



Stage 3 Solution Development, Part B

California Department of Technology, SIMM 19C.4 (Rev. 2.0, 5/31/2020)

3.13 General Information

Agency or State Entity Name: **Department of Consumer Affairs, Boards and Bureaus**

If agency/entity not in the list, enter here. [Click or tap here to enter text.](#)

Organization Code: 1111

Proposal Name: Business Modernization Cohort 2 (BMC 2)

Department of Technology Project Number (0000-000): 1111-014

3.14 Part B Submittal Information

Part B Contact Information

Contact First Name: [Lisa](#)

Contact Last Name: [Rangel](#)

Contact Email: Lisa.Rangel@dca.ca.gov

Contact Phone Number: [\(916\) 574-7742](#)

Part B Submission Date: [8/20/2021](#)

Part B Submission Type: New Submission

If "Withdraw" is specified, select reason: [Choose an item.](#)

If "Other," specify a reason: [Click or tap here to enter text.](#)

Part B Sections Updated (For updated submissions only; list all that apply):

[Click or tap here to enter text.](#)

Part B Summary of Changes (Provide a concise summary of changes made):

[Click or tap here to enter text.](#)

Part B Project Approval Executive Transmittal

(Attach Transmittal to the email submission.)

Condition(s) from Previous Stage(s)

Condition #: [Click or tap here to enter text.](#)

Condition Category: [Choose an item.](#)

If "Other," specify: [Click or tap here to enter text.](#)

Condition Sub-Category: [Choose an item.](#)

If "Other," specify: [Click or tap here to enter text.](#)

Condition Description: [Click or tap here to enter text.](#)

Assessment: [Choose an item.](#)

If "Other," specify: [Click or tap here to enter text.](#)

Agency/State Entity Response: [Click or tap here to enter text.](#)

Status: [Choose an item.](#)

If "Other" is specified: [Click or tap here to enter text.](#)

TIP: Copy and paste to add Conditions as needed.

TIP: Throughout this document, you may use **Ctrl+c** and **Ctrl+v** to copy and paste sections.

Department of General Services (DGS) Delegated Purchasing Authority

Is the solicitation over or under the agency/state entity's DGS Delegated Purchasing Authority?
(Select "Over" or "Under". If no procurement is planned, select "No Procurement.") Over

3.15 Solicitation Package and Evaluation Readiness (Primary solicitation only)

1. Select "Complete" for all sections of the SIMM Section 195 Statewide Technology Procurement (STP) Solicitation Template that are completed and reviewed for quality assurance in Part 1 and Part 2 below; otherwise, select "Not Complete."

Part 1:

1. Introduction: Complete
2. Bidding Instructions: Complete
3. Administrative Requirements: Complete
4. Bid Requirements: Complete
5. Cost: Complete
6. Proposal/Bid Format and Submission Requirements: Complete
7. Evaluation: Complete
8. Informational Attachments: Complete

Part 2:

9. Appendix A, Statement of Work: Complete
10. TECH 213, Standard Agreement: Complete
11. Bidder Qualifications Forms: Complete
12. Bidder Reference Forms: Complete
13. Staff Qualifications Forms: Complete
14. Staff Reference Forms: Complete
15. Cost Worksheets: Complete
16. Bidder's Library: Complete
17. Functional/Non-functional Requirements: Not Complete

#17. Non-functional Requirements are under review by a third party consultant. We anticipate completion of this review in approximate four weeks.

2. Describe the breakdown of the total evaluation score to be awarded (point/score) and describe how the score will be allotted, below.

Scoring and Point Distribution

Evaluation Area: 2,800

Maximum Possible Score: 3,080

Total Points Possible: 3,080

TIP: Copy and paste Evaluation Areas/Maximum Scores as needed.

Evaluation Readiness Checklist

3. Is the Bidder's Library complete and ready for vendor access? **Yes**
4. Does the agency/state entity anticipate that any confidential information will be posted in the Bidder's Library? **No**
5. Has the agency/state entity tested and validated the evaluation methodology, points, and/or approach? **Yes**
6. Has the agency/state entity completed the development of the bidder and key staff qualifications and the bidder and key staff references? **Yes**

If "Yes," select the approach that will be used to validate the references submitted:
Written (e.g., email)

7. Are all key stakeholders (executive sponsors, business and IT project team, and procurement team) knowledgeable and committed to the evaluation methodology for the solicitation? **Yes**
8. Will the agency/state entity require the bidder to demonstrate any solution requirements? **No**

If "Yes," attach the demonstration script to your email submission.

9. Have changes been made to the solicitation package (e.g., solution requirements, cost worksheets, evaluation methodology, terms, SOW) as a result of the Statewide Technology Procurement (STP) Pre-Solicitation process? **Yes**

If "Yes," explain changes: DCA and STP had several working sessions to complete all solicitation documents.

3.16 Public Contract Code (PCC) 6611 Readiness

1. Has the agency/state entity received approval from the Department of General Services (DGS) or the Department of Technology to utilize PCC 6611? **Yes**

If "Yes," attach a preliminary draft of the negotiation plan and the approved GSPD 13-003 form to your email submission.

Negotiation plan has not been completed however , the PCC 6611 language was review with STP during our several working sessions.

