EXHIBIT D: DELIVERABLES AND MILESTONES TABLE

EXHIBIT D: DELIVERABLES AND MILESTONES TABLE

Tasks and deliverables as described in EXHIBIT A: STATEMENT OF WORK are provided in Table D.1 below and include the following components:

1. **Deliverable Name:** The name of the Contractor Deliverable.
2. **Description:** The description as described in SECTION 11. CONTRACTOR DELIVERABLES of the SOW.
3. **Contractor Agrees to Provide the Deliverable**: The Bidder must indicate its agreement to provide the deliverable by entering “Yes” or “No” for each deliverable in the table.

Table D-1: Deliverables

Deliverable Group #1: Project Management			
Deliverables		**Description**	**Contractor Agrees to Provide the Deliverable (Yes/No)**
1.1	Project Management Plan	Captures all the Project Management processes, roles, responsibilities and templates which will be executed throughout the Project to effectively manage and control the Project.	Yes ☐ No ☐
1.2	Project Schedule	Resource loaded Baseline Project Work Plan and Schedule for every release, including a Work Breakdown Structure, Gantt chart(s).	Yes ☐ No ☐
1.3	Weekly / Monthly Status Report	Weekly / monthly report regarding the Project activities of the previous month, anticipated activities for the current week / month, and risks and issues.	Yes ☐ No ☐
1.4	Sprint/Release Report	Release report for every sprint and release activities with details on the tasks and functionality delivered, with a backlog listing the risks and issues.	Yes ☐

			No ☐
Deliverable Group #2: Design, Development, and Implementation			
Deliverables		**Description**	**Contractor Agrees to Provide the Deliverable (Yes/No)**
2.1	Solution Architecture	Captures the set of technologies that support WaterTAP, details the software components and design patterns, and technology infrastructure as the conceptual, logical, and physical architectures for WaterTAP.	Yes ☐ No ☐
2.2	Fit Gap Analysis	Conducts a Fit-Gap Analysis using EXHIBIT C: FUNCTIONAL AND NON-FUNCTIONAL REQUIREMENTS to identify where the proposed WaterTAP solution meets or does not meet system requirements, and documents necessary configurations or customizations. Includes collaboration with the State to confirm and refine.	Yes ☐ No ☐
2.3	Functional and Technical Design Document	Provides the design of the functionality in scope and associated technical design that addresses how the functional design will be implemented.	Yes ☐ No ☐
2.4	Implementation Plan	Details the implementation approach and roll out plan for WaterTAP.	Yes ☐ No ☐
2.5	Solution Implementation (Milestone)	Code, configure, build, and unit test all features of WaterTAP in alignment with the State Implementation Preferences in accordance with the Project Schedule. The State's Implementation Preferences are identified in SECTION 9.6. SOLUTION REQUIREMENTS.	Yes ☐ No ☐

Deliverable Group #3: System Interfaces			
Deliverables		**Description**	**Contractor Agrees to Provide the Deliverable (Yes/No)**
3.1	Interface Management Plan	Captures the integration approach and data design for WaterTAP, focused on the interfaces to external systems.	Yes ☐ No ☐
3.2	Interface Development (Milestone)	Code, configure, build, and unit test all interfaces of WaterTAP in alignment with the State Implementation Preferences in accordance with the Project Schedule. The State's Implementation Preferences are identified in SECTION 9.6. SOLUTION REQUIREMENTS.	Yes ☐ No ☐
Deliverable Group #4: Data Management and Conversion			
Deliverables		**Description**	**Contractor Agrees to Provide the Deliverable (Yes/No)**
4.1	Final Data Management and Conversion Plan	Details out the data management and conversion activities, including building a data conversion schedule, tracking each data element being converted, validating that all records converted equals the number of records/images written to the new database, developing a data dictionary and associated data models and metadata documents, reporting progress against these stages, existing systems integration strategy, data sharing agreements, migration error logging and ensuring adequate staff is assigned to the effort.	Yes ☐ No ☐
4.2	Data Conversion Activities (Milestone)	Develop and deliver a transformation process that is applied to the extracted data in order to prepare it for loading into WaterTAP in accordance with the Project Schedule. The Contractor shall develop and maintain a data mapping document that defines how individual fields are mapped, modified, joined,	Yes ☐ No ☐

