



Stage 3 Solution Development (Part B)

Department of Technology, SIMM 19C, Revision 9/8/2016



How to Attach File and Insert Section.p

(Embedded PDF instructions describe how to attach files and/or insert repeating sections.)

3.13 General Information

Agency or State Entity Name:

Department of Motor Vehicles

Organization Code:

2740

Proposal Name:

Digital eXperience Platform (DXP)

Department of Technology Project Number: 2740-227

Date: 2/9/2021

Version Number: 1.0

3.14 Part B Submittal Information

Contact Information:

Contact First Name:

Darlene

Contact Last Name:

Miller

Contact Email:

Darlene.Miller@dmv.ca.gov

Contact Phone Number:

(916)657-8900

Part B Submission Date:

2/12/2021

Part B Submission Type:

- New Submission
 Updated Submission (Pre-Approval)

- Updated Submission (Post-Approval)
 Withdraw Submission
Reason: Select...
If "Other," specify:

Part B Sections Updated (For Updated Submissions only, check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> 3.13 General Information | <input type="checkbox"/> 3.17 Protest Processes |
| <input type="checkbox"/> 3.14 Part B Submittal Information | <input type="checkbox"/> 3.18 Project Management Planning |
| <input type="checkbox"/> 3.15 Solicitation Package and Evaluation Readiness | <input type="checkbox"/> 3.19 Staffing Allocation |
| <input type="checkbox"/> 3.16 Public Contract Code (PCC) 6611 Readiness | <input type="checkbox"/> 3.20 Final Solicitation Package Submission |

Part B Summary of Changes:

N/A

Part B Project Approval Executive Transmittal

Attachment: See Attachment



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Condition(s) from Previous Stage(s):

| | |
|-------------------------------------|----------------------|
| Condition # | |
| Condition Category | If "Other," specify: |
| Condition Sub-Category | If "Other," specify: |
| Condition | |
| Assessment | If "Other," specify: |
| Agency/state Entity Response | |
| Status | If "Other," specify: |

Insert Condition

Department of General Services (DGS) Delegated Purchasing Authority:

Over Under No Procurement

3.15 Solicitation Package and Evaluation Readiness

1. Check all sections of the SIMM Section 195 Statewide Technology Procurement Division (STPD) Solicitation Template completed and reviewed for quality assurance:

Part 1:

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

Part 2:

- Appendix A, Statement of Work
- STD 213, Standard Agreement
- Bidder Qualifications Forms
- Bidder Reference Forms
- Staff Qualifications Forms
- Staff Reference Forms
- Cost Worksheets
- Bidder's Library
- Functional/Non-functional Requirements

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

Scoring and Point Distribution

| | |
|--|---------------------------------------|
| Evaluation Area Bidder Qualifications Forms | Maximum Possible Score Pass |
| Evaluation Area Bidder Reference Forms | Maximum Possible Score 275 |
| Evaluation Area Staff Qualification Forms | Maximum Possible Score Pass |
| Evaluation Area Staff Qualification Forms - Desirables | Maximum Possible Score 520 |



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| | |
|--|---------------------------------------|
| Evaluation Area Staff Reference Forms | Maximum Possible Score 0 |
| Evaluation Area Exhibit 20: Functional and Non-Functional | Maximum Possible Score Pass |
| Evaluation Area Exhibit 21: Functional and Non-Functional - Desirables | Maximum Possible Score Pass |
| Evaluation Area Exhibit 22: Deliverables Tables | Maximum Possible Score Pass |
| Evaluation Area Exhibit 23 – Narrative Response Requirements | Maximum Possible Score 1240 |
| Evaluation Area Project Plans | Maximum Possible Score 90 |
| Evaluation Area Sample of Work | Maximum Possible Score 100 |
| Evaluation Area Cost | Maximum Possible Score 960 |
| Total Points Possible: | 3200 |

Insert Evaluation Area

| | Yes | No | N/A |
|---|-------------------------------------|-------------------------------------|--------------------------|
| 3. Is the Bidder's Library complete and ready for vendor access? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 4. Does the Agency/state entity anticipate that any confidential information will be posted in the Bidder's Library? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 5. Has the Agency/state entity tested and validated the evaluation methodology, points, and/or approach? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 6. Has the Agency/state entity completed development of the bidder and key staff qualifications and the bidder and key staff references? If "Yes," select the approach that will be used to validate the references submitted below: Verbal (e.g., telephone with pre-defined script) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 8. Will the Agency/state entity require the bidder to demonstrate any solution requirements? If "Yes," attach the demonstration script below. Attachment: (File Attachment) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 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 Division (STPD) Pre-Solicitation process? If "Yes," explain changes below: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

3.16 Public Contract Code (PCC) 6611 Readiness

| | Yes | No | N/A |
|--|-------------------------------------|--------------------------|--------------------------|
| 1. Has the Agency/state entity received approval from Department of General Services (DGS) or the Department of Technology to utilize PCC 6611? If "Yes," attach a | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



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preliminary draft of the negotiation plan and the approved form (GSPD 13-003)
 below:
 Attachment: (File Attachment)

3.17 Protest Processes

- Select the protest process being utilized for the primary solicitation:
 - Alternative Protest Process (APP) – if selected, attach below: Traditional Protest Process
 - Not Applicable (N/A) – if selected, specify below:
 Attachment: (File Attachment)
 If the protest process is “N/A” for the solicitation, provide an explanation below:
 Conducted under Public Contract Code 6611.

