## EBT Deliverable Chart

| Item | Deliverable Description | Acceptance Criteria | Section | Timeline |
| --- | --- | --- | --- | --- |
| **Transition In/Out Period** |
| 1 | Transition In Kick-Off Meeting | Acceptance of Deliverable Form  | 3.5.1.1 | NTP + 30 calendar days |
| 2 | Transition In Plan | Acceptance of Deliverable Form  | 3.5-3.6 | NTP + 30 calendar days |
| 3 | Transition –In Test Plan | Acceptance of Deliverable Form  | 3.5-3.6 | NTP + 30 calendar days |
| 4 | Transition In Kick-Off Meeting Presentation | Acceptance of Deliverable Form  | 3.5.1.1 | NTP + 30 calendar days |
| 5 | Comprehensive Test Plan | Acceptance of Deliverable Form  | 3.5.1.1 | NTP + 30 calendar days |
| 6 | Functional Design Document | Acceptance of Deliverable Form  | 3.6.1.1 | NTP + 30 calendar days |
| 7 | Detailed Design Document | Acceptance of Deliverable Form  | 3.6.1.2 | NTP + 45 calendar days |
| 8 | Life Cycle Approach Test Plan | Acceptance of Deliverable Form  | 3.6.1.3 | NTP + 30 calendar days |
| 9 | Test Plans | Acceptance of Deliverable Form  | 3.6.1.4 | Prior to completion of Design Phase |
| 10 | Back-Up and Recovery Plans | Acceptance of Deliverable Form  | 3.6.1.5 | NTP + 30 calendar days |
| 11 | System Security Plan | Acceptance of Deliverable Form  | 3.6.1.6 | NTP + 45 calendar days |
| 12 | Training Plan | Acceptance of Deliverable Form  | 3.6.1.7 | NTP + 30 calendar days |
| 13 | Anti-Fraud Plan/Fraud Analysis | Acceptance of Deliverable Form  | 3.6.1.9 | NTP + 30 calendar days |
| 14 | System Test Scripts | Acceptance of Deliverable Form  | 3.6.2.1 | NTP + 30 calendar days |
| 15 | Test Reports | Acceptance of Deliverable Form  | 3.6.2.2 | Due within 5 calendar days after each test |
| 16 | System Operations/Interface Procedures Manual | Acceptance of Deliverable Form  | 3.6.2.4 | NTP +30 calendar days |
| 17 | Report Manual  | Acceptance of Deliverable Form  | 3.6.2.5 | NTP +45 calendar days |
| 18 | Settlement/Reconciliation Manual | Acceptance of Deliverable Form  | 3.6.2.6 | NTP +30 calendar days |
| 19 | EBT Administrative Terminal Manual  | Acceptance of Deliverable Form  | 3.6.2.7 | NTP +90 calendar days |
| 20 | Retailer Manual with Quick Reference Guide | Acceptance of Deliverable Form | 3.11.2 | NTP +90 calendar days |
| 21 | Project Management Plan | Acceptance of Deliverable Form  | 3.26 | NTP + 30 calendar days and updated as requested |
| 22 | Preliminary Project Work Plan | Acceptance of Deliverable Form  | 3.26 | NTP + 30 calendar days; then 30 days thereafter for final plan |
| 23 | Final Staffing Plan | Acceptance of Deliverable Form  | 3.26 | NTP + 30 calendar days |
| 24 | Communications Plan | Acceptance of Deliverable Form  | 3.26 | NTP + 30 calendar days |
| 25 | Risk Management Plan | Acceptance of Deliverable Form  | 3.26 | NTP + 30 calendar days |
| 26 | QA/QC Plan | Acceptance of Deliverable Form  | 3.26 | NTP + 30 calendar days |
| 27 | Configuration Management Plan | Acceptance of Deliverable Form  | 3.26 | NTP + 30 calendar days |
| 28 | Long Range Plan | Acceptance of Deliverable Form  | 3.31 | NTP + 6 months and updated annually |
| 29 | Disaster Recovery Plan | Acceptance of Deliverable Form  | 3.32 | NTP + 90 calendar days |
| 30 | Business Continuity Plan | Acceptance of Deliverable Form  | 3.32 | NTP + 120 calendar days |
| 31 | EBT Disaster System Administrative Terminal User Manual along with a Quick Reference Guide | Acceptance of Deliverable Form  | 3.32.1 | NTP + 120 calendar days |
| 32 | Transition Status Reports | Acceptance of Deliverable Form | 3.24.1 | NTP +30 calendar days, then Semi- Monthly thereafter |
| **EBT-Only Transfer Phase** |
| 33 | EBT-Only Terminal Conversion | Acceptance of Deliverable Form  | 3.6.3 | End of *Transition-In* Period |
| 34 | Database Conversion | Acceptance of Deliverable Form  | 3.6.3 | End of *Transition-In* Period |
| **Transition-Out**  |
| 35 | Transition-Out Plan | Acceptance of Deliverable Form  | 3.5.2 | 1year prior to Contract end |
| **Operational Deliverables** |
| 36 | Problem Resolution Procedures | Acceptance of Deliverable Form  | 3.19 | Due 10 business days prior to Contract start date and 10 business days prior to each Contract anniversary date. |
| 37 | Certificates of Insurance - General Liability | Acceptance of Deliverable Form  | 2.33 | Due with the executed Contract and at each Contract anniversary date thereafter.  |
| 38 | Certificate of Insurance - Errors and Omissions | Acceptance of Deliverable Form  | 2.33 | Due one week prior to the Contract start date and at each Contract anniversary date thereafter. |
| 39 | SLA Monthly Metrics Report | Acceptance of Deliverable Form  | 3.21 | 2nd business day of each month |
| 40 | Annual Written Certification | Acceptance of Deliverable Form  | 3.23 | Yearly at the Contract anniversary date |
| 41 | EBT Reports | Acceptance of Deliverable Form  | 3.24 | As required per Attachment W |
| 42 | SOC 2 Audit Report | Acceptance of Deliverable Form  | 3.23 | Within 45 days of the end of the State’s fiscal year (June 30). The first report is due on or before August 15, 2016. |
| 43 | SSAE 16 (SOC1) | Acceptance of Deliverable Form  | 3.23 | NTP-Yearly |
| 44 | Performance Readiness Review | Acceptance of Deliverable Form | 3.29 | NTP-Yearly |