**TRANSPORTATION POOLED FUND PROGRAM**

**QUARTERLY PROGRESS REPORT**

Lead Agency (FHWA or State DOT): Kentucky Transportation Cabinet

**INSTRUCTIONS:**

*Project Managers and/or research project investigators should complete a quarterly progress report for each calendar quarter during which the projects are active. Please provide a project schedule status of the research activities tied to each task that is defined in the proposal; a percentage completion of each task; a concise discussion (2 or 3 sentences) of the current status, including accomplishments and problems encountered, if any. List all tasks, even if no work was done during this period.*

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| **Transportation Pooled Fund Program Project #**  *TPF-5(467)* | | **Transportation Pooled Fund Program - Report Period:**  Quarter 1 (January 1 – March 31)  Quarter 2 (April 1 – June 30)    Quarter 3 (July 1 – September 30)  **X** Quarter 4 (October 1 – December 31) **– 2023** | |
| **Project Title:**  **Research Project Tracking System** | | | |
| **Name of Project Manager(s):**  **Jarrod Stanley** | **Phone Number:** (502) 782-4090 | | **E-Mail**  Jarrod.Stanley@ky.gov |
| **Lead Agency Project ID:** | **Other Project ID (i.e., contract #):** | | **Project Start Date: N/A** |
| **Original Project End Date:** | **Current Project End Date:** | | **Number of Extensions:** |

Project schedule status:

X On schedule □ On revised schedule □ Ahead of schedule □ Behind schedule

Overall Project Statistics:

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| **Total Project Budget** | **Total Cost to Date for Project** | **Percentage of Work**  **Completed to Date** |
| $52,500 (Phase 1)  $782,000 (Phase 2)  **TOTAL $834,500** | $34,791.93 | 100% (Phase 1)  6% (Phase 2)  **8% Total Project** |

***Quarterly*** Project Statistics:

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| **Total Project Expenses**  **and Percentage This Quarter** | **Total Amount of Funds**  **Expended This Quarter** | **Total Percentage of**  **Time Used to Date** |
|  | $ 4,509.55 |  |

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| **Project Description**:  Each state in the U.S. has a transportation research program, typically managed by designated staff in the state DOT  (or equivalent agency). While these programs vary substantially in size, complexity, staffing level, and resource  availability, there are certain needs that are generally common to all programs. One of these needs is a tracking  system for active and completed research projects. The tracking system can be used for numerous functions,  including (but not necessarily limited to): • Tracking of active projects  o A centralized source of key information for each project (name of PI and project manager, contact information,  start date, planned completion date, budget, account number, etc.)  o A centralized source of up-to-date status information for each project  o Flagging of issues/problems (behind schedule, work versus spending, problems encountered, intervention required,  etc.) • Tracking of research implementation • Tracking of submissions and approvals (initial work plan and budget, revisions to work plan and budget, deliverables, etc.) • A historical record of completed projects • Reporting  o Generating program-wide reports for research program management  o Generating periodic progress reports (e.g., quarterly reports) for individual projects • A repository for key project-related documents (proposals, work plans, budgets, meeting agendas and minutes,  interim deliverables, final reports, etc.)  The purpose of this project is to develop a new, web-based Research Project Tracking System (RPTS) to meet the needs of the partner states in managing their respective transportation research programs.  Phase One of the project focused on developing common functional requirements for the system.  Phase Two of the project involves developing an RFP, soliciting and hiring a system developer, and developing the RPTS. |
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| **Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):**   * Received draft RFP back from UK Purchasing. * Revised RFP based on UK Purchasing recommendations. * Gained approval from UK Purchasing for revised RFP. * Confirmed who from each partner jurisdiction will serve on the selection committee. * Distributed draft RFP to all partner jurisdictions. * Asked partner states for recommended vendors to receive the RFP. (only received one response) * Received responses and RFP comments from nine of the partner jurisdictions. Responded individually to questions raised in those responses. * Began reviewing responses and identifying appropriate edits to the RFP. |
| **Anticipated work next quarter**:   * Reach out to states that have not responded to see if they have comments (or if they approve the RFP as is). * Reach out to partner states (again) for recommended vendors to receive the RFP. * Prepare revised RFP that incorporates state comments. * Distribute revised RFP for approval by partner states. * Once RFP is approved by states, work with UK Purchasing to release the RFP. * Oversee the initial steps of the vendor selection process (responding to vendor questions, etc.) |

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| **Significant Results:**   * Number of participating jurisdictions (for Phase 2) increased to 17. * Initial draft of RFP completed, approved by UK Purchasing, and distributed to partner jurisdictions for review and comment. * Comments from partner jurisdictions received and compiled. |
| **Circumstance affecting project or budget. (Please describe any challenges encountered or anticipated that**  **might affect the completion of the project within the time, scope and fiscal constraints set forth in the**  **agreement, along with recommended solutions to those problems).** |

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| **Potential Implementation:**  It is anticipated that the resulting system will be implemented and used by most (if not all) of the participating states. It  may also be adopted for use by additional states once they see the final system and recognize its value. |