

MULTI-CITY ONLINE LICENSE AND TAX PORTAL PROJECT PLAN AND MILESTONES

(completed, ** in progress)*

#	Milestone	Estimated Completion Date
1	Outreach to State Department of Revenue and Other Key Stakeholders, including business community, other Cities	Ongoing
2	Secure consultant team to provide strategic communications and outreach support	January 2012*
3	Secure consultant to develop Portal technical requirements and quality control	April 2012*
4	Secure consultant to assist with governance options	September 2012*
5	Approve Functional and Technical Requirements Reports	October 2012*
6	Secure consultant to develop Request for Proposal (RFP)	October 2012*
7	Secure consultant to serve as project manager	October 2012*
8	Informational website launched	November 2012*
9	Select legal team to negotiate vendor contract	November 2012*
10	Sign second MOU governing work in 2013 and 2014	December 2012*
11	Issue RFP seeking vendor to develop software and operating architecture for Multi-City Portal	January 2013*
12	Select Preferred Governance Model	January 2013*
13	Vendor RFP responses due	February 2013*
14	Select Vendor (all cities participate)	April 2013**
15	Sign contract with Vendor (Seattle) and commence Multi-City Portal Development	June 2013
16	Complete development of governance agreement	June 2013**
17	Execute interlocal agreement establishing Multi-City Portal and defining governance, financing and operating structures	September 2013
18	Assign vendor contract(s) as appropriate given governance decisions	September 2013
19	Complete development of service level agreements	December 2013
20	Complete development of data sharing agreements	December 2013
21	Complete agreements on terms of Multi-City Portal content, maintenance, workflow and business rule configuration	December 2013
22	Commence portal testing	First Quarter 2014
23	Portal goes "live"	Second Quarter 2014