



KU Bookstore

KU BOOKSTORE

PROCUREMENT MANAGEMENT PLAN

VERSION 1.0

APRIL 21, 2022

PROCUREMENT MANAGEMENT PLAN

DOCUMENT CONTROL

DOCUMENT HISTORY

Version	Issue Date	Changes
1.0	4/21/2022	Initial Creation

DOCUMENT APPROVALS

Role	Name	Date
Project Sponsor	Dr. Saiedian	4/21/22
Project Manager	Niklas Meissner	4/21/22
Developer	Laura Slocum	4/21/22
Stakeholder Communication/Intern	Christopher Herdoiza	4/21/22

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PROCUREMENT MANAGEMENT PLAN

PROCUREMENT DESIGN AND PROCESSES

3rd party services will be purchased at the annual rate and billed on a monthly basis. Billing will go through KU's accounts payable department. Required 3rd party services are:

- Stripe for payment processing
- Tribe for community forum
- Chatbot for chatting with bookstore employees
- Azure for website hosting and SQL database

PROCUREMENT PROCESS

Need	<ul style="list-style-type: none">• <i>Analysis sent to procurement</i>
Requirement	<ul style="list-style-type: none">• <i>Detailed requirements on utility of tool</i>
Select	<ul style="list-style-type: none">• <i>Select vendor list to bid on</i>
Purchase	<ul style="list-style-type: none">• <i>Purchase the selected vendor</i>

CONTRACT TYPES

- Annual License Agreements.

PROCUREMENT AND CONTRACT RISKS

Risk	Likelihood and impact	Mitigating actions
Early termination.	Low likelihood, high impact.	Pay termination fee.
Vendor Out of Business	Low likelihood, high impact.	Secure alternative vendor.

PROCUREMENT MILESTONES

Date	Milestone
1/1/22	Requirement's completions

PROCUREMENT MANAGEMENT PLAN

1/6/22	RFP's sent
1/18/22	RFP submission deadline
2/9/22	Evaluation completion

PERFORMANCE METRICS

Area	Metric	Measurement method
Reliability	Uptime	Promised SLA times.
Dependability	Years in business	Number of years in business
Affordability	Price	Cost overtime
Maintainability	Support plans	Is support included in pricing?

ROLES, RESPONSIBILITIES AND SIGN-OFF AUTHORITIES

Role	Responsibility	Sign-off authority
Project Manager	Contract review & negotiations Legal guidance	None
Bid Manager	RFP preparation and tendering process	None
Project Manager	Overall project management	1.5k
Director of Project Management	Vendor evaluation and selection.	500k

ASSUMPTIONS AND CONSTRAINTS

It is assumed that day-to-day equipment and services for the running of the project will be available through existing provision. For example, office space or working from home space, Wi-Fi, stationary, laptops, online document repository, scheduling software, Microsoft Office or compatible equivalent, projectors, printers, teleconferencing and video conferencing services, developer IDE's and servers.

PROCUREMENT MANAGEMENT PLAN

Project Name: KU Bookstore
Prepared by: Christopher, Niklas & Laura
Date: 4/21/22
Vendor Name: Shopping Cart XXTREME
Description of Deliverables or Procurement Items: <ul style="list-style-type: none">• Shopping cart of an ecommerce media store• Facilitation of payments• Facilitation of ticket sales
Required Timeline and Milestone Dates: <ul style="list-style-type: none">• Identify requirements - 2/24/2022• Identify Vendors – 3/11/2022• Create RFP – 3/15/2022• Send out RFP – 3/17/200• Evaluate RFP responses – 4/17/2022• Select a vendor – 4/22/2022
Collateral Services Required of Vendor: <ul style="list-style-type: none">• Performance report• Operational support• Service updates• Maintenance downtime
Cost Parameters: <ul style="list-style-type: none">• License fee cannot exceed \$500 per month• Per transaction fee cannot exceed 3%