3.17 Protest Processes

1. Select the protest process being utilized for the primary solicitation: Not applicable

If “Alternative Protest Process” is selected, attach the file to the email submission.

If the protest process is “Not applicable” for the solicitation, explain:

In accordance with PCC 6611(d): An unsuccessful Bidder shall have no right to protest the results of the negotiating process undertaken.

3.18 Project Management Planning

Are the following project management plans or project artifacts complete, approved by the designated agency/state entity authority, and available for the Department of Technology review?

Project Management Plans or Project Artifacts: Select the project management plan/artifact status (i.e., “Yes,” “No,” or “Not applicable”) for each of the following:

Project Management Plan:**No**

If “No”, provide the status: Developing

If “Not applicable,” explain: Plan has been drafted and will be submitted with Stage 4 per discussion with CDT.

Change Control Management Plan:**No**

If “No”, provide the status: **Developing**

If “Not applicable,” explain: Plan has been drafted and will be submitted with Stage 4 per discussion with CDT.

Configuration Management Plan:**No**

If “No”, provide the status: **Not Started Yet**

If “Not applicable,” explain: The System Integrator’s System Development Plan will include Configuration Management. Prior to project completion, a final plan will be provided by the System Integrator that will be reviewed and approved by DCA (See SOW Table 8.1A task S.8.2).

Data Management Plan:**No**

If “No”, provide the status: **Not Started Yet**

If “Not applicable,” explain: Data Management includes the Data Conversion Plan that will be developed by the System Integrator. Prior to project completion, a final plan will be provided by the System Integrator that will be reviewed and approved by DCA. DCA manages the security and accessibility of data by ensuring that federal and state security policies and requirements are met. In addition, DCA has a ticketing process whereby all users must request access to data upon approval by authorized managers (See SOW Table 8.2.5B task S.8.67)..

Maintenance and Operations Plan:[No](#)

If “No”, provide the status:[Not Started Yet](#)

If “Not applicable,” explain: The contents of the M&O Plan will be provided by the System Integrator. Prior to project completion, a final plan will be provided by the System Integrator that will be reviewed and approved by DCA (See SOW Table 9.2.2C task S.9.13).

Procurement Management Plan:[Yes](#)

If “No”, provide the status: [Choose an item.](#)

If “Not applicable,” explain: Provided with Stage 2AA

Contract Management Plan:[No](#)

If “No”, provide the status: [Developing](#)

If “Not applicable,” explain: Plan has been drafted and will be submitted with Stage 4 per discussion with CDT.

Quality Management Plan:[No](#)

If “No”, provide the status:[Developing](#)

If “Not applicable,” explain: Plan has been drafted and will be submitted with Stage 4 per discussion with CDT.

Testing Management Plan:[No](#)

If “No”, provide the status:[Developing](#)

If “Not applicable,” explain: Plan has been drafted and will be submitted with Stage 4 per discussion with CDT.

Security Management Plan:[Not applicable](#)

If “No”, provide the status: [Choose an item.](#)

If “Not applicable,” explain: The System Integrator will only configure software solution and develop extensions. The System Integrator is required to comply with all DCA security policies and procedures

Business Continuity Management Plan (Including Technology Recovery Plan):**No**

If “No”, provide the status:**Not Started Yet**

If “Not applicable,” explain: The Software Provider is responsible for developing the Business Continuity Management Plan and it will be specified in the Software Provider’s contract. It will be reviewed and approved by DCA.

Risk Management Plan:**No**

If “No”, provide the status: **Developing**

If “Not applicable,” explain: Plan has been drafted and will be submitted with Stage 4 per discussion with CDT.

(Other – type plan name) Project Management Plan:**No**

If “No”, provide the status:**Developing**

If “Yes,” describe: Plan has been drafted and will be submitted with Stage 4 per discussion with CDT.

3.19 Staffing Allocation

Project Team Role: Other

If “Other,” specify: Plan has been drafted and will be submitted with Stage 4 per discussion with CDT.

Quantity: [Click or tap here to enter text.](#)

Level of Participation (%): [Click or tap here to enter text.](#)

Classification (State Resources Only): [Choose an item.](#)

If “Other,” specify: [Click or tap here to enter text.](#)

Source: [Choose an item.](#)

Tenure/Time Base: [Choose an item.](#)

NOTE: Reference SIMM19 Stage 3 Solution Development Preparation Instructions, Section 3.19 for details.

TIP: Copy and paste staffing allocation items to add Team Role or Classification (for different Time Base) as needed.

TIP: Review Stage 3 Part B with your Project Approval and Oversight Manager before formal submittal.

TIP: Review the Gate 3 Solution Development Evaluation Scorecard, Part B, to ensure a complete submission. [C.8 GATE 3 Evaluation Scorecard Part-B](#)

End of agency/state entity document.

When ready, submit Stage 3 Part B and all attachments in an email to ProjectOversight@state.ca.gov.

Department of Technology Use Only

Original "New Submission" Date: 8/20/2021

Form Received Date: 8/20/2021

Form Accepted Date: 8/20/2021

Form Status: Complete

Form Status Date: 11/4/2021

Form Disposition: [Approved](#)

If "Other," specify: [Click or tap here to enter text.](#)

Form Disposition Date: 11/4/2021