WEEKLY RISK REPORTING GUIDE

1. OVERVIEW

a) The Weekly Risk Report (WRR) is a companion to the Risk Management Plan created by the selected Bidder during the Clarification Phase. The WRR allows OHCA to analyze Contract performance based on risk and agreed-upon metrics. The WRR does not substitute for or eliminate other reporting required by the solicitation.

b) The WRR allows the Contractor to manage and document all risks that occur throughout the life of the Contract. Risk is defined as anything that compromises OHCA objectives, quality, customer satisfaction or impacts the cost or schedule. This includes risks caused by the Contractor or its subcontractors as well as risks caused by OHCA, e.g. program changes, changes in federal or state requirements, etc.

c) The WRR will be used by OHCA in part to evaluate the Contractor's performance during and at conclusion of the Contract.

2. SUBMISSION

a) The Bidder shall submit the WRR as a Microsoft Excel file attached to an email on the Friday of every week during the entire Contract period.

b) Naming convention: The WRR is named using the date and name of the project; for example, the WRR for the "NET" submitted on Friday, March 1, 2012 would be named "120301_NET".

c) The WRR is emailed to both the OHCA Program Monitor and the OHCA Contract Coordinator and any other parties requested by OHCA.

3. WRR CONTENT

a) The WRR includes scope changes, requirements changes, or unforeseen events that are risks to the Project. It should also include any issues that may potentially become a risk. When a new issue is identified, it is added to the project risks along with date the risk was identified, the plan to minimize the risk, the resolution due date and/or actual date, and the known or potential impact of the risk in terms of quality, cost, satisfaction, or objectives.

b) Before submitting the WRR, the Contractor should contact the OHCA Program Monitor if a new risk or potential risk is identified to discuss the resolution plan.

c) The Program Monitor and Contract Coordinator will rate their satisfaction with the risk mitigation on a scale of 1-10 where 10 represents "completely satisfied" and 1 represents "completely unsatisfied". The Monitor and Coordinator may modify their ratings at any time throughout the project.

d) The WRR shall also show the original milestone schedule, the current milestone schedule, and any schedule impact of new risks identified.