

WORK ORDER REVISION & ACCEPTANCE FORM

Fiscal Yr: 2009

Contract #07896

Group #: 14

Vendor: Soos Creek Consulting LLC

Work Order Number: TRS-09

Work Order Title: eCitation Strategic Plan

Original Start Date: XX/XX/08

Original Finish Date: XX/XX/09

If accepted by KDOT, the Work Order & Acceptance form will be signed and dated by the KCJIS Project Manager and KDOT Program Manager. Once signed the Vendor can commence work. No payment will be made to the Vendor unless the form has been accepted and signed by KDOT.

Scope:

The scope of this project will be limited to the collection, exchange and reporting on law enforcement citation information. The specific scope of the engagement will include:

- Working with the KCJIS Director to establish an eCitation Steering Committee based on membership from the KCJIS Committee and the TRCC.
- Refining the scope and objectives of the strategic planning project.
- Researching other states eCitation programs to obtain information about architecture, software and hardware products, costs, and best practices.
- Conducting interviews with key personnel to gather additional information about the needs and requirements for electronic citation capture and reporting.
- Facilitating Steering Committee meetings to discuss and debate the issues, vision, and future plan for eCitation and its service delivery approach and technology.
- Developing a strategic plan for
- Documenting the issues, vision, strategies, and plan components into an overall Kansas eCitation Strategic Plan.

Tasks to be Completed:

Phase 0 – Project Initiation

Task 0.1 – Conduct kickoff meeting with KCJIS Director.

Task 0.2 – Identify Steering Committee members and schedule with KCJIS Director.

Task 0.3 – Collect available strategic plan background materials.

Task 0.4 – Conduct initial interviews with Steering Committee members and other key individuals.

Task 0.5 – Update project work plan and schedule

Phase 1 – Data Collection

- Task 1.1 – Develop list of states and local jurisdictions to be included in the scan.
- Task 1.2 – Develop structured interview guide for scan survey and interviews.
- Task 1.3 – Conduct environmental scan by contacting agencies on the list and document results.
- Task 1.4 – Develop list of state and local agencies and personnel to be interviewed for their requirements.
- Task 1.5 – Develop interview guide and conduct interviews with agencies.
- Task 1.6 – Document functional and technical requirements from interviews.
- Task 1.7 – Develop presentation materials for facilitating Steering Committee meeting discussion on phase topics.
- Task 1.8 – Facilitate Steering Committee requirements meeting.
- Task 1.9 – Document results from environmental scan and define best practices.
- Task 1.10 – Document and publish requirements from interviews and environmental scan.

Phase 2 – Strategy Formulation

- Task 2.1 – Formulate draft strategic requirements, future vision, strategies, and questions based on interview results.
- Task 2.2 – Develop presentation materials for facilitating Steering Committee meeting discussion.
- Task 2.3 – Facilitate Steering Committee strategy formulation meeting.
- Task 2.4 – Document meeting results and initiate strategic plan document.
- Task 2.5 – Create and distribute iteration 1 of the strategic plan.

Phase 3 – Implementation Planning

- Task 3.1 – Develop outline of the implementation plan portion of the strategic plan.
- Task 3.2 – Review outline with KCJIS Director and Steering Committee.
- Task 3.3 – Develop initial project portfolio, schedule, and budget.
- Task 3.4 – Prepare presentation materials and handouts for Steering Committee meeting.
- Task 3.5 – Facilitate Steering Committee meeting(s) on implementation planning.
- Task 3.6 – Review the results from the meeting and update implementation plan outline.
- Task 3.7 – Develop plan for starting up the eCitation Project.
- Task 3.8 – Develop draft iteration 2 of the eCitation Strategic Plan.

Phase 4 – Prepare and Present Final Deliverable

- Task 4.1 – Revise Draft eCitation Strategic Plan based on feedback.
- Task 4.2 – Deliver final eCitation Strategic Plan to eCitation Steering Committee.
- Task 4.3 – Revise and update based on committee feedback.
- Task 4.4 – Present plan to KCJIS Committee and TRCC.
- Task 4.5 – Finalize, distribute, and publish eCitation Strategic Plan.

Deliverables:

- 1) Project Work Plan
- 2) Environmental Scan Report
- 3) Requirements
- 4) Draft eCitation Strategic Plan Iteration 1
- 5) Draft eCitation Strategic Plan Iteration 2
- 6) Final eCitation Strategic Plan

<u>Deliverable</u>	<u>Delivery Date</u>	<u>Hours</u>	<u>Cost</u>
Project Work Plan	2 weeks	32	\$ 5,600
Environmental Scan	8 weeks	120	21,000
Requirements	6 weeks	120	21,000
Draft Strategic Plan Iteration 1	4 weeks	60	10,500
Draft Strategic Plan Iteration 2	4 weeks	72	12,600
Final Strategic Plan	2 weeks	<u>24</u>	<u>4,200</u>
TOTAL PROJECT COST		<u>428</u>	<u>\$74,900</u>

Revised Estimated Hours and Costs (to prepare and complete original Work Order)					
	Group	Class	Rate	Hrs	Cost
Project Manager	14	Onsite	\$175	428	\$74,900
			Total	436	\$74,900

I, the Vendor, have prepared this Work Order in accordance with Sections 5.3 and 5.4 of the Contract #07896.

Vendor Name: Soos Creek Consultants LLC

Project Manager: Stephen L. Davis **Signature:** _____ **Date:** _____

I, the KDOT Program Manager, accept this Work Order in accordance with Sections 5.3 and 5.4 of the Contract #07896.

TRCC/KDOT Prog Mgr: David Marshall **Signature:** _____ **Date:** _____

CJCC Chair: Roger Werholtz **Signature:** _____ **Date:** _____

KDOT TS Chief: Pete Bodyk **Signature:** _____ **Date:** _____

KCJIS Proj Mgr: Gordon Lansford **Signature:** _____ **Date:** _____

KCJIS Chair: Denise Moore **Signature:** _____ **Date:** _____