> <li>✓ Provided requirements template for Certification Tracking Record Migration</li> <li>✓ Completed the Contract Compliance Letter Template Sign-off</li> <li>✓ Held meetings to discuss Certification Data Management</li> </ul>
<p>Milestones planned for the weeks of: 9/28/2020 – 10/2/2020</p>	<p><b>B2Gnow</b></p> <ul style="list-style-type: none"> <li>• Monitor Post go-live activities</li> </ul> <p><b>Broward</b></p> <ul style="list-style-type: none"> <li>• Enter awarded contracts between April - June 2020</li> <li>• Continue working on data pull for payment file</li> <li>• Complete the Certification Tracking Record Migration Worksheet</li> </ul>
<p>Areas/questions for discussion:</p>	<ul style="list-style-type: none"> <li>✓ BCPS Vendor Certification List</li> </ul>

	<ul style="list-style-type: none"> <li>• Since Certification Management and/or a certification migration is not in the Scope of Work (SOW) for this implementation, the process of creating a "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.</li> </ul>
Key Decisions:	<ul style="list-style-type: none"> <li>✓ One-time migration of BCPS District Certifications into Tracking Records, currently exploring the options for on-going data management to help reduce manual processing.</li> </ul>
Action Items:	<ul style="list-style-type: none"> <li>✓ Refer to the Project/Module Percent Section below</li> </ul>
Resource Constraints	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Payment sample file dependent on Broward IT resource availability.</li> </ul>
Project/Module Percent Complete:	<p><b>Total Project – 50%</b></p> <ul style="list-style-type: none"> <li>• Outreach and Event Management - 100%</li> <li>• Contract Compliance - 54%</li> <li>• Contract Compliance Testing - 100%</li> <li>• Data Migration/Contracts - 34%</li> <li>• Data Migration /Tracking Records - 6%</li> <li>• Data Interface/Imports - 9%</li> <li>• Spend Analysis – 0%</li> <li>• Custom Report Development - 0%</li> <li>• Onsite Visit – 0%</li> </ul>

## ACTION ITEM LOG

Date Received	Type	Description	Status	Comments
8/5/2020	Tracking Record Migration	Upload an initial BCPS certification files to allow a one-time migration.	Open	9/21 - Template provided to BCPS for the Certification Tracking Record Migration Worksheet. being created.
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.
7/28/2020	Configuration	Add new certification actions for Tracking Records	Closed	COMPLETED - Actions added New, Annual & reciprocal.
7/28/2020	Portal	Portal does not display all available modals when BCPS Staff uses browardschools.smwbe.com	Closed	COMPLETED - IE version has been fixed Config. Researching issue.
7/14/2020	Templates	Contract Compliance Letter Templates	Closed	COMPLETED - Received Sign-off document Sept 2020 - Sign-off requested 7/21 - configuration completed 7/15 - Config. Ticket Open.
7/8/2020	Portal	Portal - remove refence to (Excluding Non-S.M.A.R.T. Bond Projects) under About the System	Closed	COMPLETED 7/10 - Email Sent to Configuration.
7/8/2020	Reference Field	Contract Compliance - add new department Physical Plant Operations	Closed	COMPLETED 7/10 - Email Sent to Configuration.

Date Received	Type	Description	Status	Comments
7/8/2020	Reference Field	Add reference field - At the subcontractor level, labeled <b>Ethnicity/Gender</b> menu options:  <b>Ethnicity/Gender</b> <ul style="list-style-type: none"> <li>• African American Females</li> <li>• African American Males</li> <li>• Asian-Pacific American Females</li> <li>• Asian-Pacific American Males</li> <li>• Subcontinent Asian American Females</li> <li>• Subcontinent Asian American Males</li> <li>• Hispanic American Females</li> <li>• Hispanic American Males</li> <li>• Native American Females</li> <li>• Native American Males</li> <li>• Caucasian Females</li> <li>• Small Business Enterprise</li> <li>• Non-Minority Males</li> </ul>	Closed	COMPLETED 7/10 - Email Sent to Configuration.
6/10/2020	Migration	Provided migration Excel document containing open/active contracts to be migrated into B2G, from July 1, 2017 thru March 2020.	Closed	COMPLETED. 8/21/2020 - Received <b>734</b> records. <b>734</b> records were manually entered in the system.
6/10/2020	Interface	Payment interface will contain 6 data elements <ul style="list-style-type: none"> <li>• Amount Paid</li> <li>• Date Paid</li> <li>• Contract Number</li> <li>• Check Number (Check or ACH)</li> <li>• Purchase order Number</li> <li>• Invoice Number (Vendor Number)</li> </ul>	<b>Open</b>	Pending sample file in the correct file format. <b>Note:</b> Per an update from BCPS, the Information Technology Division is actively working on the integration setup between SAP and B2Gnow in the Development Environment and in the unit testing phase of the report.