

Deployed (Yes)

Automation Code Exportable to Other Agencies (No)

Seeking Partner Agencies (No)

Automation Name	DOL Letter of Intent Bot
Implementing Agency	Department of Labor (DOL)
Description of Automation	This bot automates the process of identifying which contracts have upcoming options that need to be exercised within 90 days. Once a contract is identified, given the contract number, the bot will then generate the Letter of Intent and return it to the contracting officer or contract specialist for review and issuance.
Type of technology used	Robotic Process Automation (RPA)
Benefits of Use	The Letter of Intent Generation Bot increases compliance and reduces risks (and potential for increased costs) due to missed Letters of Intent.
Automation Status	Deployed
Agency Authority to Operate (ATO) Completed	No

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Timeline: Time to Develop	5 months																					
Timeline: Key Milestones During Development	<table border="1"><thead><tr><th colspan="2">Milestone Description</th><th>Estimated Date (Month/Year)</th></tr></thead><tbody><tr><td>1</td><td>Project Initiation</td><td>July 2020</td></tr><tr><td>2</td><td>Planning/Requirements Development</td><td>July 2020</td></tr><tr><td>3</td><td>Development</td><td>August 2020</td></tr><tr><td>4</td><td>Beta Deployment</td><td>August 2020</td></tr><tr><td>5</td><td>Full Deployment</td><td>October 2020</td></tr><tr><td>6</td><td>Retrospective/Lessons Learned Analysis</td><td>November 2020</td></tr></tbody></table>	Milestone Description		Estimated Date (Month/Year)	1	Project Initiation	July 2020	2	Planning/Requirements Development	July 2020	3	Development	August 2020	4	Beta Deployment	August 2020	5	Full Deployment	October 2020	6	Retrospective/Lessons Learned Analysis	November 2020
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Primary Data Sources	The primary data source is DOL's contract writing system.																					
Is the automation available for use by another agency?	Yes																					
Point of contact	Ryan Chandler, chandler.ryan.p@dol.gov																					
Lessons Learned	Available upon request.																					