

EXHIBIT B: DELIVERABLES TABLE

1. DELIVERABLES TABLE

Bidder must indicate agreement to each of the deliverables listed in the table below as described in [SECTION 15. Deliverable Requirements](#). By indicating “Yes,” the Bidder affirms that it understands the requirement and agrees to comply with the requirement. Answering “No” to any of the mandatory deliverables listed in the Proposal will result in the proposal being deemed non-responsive.

1.1 Project Management

No	Deliverable	Frequency/Timelines	Yes/No
1	Sprint Planning Document	Every sprint, bi-weekly at the minimum	
2	JIRA Dashboard Screenshot	Daily updates/ongoing	
3	Meeting Minutes	At minimum, twice a week.	

1.2 Platform Management

1.2.1 Licensing Management			
No	Deliverable	Frequency/ Timelines	Yes/No
1	Licensing Needs Assessment Document	As required, 3 months before renewal of annual licenses and yearly for monthly subscriptions.	

1.2.2 Performance Management			
No	Deliverable	Frequency/ Timelines	Yes/No
1	Monthly Performance Monitoring Status Report	Monthly	
2	SLA Compliance Tracking Report	Monthly	

1.2.3 Availability Management			
No	Deliverable	Frequency/ Timelines	Yes/No
1	Monthly Availability Monitoring Status Report	Monthly	
2	SLA Compliance Tracking	Monthly	

1.2.4 Scalability Management

No	Deliverable	Frequency/Timelines	Yes/No
1	Quarterly Scalability Review Report	Quarterly	

1.2.5 Environment Management

No	Deliverable	Frequency/Timelines	Yes/No
1	Environment Setup & Configuration Document	Ongoing	
2	Environment Refresh Procedures	Ongoing	
3	Change Management Process Document	Ongoing	

1.2.6 User Management

No	Deliverable	Frequency/Timelines	Yes/No
1	User Access Management Framework Document	Ongoing	
2	Access Management Reporting	Quarterly	

1.2.7 Security Management

No	Deliverable	Frequency/Timelines	Yes/No
1	Security Breach Report	Within 24 hours of breach discovery	
2	Security Breach Resolution	Within the Resolution Timeframe criteria based on the category of data breach.	

1.2.8 Incident Management

No	Deliverable	Frequency/Timelines	Yes/No
1	Incident Management Plan	Initial + Updates as needed	
2	Incident Documentation & Root Cause Analysis	Per incident	
3	Incident Reporting to Stakeholders	Monthly	

1.2.9 Software Updates, Vulnerability Scanning and Patch Management

No	Deliverable	Frequency/Timelines	Yes/No
1	Software Updates and Patch Management Process Document	Initial + Updates as needed	

2	Vulnerability Scanning Document	Monthly	
3	Vulnerability Remediation Plan	Monthly	
4	Communication Plan	Prior to each deployment	
5	Audit Trails and Compliance Records	Continuous	
6	Software Updates and Patch Status Reporting	Monthly or per patch cycle	

1.3 HDIS Data Management

1.3.1 Data Release Management			
No	Deliverable	Frequency/Timelines	Yes/No
1	Quarterly Data Release Plan	Quarterly	
2	HUD Data Standards Document	Every two years	
3	Work Product Updates - Refer to the table, Work Products in SECTION 2. Description of Services	Quarterly and Ongoing	

1.3.2 Data Governance			
No	Deliverable	Frequency/Timelines	Yes/No
1	Data Management Plan	Ongoing	
2	Data Suppression and Retention Document	As needed	

1.3.3 Data Archive			
No	Deliverable	Frequency/Timelines	Yes/No
1	HDIS Archive Environment Document	Quarterly	

1.3.4 Data Transfer			
No	Deliverable	Frequency/Timelines	Yes/No
1	Secure Data Transfer Document	Ongoing	

1.4 Documentation

No	Deliverable Name	Frequency/Timelines	Yes/No
1	System Architecture Documentation	Quarterly or as needed	
2	Configuration and Deployment Documentation	Every release/change	
3	Operational Procedures	Bi-annually or as needed	
5	Data Management and ETL Pipelines	Monthly or per change	

6	User Manuals and Training Guides	Annually or per release	
7	Maintenance and Monitoring Guides	Quarterly	
8	Change Management Records	Continuous	
9	Disaster Recovery and Business Continuity Plans	Annually or per DR test	
10	Integration and API Documentation	Every release	
11	Performance and Audit Logs	Monthly	

1.5 Managed IT/Helpdesk

1.5 Managed IT/Helpdesk			
No	Deliverable	Frequency/Timelines	Yes/No
1	Monthly Managed IT/Helpdesk Report	Monthly	