

DOCUMENT CONVERSION SERVICES ORDERING PROCEDURES

TASK SCHEDULES

/// EXAMPLE ///

Task Schedule No. 1 Title: Application Conversion

A. Task Description

The purpose of this task is to convert approximately 650,000 paper documents to be supplied by the State to the contractor XYZ for conversion to electronic image format (TIFF).

B. Contractor Tasks and Responsibilities

C. Deliverables

Contractor will deliver for each program listed under B, above, source code and brief program descriptions

D. Completion Criteria

E. State Responsibilities

1. Appoint a State contact by start of conversion to serve a liaison with Contractor and to provide consultation as necessary for the completion of this task. This contact will also coordinate the approval of the completion of this task.
2. Provide ... to Contractor for tasks listed under B, above, by start date.
3. Provide known test data and required program interfaces to be used in testing the applications listed under B, above.
4. Provide ... between 8:00 a.m. and 5:00 p.m. weekdays.

F. Scheduled Dates

Start: March 1, 1996

Completion: May 15, 1996

G. Fixed Price

\$ _____