3.18 Project Management Planning

| | Yes | No | N/A |
|--|--------------------------|-------------------------------------|--------------------------|
| Are the following project management plans or project artifacts complete, approved by the designated Agency/state entity authority, and available for Department of Technology review? | | | |
| Project Management Plan | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If “No,” provide the status below; if “N/A,” provide an explanation below: In Progress | | | |
| Change Control Management Plan | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If “No,” provide the status below; if “N/A,” provide an explanation below: In Progress | | | |
| Configuration Management Plan | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If “No,” provide the status below; if “N/A,” provide an explanation below: In Progress | | | |
| Data Management Plan | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If “No,” provide the status below; if “N/A,” provide an explanation below: In Progress | | | |
| Maintenance & Operations (M&O) Transition Management Plan | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If “No,” provide the status below; if “N/A,” provide an explanation below: In Progress | | | |
| Procurement Management Plan | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If “No,” provide the status below; if “N/A,” provide an explanation below: In Progress | | | |
| Quality Management Plan | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If “No,” provide the status below; if “N/A,” provide an explanation below: In Progress | | | |
| Testing Master Plan | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If “No,” provide the status below; if “N/A,” provide an explanation below: In Progress | | | |
| Security Management Plan | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If “No,” provide the status below; if “N/A,” provide an explanation below: In Progress | | | |
| Business Continuity Management Plan (including Technology Recovery Plan) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If “No,” provide the status below; if “N/A,” provide an explanation below: In Progress | | | |



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Risk Management Plan

If "No," provide the status below; if "N/A," provide an explanation below:
In Progress

3.19 Staffing Allocation

| | | |
|--|----------------------|--|
| Project Team Role | Other | If "Other," specify: Project Director |
| Quantity | 1 | |
| Level of Participation | 100 % | |
| Classification (State Resources Only) | Other | If "Other," specify: CEA B |
| Source | New | |
| Tenure/Time Base | Permanent | |
| Project Team Role | Enterprise Architect | If "Other," specify: |
| Quantity | 6 | |
| Level of Participation | 100% | |
| Classification (State Resources Only) | Other | If "Other," specify: Information Technology Specialist (ITS) III |
| Source | New | |
| Tenure/Time Base | Permanent | |
| Project Team Role | Other | If "Other," specify: Data Analytics |
| Quantity | 6 | |
| Level of Participation | 100% | |
| Classification (State Resources Only) | Other | If "Other," specify: (4) ITS II, (2) ITS I |
| Source | New | |
| Tenure/Time Base | Permanent | |
| Project Team Role | Project Manager | If "Other," specify: |
| Quantity | 6 | |
| Level of Participation | 100% | |
| Classification (State Resources Only) | Other | If "Other," specify: (3) ITS II, (2) ITS I, (1) Information Technology Manager (ITM) I |
| Source | New | |
| Tenure/Time Base | Permanent | |
| Project Team Role | Other | If "Other," specify: Vendor Management |
| Quantity | 5 | |
| Level of Participation | 100% | |
| Classification (State Resources Only) | Other | If "Other," specify: (2) ITS II, (2) ITS I, (1) Information Technology Supervisors II |



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| | | |
|--|----------------------|--|
| Source | New | |
| Tenure/Time Base | Permanent | |
| Project Team Role | Contract Manager | If "Other," specify: |
| Quantity | 5 | |
| Level of Participation | 100% | |
| Classification (State Resources Only) | Other | If "Other," specify: (4) ITS I |
| Source | New | |
| Tenure/Time Base | Permanent | |
| Project Team Role | Other | If "Other," specify: Contracts Support |
| Quantity | 4 | |
| Level of Participation | 100% | |
| Classification (State Resources Only) | If "Other," specify: | |
| Source | | |
| Tenure/Time Base | | |

Insert Project Team Role

3.20 Final Solicitation Package Submission

Attachment: The solicitation package is confidential until released with the solicitation and has been provided to CDT under separate cover.

Insert Attachment

Stage 3 Solution Development (Part B) – Department of Technology Use Only

| | | |
|---------------------------------------|-----------|----------------------|
| Original "New Submission" Date | 2/16/2021 | |
| Form Received Date | 2/16/2021 | |
| Form Accepted Date | 2/16/2021 | |
| Form Status | Completed | |
| Form Status Date | 5/14/2021 | |
| Form Disposition | Approved | If "Other," specify: |
| Form Disposition Date | 5/14/2021 | |