

CORRESPONDENCE - August 1, 2021

The Honorable Senator Guy Guzzone
Chair, Senate Budget and Taxation
3 West
Miller Senate Office Building
Annapolis, MD 21401
Guy.guzzone@senate.state.md.us

The Honorable Delegate Maggie McIntosh
Chair, House Appropriations
Room 121
House Office Building
Annapolis, MD 21401

Dear Chairs Guzzone and McIntosh,

The 2021 Joint Chairmen's Report notes that:

The budget committees request that IAC submit a status report on the IMFAL procurement and implementation by August 1, 2021, in order to provide an update on the agency's progress in meeting Chapter 14 requirements.

Please see the attached graphic which shows how the IAC's Integrated Master Facilities Asset Library (IMFAL) will be a cloud-based window to information from a variety of IAC data sets that will be output into portals, not only for the LEAs but also for the general public to access appropriate information.

Some of these data sets are already in place, such as the Facility Inventory and the Maintenance Database. An initial Facility Assessment Database has been generated by the third-party vendor that the IAC has engaged to conduct the baseline statewide facilities assessment.

This submitted report will focus primarily on the procurement of the Business Management System (BMS), which is a primary component of the IMFAL and is currently in process. Earnest efforts to procure the BMS began in 2018. The latest Request for Proposals (RFP) for the BMS was posted to the eMaryland Marketplace Advantage (eMMA) in April 2021 and proposals were received in June 2021.

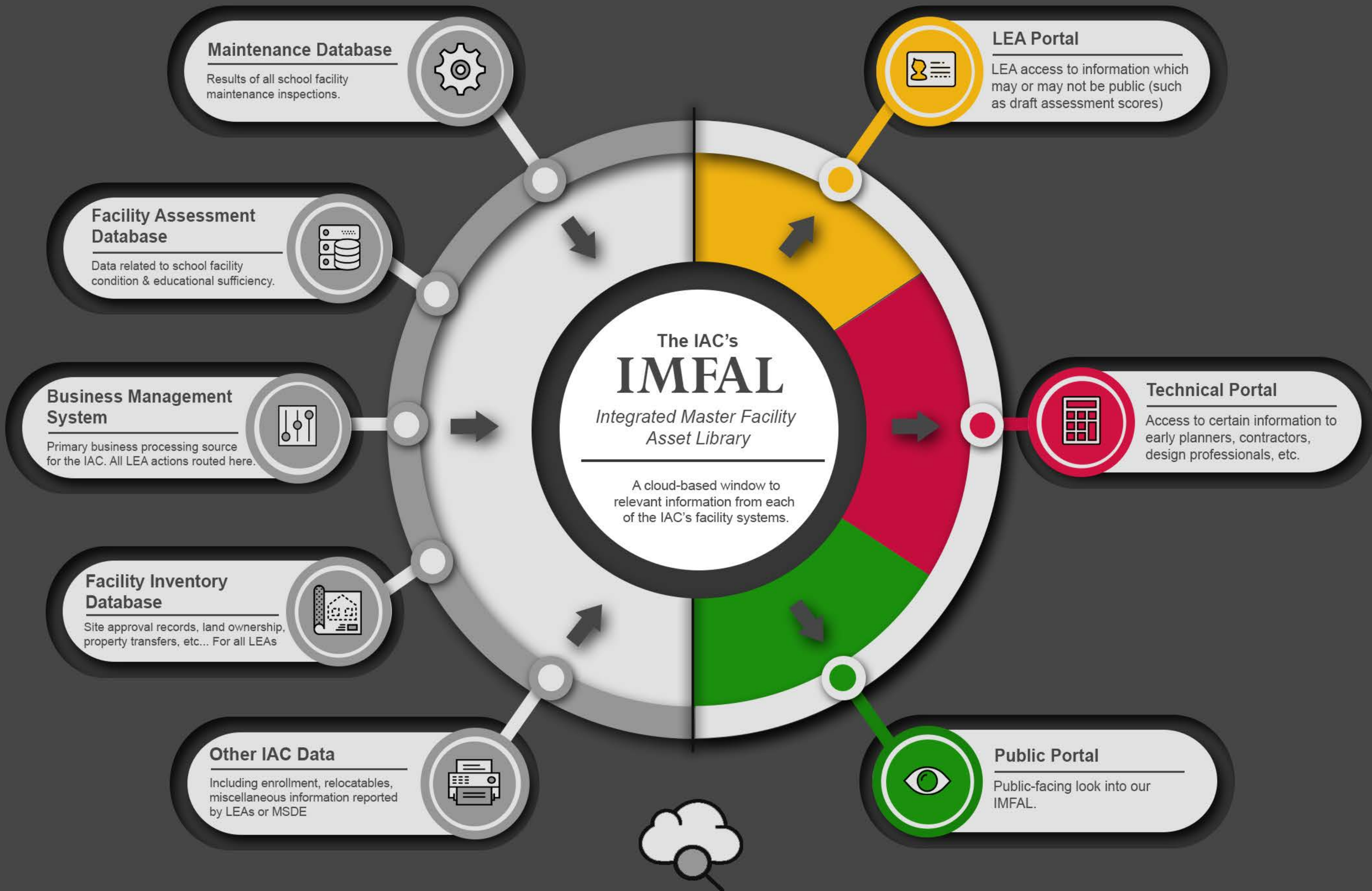
The selection process is currently ongoing, and it is anticipated that a recommendation for contract award will be made to the Board of Public Works by November 2021. The contract cost is currently estimated at approximately \$4 million, and it is expected that the system will go live within 14 months of the Notice to Proceed. Please see the attached Deliverables Summary Table as extracted from the RFP.

