



## Stage 3 Solution Development, Part A

Department of Technology, SIMM 19C.3 (Rev. 2.5, July/2021)

### 3.4 General Information

Agency or State Entity Name: **State Controller**

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

Organization Code: 0840

Proposal Name: [California State Payroll System \(CSPS\) Project](#)

Department of Technology Project Number (0000-000): [0840-086](#)

### 3.5 Part A Submittal Information

#### Contact Information

Contact First Name: [Chris](#)

Contact Last Name: [Maio](#)

Contact Email: [CMaio@sco.ca.gov](mailto:CMaio@sco.ca.gov)

Contact Phone Number: [916-201-5169](#)

**Part A Submission Date:** [2/25/2022](#)

**Part A Submission Type:** Updated Submission (Pre-Approval)

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

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

**Part A Sections Updated** (For Updated Submissions only, include all that apply)

List of Sections updated: [Sections 3.6.1; 3.6.5; 3.6.6; 3.7.1; 3.7.2; 3.7.3; 3.8.1](#)

## Part A Summary of Changes

If either Submission Type “Updated Submission (Pre-Approval)” or “Updated Submission (Post-Approval)” is selected, provide a concise summary of changes made: Section 3.6.1 was updated to remove the POC Resources Ancillary Procurement due to the NCB for the IT Procurement Services Contract. Sections 3.6.5 and 3.6.6 were updated with more accurate dates based on the final solicitation package and the Data Migration and Validation Services was added to the Ancillary Contract KAD area. Sections 3.7.1 – 3.7.3 were updated to reflect the correct attachment reference to the Detailed Solution Requirements, requirement count and the percent change from 6.25% to 9.3% change. Section 3.8.1 was updated to reflect the final Essential SOW sections and requirement references.

## Part A Project Approval Executive Transmittal

See Attachment A: CSPS Stage 3 Project Approval Executive Transmittal

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

## 3.6 Procurement Profile

### 3.6.1 Solicitation Identifier

#### Primary

Will this procurement be over or under the Department of General Services (DGS) Delegated Purchasing Authority? [Over](#)

Solicitation Title: [California State Payroll \(CSPS\) System Project](#)

#### Ancillary

Will this procurement be over or under the Department of General Services (DGS) Delegated Purchasing Authority? [Over](#)

Solicitation Title: [Business Analyst and IT Services \(Functional and technical team resources\)](#)

#### Ancillary

Will this procurement be over or under the Department of General Services (DGS) Delegated Purchasing Authority? [Over](#)

Solicitation Title: [Organizational Change Management \(OCM\) Services](#)

#### Ancillary

Will this procurement be over or under the Department of General Services (DGS) Delegated Purchasing Authority? [Over](#)

Solicitation Title: [Project Management Services \(PMO\)](#)

#### Ancillary

Will this procurement be over or under the Department of General Services (DGS) Delegated Purchasing Authority? [Over](#)

Solicitation Title: [Project Advisor Services](#)

#### Ancillary

Will this procurement be over or under the Department of General Services (DGS) Delegated Purchasing Authority? [Under](#)

Solicitation Title: [Data Migration and Validation Services](#)

### 3.6.2 Solicitation Method

**Solicitation Method:** [Formal Competitive Solicitation \(IFB/RFP\)](#)

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

**Anticipated Amount:** \$480,000,000

**Conducted By:** Department of Technology

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

**Development Status:** Completed

**Solicitation Number:** CSPS90121

### 3.6.3 Procurement Scope Statement

The California Department of Technology (CDT), on behalf of the California State Controller's Office (SCO), is issuing this competitive Solicitation under Public Contract Code (PCC) Section 6611. This solicitation includes the creation and evaluation of a Proof of Concept (POC) and the development and implementation of a cloud-based Human Capital Management (HCM) Solution (Solution) to replace SCO's mainframe legacy travel and expense, personnel and payroll systems. The California State Payroll System (CSPS) Solution will incorporate travel and expense, position control, personnel administration, benefits administration, time management (Core HR), and payroll functionality. The scope of services includes: Developing, configuring and implementing the Solution. Supporting the State's data identification, cleansing, migration and validation tasks. Migrating and validating converted data into the Solution. Providing training. Supporting Organizational Change Management (OCM) efforts. Ongoing maintenance and operations of the Solution and hosting environment. Transition out activities. This Solicitation follows a phased approach that includes multiple submissions and evaluations to determine the most qualified bidder to implement the CSPS.