		filtered, aggregated, cleansed, automated Solution for migrated data, CI/CD pipeline approach to produce the final desired output, as well as data migration validation reports confirming the accuracy of data transfer to the target system.	
Deliverable Group #5: Testing			
Deliverables		**Description**	**Contractor Agrees to Provide the Deliverable (Yes/No)**
5.1	End-to-End Testing Results	Report about system and integration testing that details the results per release.	Yes ☐ No ☐
5.2	Master Test Plan	Defines the testing plan for each release, including the types of tests to be performed, test database, test cases, documentation of test results, acceptance testing, readiness checklists.	Yes ☐ No ☐
5.3	UAT Testing Results Report	Report at the end of UAT testing that details the results of the testing period.	Yes ☐ No ☐
5.4	Testing (UAT, Performance, Load, Security) (Milestone)	Complete all activities identified in the MTP in accordance with the Project Schedule.	Yes ☐ No ☐
Deliverable Group #6: Organizational Change Management and Training			
Deliverables		**Description**	**Contractor Agrees to Provide the Deliverable (Yes/No)**
6.1	End User Training Plan	Identifies all the activities and defines the curricula the Water Board needs to train the organization and other stakeholders on WaterTAP. Audience-specific	Yes ☐

		training efforts shall include Super User Training, End-User Training, Business Administrator Training, and IT Staff Training. This plan shall include a detailed list of all training sessions and materials, tasks, schedule, and success criteria, as well as the knowledge transfer approach and tools used to transfer all training materials, repositories, source documents/ images, and data to the Water Board following training delivery.	No ☐
6.2	Organizational Change Management Deployment Plan	Develop an Organizational Change Management (OCM) Plan that outlines a structured approach to support the Water Boards and DDW through upcoming changes by focusing on training, communication, and leadership development. It includes role-based, WCAG-compliant training (computer-based, live, and documented) for End Users, Business Administrators, and IT Staff, aligned with operational tasks and key change areas. A clear and consistent “Change Message” will be developed and communicated to explain the purpose, impact, and benefits of the changes. Additionally, a measurable leadership development strategy will be implemented to build internal OCM capabilities at the executive and management levels, ensuring sustained adoption and organizational readiness.	Yes ☐ No ☐
6.3	Organizational Change Management Schedule	Develop the OCM Plan and Schedule, including roles and responsibilities, change impact analysis, communication strategies and activities, implementation activities and desired outcomes, and activity schedule.	Yes ☐ No ☐
6.4	Organizational Change Management Quarterly Status Report	As part of the routine status reporting to the Water Board, develop and deliver presentations on a quarterly basis around change management.	Yes ☐ No ☐

6.5	Organizational Change Management Performance Measurement Plan	Prepare and execute a performance measurement plan that identifies key performance and progress indicators, metrics, and success indicators to monitor results of the OCM effort. The measurement plan shall also include measurements for processes that can be used for the long-term implementation of change.	Yes ☐ No ☐
6.6	Training (Milestone)	Complete all activities described in the End User Training Plan in accordance with the Project Schedule.	Yes ☐ No ☐
6.7	Training Completion Report	The summary of surveys provided after the training sessions have been completed will confirm attendance and confirm that the audience developed an understanding of WaterTAP required to perform their role. The evaluation will be based on the training curriculum by the SWRCB's user types outlined in the Training Plan.	Yes ☐ No ☐
Deliverable Group #7: Configuration and Release Management			
Deliverables		**Description**	**Contractor Agrees to Provide the Deliverable (Yes/No)**
7.1	Configuration Management Plan	Describes the standardized methods and procedures to be used for efficient and prompt handling of all changes, ensuring that all changes to WaterTAP configuration items are recorded as per the plan, and the overall business risk is mitigated.	Yes ☐ No ☐
7.2	Pilot Deployment Report and Signoff	Ensures that the pilot successfully demonstrated improved usability, end user efficiency and stability to both internal and external end-users prior to going live. The pilot will be performed after UAT and will include identifying and resolving any issues identified during the WaterTAP pilot. The deliverable will be considered complete once the Water Board confirms WaterTAP will allow users to perform end-to-end business processes without issues, improving	Yes ☐ No ☐