Best Regards,



Robert A. Gorrell
Executive Director
Interagency Commission on School Construction

Cc: Laura Hyde, DLS Analyst
Sarah Albert, Department of Legislative Services (5 Copies)



Deliverables Summary Table—IAC Business-Management System (BMS)

from MSDE RFP #R00R1600626, Section 2.4.4.1

Deliverables Summary Table ID #	Deliverable	Acceptance Criteria	Due Date / Frequency
A1	Preliminary Business Process Maps (BPMs) (2.3.2.2)	Define all business processes and include the information identified for inclusion by the Contract Monitor; and are developed to 90% of completion	NTP + 8 weeks
A2	Integrated Project Schedule (2.3.2.5)	MS Project format; demonstrates all tasks, task estimates, resource assignments, and dependencies for both IAC and Contractor Personnel.	NTP + 10 weeks
A3	Configuration Requirements Document (CRD) (2.3.2.3)	MS Word format; specifies configuration details that meet each requirement provided by the IAC, whether the requirement was presented in the RFP, Contract, email or memorandum.	NTP + 24 weeks
A4	Proofs of Concept (screen shots and affirmations of implementation)	Cover all functionalities listed in the CRD; show all screens needed to evaluate each functionality; include description of each functionality.	NTP + 28 weeks
B1	Implementation Sub-Schedule (Final) including Data-Migration Plan (2.3.2.6)	Include all activities necessary to comply with the requirements.	NTP + 28 weeks
B2	Plan for Testing	Describe all tasks, task estimates, resource assignments, and dependencies for both IAC and Contractor personnel.	NTP + 46 weeks
B3	Configured BMS ready for Evaluation and Acceptance	All functionalities included in the CRD are present and working; data are in production such that IAC staff may test each functionality.	NTP + 46 weeks
B4	System Documentation (2.3.2.10)	Configuration Record and user and administrative manuals contain all content specified in RFP section 2.3.2.10.	NTP + 49 weeks
B5	Data Migration Completed	All data identified by IAC staff for migration into the BMS are present and usable in the BMS.	NTP + 49 weeks
B6	Training materials (2.3.2.9)	Contain all content specified in the RFP section 2.3.2.9.	NTP + 49 weeks
B7	Activate Licenses	Licenses are functional.	NTP + 50 weeks
B8	Train the Trainers	Trainers identified by the IAC have been trained on all content relevant to the operation of the BMS.	NTP + 54 weeks
B9	Conduct communications for	Complete communications identified in the CRD.	NTP + 55 weeks

	Go-Live to identified users		
B10	Launch Help Desk and provide support procedures (2.3.2.8)	Fully functional help desk is operating per CRD requirements and support procedures meeting CRD requirements have been implemented and published to all users identified by the IAC.	NTP + 55 weeks
B11	Set Up users	All user accounts requested by the Contract Monitor are created, activated, and successfully tested.	NTP + 55 weeks
B12	Go-Live	The BMS operates with all functionalities specified in the CRD and at levels specified in the SLA.	NTP + 56 weeks
B13	Provide full documentation	A set of documentation on the BMS is provided to the IAC containing all formatting and content specified in the CRD that was not included in the Design Documents required in section 2.3.2.10.	NTP + 60 weeks
B14	Operations and Maintenance	The Contractor provides maintenance and operational support as specified in the RFP and the Contract.	Ongoing after acceptance
B15		Additional deliverables as identified in the Integrated Project Schedule (2.3.2.5)	