



Appendix D – Deliverable Expectation Document Template

RFP-13-020-SW

RFP Title: Sealed Offers for Consulting Services for Development of Uniform Chart of Accounts (UCOA)

UCOA Project – Deliverable Expectations Document (DED)	
UCOA Project Deliverable Number:	Title of Deliverable:
Proposal Reference:	Contract Reference:
Frequency:	Payment Schedule Number:
Draft DED Submission Due:	Draft Deliverable Submission Due:
State's Draft DED Review and Comment Period: 5 Days	State's Draft Deliverable Review and Comment Period: 5 Days
Final DED Submission Due: 5 Days after receipt of draft comments	Final Deliverable Submission Due: 5 Days after receipt of draft comments

Contractor:	
Prepared by:	Phone Number:
E-mail:	

Final Approval of DED	
Approved by:	Date:
Signature:	
Comments:	

Final Approval of Deliverable	
Approved by:	Date:
Signature:	
Comments:	

DED Distribution and Approval Routing:

State DED Distribution and Approval Routing (Insert Roles as Required):				
Role (Optional)	Role (Optional)	Role (Optional)	Role (Optional)	State Project Manager

Contractor DED Distribution and Approval Routing (Insert Roles as Required):				
Role (Optional)	Role (Optional)	Role (Optional)	Role (Optional)	Contractor Project Manager

Deliverable Distribution and Approval Routing:

State Deliverable Distribution and Approval Routing (Insert Roles as Required):				
Role (Optional)	Role (Optional)	Role (Optional)	Role (Optional)	State Project Manager

Contractor Deliverable Distribution and Approval Routing (Insert Roles as Required):				
Role (Optional)	Role (Optional)	Role (Optional)	Role (Optional)	Contractor Project Manager

Deliverable Submission and Response Dates:			
Date Deliverable Submitted	Due Date For Response	Date Response Submitted	Due Date For Final Deliverable

A. Acceptance Criteria

The acceptance criteria for this Deliverable are the following:

- The Deliverable is comprehensive, adequately documented, and contains the following key sections:

Key Section	Description
Deliverable Purpose and Scope	Provides a description of the Deliverable purpose, objectives, scope, intended use, and document management, as applicable.
Assumptions and Constraints	Documents all exceptions, major changes, items no longer applicable, or additions to the Deliverable.
Revision History	Identifies updates to the document including the version, date, author, and brief description of the change
[Add section names here]	[Add section description here]

- The Deliverable is delivered according to the agreed schedule and will meet the needs of the subsequent phases.
- The content of the Deliverable is consistent with identified consulting services requirements.
- The Deliverable provides a description of the Deliverable purpose, objectives, scope, intended use, and document management, as applicable in a section under "Deliverable Purpose and Scope".
- All exceptions, major changes, items no longer applicable, or additions to the DED are described in the section under "Assumptions and Constraints".

B. Overview

This Deliverable clearly identifies the... [Add description here]