		efficiency/usability.	
7.3	Release Management Pan	Describes the development, integration, testing, data conversion, rollout approach, and methods for each staging and the production release.	
7.4	Formal System Acceptance and Final Go-Live report	Includes a status report of all system components to ensure WaterTAP functions effectively in production. Once WaterTAP has been migrated to production and rolled out to the entire organization, WaterTAP must be stabilized to allow support to be migrated from the cut-over support team to the M&O team.	Yes ☐ No ☐
7.5	Configuration Implementation (Milestone)	Build all WaterTAP environments required to support WaterTAP and provide configuration details for each environment.	Yes ☐ No ☐
Deliverable Group #8: Security and Data Protection			
Deliverables		**Description**	**Contractor Agrees to Provide the Deliverable (Yes/No)**
8.1	System Security Plan	Describes the data and security protection measures, Security Risk Assessment and Plan of Action needed for WaterTAP. It shall include moderate level National Institute of Standards and Technology (NIST) 800-53 and be compliant with SIMM 22 COTS/SaaS Acquisition, SIMM 5315-B, Cloud Security Standards and State Water Board's security standards.	Yes ☐ No ☐
Deliverable Group #9: Product Stabilization			
Deliverables		**Description**	**Contractor Agrees to Provide the Deliverable (Yes/No)**
9.1	Final System Development and	Describes the final WaterTAP architecture and components, including all the configured software code, run-books, database scripts, system configuration, source code version control, and all	Yes ☐

	Deployment Report	relevant documentation. Includes product stabilization activities and final changes for deployment.	No ☐
9.2	Final System Acceptance (Milestone)	Provides a report that WaterTAP is ready for final acceptance and all Severity 1 and Severity 2 issues are either resolved or have an agreed-upon workaround that has been approved by the State.	Yes ☐ No ☐
Deliverable Group #10: Maintenance and Operations			
Deliverables		**Description**	**Contractor Agrees to Provide the Deliverable (Yes/No)**
10.1	Maintenance and Operations Plan	Documents the resources, services, processes, and procedures necessary to operate, administer and maintain WaterTAP at or above the performance requirements defined in EXHIBIT C: FUNCTIONAL AND NON-FUNCTIONAL REQUIREMENTS. The plan shall identify both State and Contractor roles and responsibilities.	Yes ☐ No ☐
10.2	Technology Recovery Plan (TRP)	A recovery plan based on and compliant with SIMM Section 5325-A that clearly identifies all State responsibilities for technology recovery activities as stated in SECTION 9.8.2. SECURITY.	Yes ☐ No ☐
10.3	System Performance and Capacity Management Plan	Guides the development and operation of WaterTAP from a performance and capacity management perspective. The plan shall describe how WaterTAP can meet performance requirements and meet appropriate Service Levels and produce performance reports to show compliance with the SLAs.	Yes ☐ No ☐
Deliverable Group #11: Software			
Deliverables		**Description**	**Contractor Agrees to Provide the Deliverable (Yes/No)**
11.1	List of Software	At the beginning of the project, provide a preliminary list of all the software components in WaterTAP	Yes ☐

		Contractor to provide a final list before deployment to production.	No ☐
Deliverable Group #12: System Support Transition			
Deliverables		**Description**	**Contractor Agrees to Provide the Deliverable (Yes/No)**
12.1	System Support Transition Plan (SSTP)	Covers the transfer of M&O functions and activities to the State or its designee and shall contain the Knowledge Transfer (KT) approach and documentation necessary to develop the ability of the State (or its designee) to operate WaterTAP and maintain those system components over which the State will have maintenance responsibility.	Yes ☐ No ☐
12.2	Software Maintenance Manual	Includes detailed maintenance processes and instructions for all components for which the State will have responsibility, including business rules maintenance, development and configuration tools, test tools and processes, and interface development and maintenance.	Yes ☐ No ☐
12.3	System Administration Guide	1. System Overview 2. Site Profile(s) – Primary and Technology Recovery sites 3. System Administration Functions a. User and Group Account Administration b. System Backup Procedures c. Security Procedures d. Database Maintenance e. Application Maintenance	Yes ☐ No ☐
12.4	System Transition (Milestone)	Complete all activities described in the System Support Transition Plan in accordance with the Project Schedule.	Yes ☐ No ☐