### 3.6.4 Solicitation Contact

Contact First Name: Becky

Contact Last Name: Fatur

Contact Email: [Becky.Fatur@state.ca.gov](mailto:Becky.Fatur@state.ca.gov)

Contact Phone Number: 916-320-4405

Contact First Name: Kerry

Contact Last Name: Jones

Contact Email: [Kerry.Jones@state.ca.gov](mailto:Kerry.Jones@state.ca.gov)

Contact Phone Number: 916.431.5232

### 3.6.5 Anticipated length of Contract (Primary Solicitation)

Contract Start Date: [5/9/2023](#)

Contract End Date: [5/8/2027](#)

Optional Years: [1](#)

Contract Start Date: [5/9/2027](#)

Contract End Date: [5/8/2028](#)

Optional Years: [1](#)

Contract Start Date: [5/9/2028](#)

Contract End Date: [5/8/2029](#)

Optional Years: [1](#)

Contract Start Date: [5/9/2029](#)

Contract End Date: [5/8/2030](#)

Optional Years: [1](#)

Contract Start Date: [5/9/2030](#)

Contract End Date: [5/8/2031](#)

Optional Years: [1](#)

Contract Start Date: [5/9/2031](#)

Contract End Date: [5/8/2032](#)

### 3.6.6 Anticipated Solicitation Key Action Dates

#### **Primary Solicitation: Phase 1**

**Activity:** [Release of Solicitation](#)

If "Other" is selected, specify: [1-1 Release of Solicitation](#)

**Start Date:** [4/1/2022](#)

**End Date:** [4/1/2022](#)

**Number of Business Days:** [1](#)

**Activity:** Bidder's Conference

If "Other" is selected, specify: [1-2 Bidder's Q&A Conference](#)

**Start Date:** [4/11/2022](#)

**End Date:** [4/11/2022](#)

**Number of Business Days: 1**

**Activity:** Other

If "Other" is selected, specify: 1-3 Intent to Bid and Confidentiality Statement Due

**Start Date:** 4/1/2022

**End Date:** 4/18/2022

**Number of Business Days: 12**

**Activity:** Other

If "Other" is selected, specify: 1-4 Last Day to Submit Questions/Request for Changes

**Start Date:** 4/1/2022

**End Date:** 5/16/2022

**Number of Business Days: 32**

**Activity:** Other

If "Other" is selected, specify: 1-5 State Issues Q&A Set#1/Phase 1 Addendum 1

**Start Date:** 6/1/2022

**End Date:** 6/1/2022

**Number of Business Days: 1**

**Activity:** Other

If "Other" is selected, specify: 1-6 Phase 1 Proposal Response Due

**Start Date:** 4/1/2022

**End Date:** 6/29/2022

**Number of Business Days: 62**

**Activity:** Other

If "Other" is selected, specify: 1-7 State's Evaluation of Phase 1 Responses Complete

**Start Date:** 6/29/2022

**End Date:** 7/14/2022

**Number of Business Days: 11**

**Activity:** Other

If "Other" is selected, specify: 1-8 Notification of Bidders Selected to Move to Phase 2 POC

**Start Date:** 7/18/2022

**End Date:** 7/18/2022

**Number of Business Days: 1**

**Activity:** Other

If "Other" is selected, specify: 1-9 Prepare and Execute POC Contract for all Vendors Complete

**Start Date:** 7/19/2022

**End Date:** 7/19/2022

**Number of Business Days: 1**

## **Primary Solicitation: Phase 2**

**Activity:** Other

If "Other" is selected, specify: 2-1 Start POC Development Period

**Start Date:** 7/22/2022

**End Date:** 7/22/2022

**Number of Business Days: 1**

**Activity:** Other

If "Other" is selected, specify: 2-2 POC Development Completed

**Start Date:** 10/20/2022

**End Date:** 10/20/2022

**Number of Business Days: 62**

**Activity:** Other

If "Other" is selected, specify: 2-3 POC Evaluation Complete

**Start Date:** 10/20/2022

**End Date:** 11/1/2022

**Number of Business Days:** 9

**Activity:** Other

If "Other" is selected, specify: 2-4 Last day to submit final list of questions/request for changes prior to Phase 2 submittal

**Start Date:** 11/1/2022

**End Date:** 11/8/2022

**Number of Business Days:** 6

**Activity:** Other

If "Other" is selected, specify: 2-5 State issues Q&A final set/final addendum

**Start Date:** 11/8/2022

**End Date:** 11/28/2022

**Number of Business Days:** 12

**Activity:** Other

If "Other" is selected, specify: 2-6 Phase 2 Proposal Response Due

**Start Date:** 12/12/2022

**End Date:** 12/12/2022

**Number of Business Days:** 1

**Activity:** Other

If "Other" is selected, specify: 2-7 State's evaluation of Phase 2 responses complete

**Start Date:** 12/12/2022

**End Date:** 1/10/2023

**Number of Business Days:** 20

**Activity:** Other



If "Other" is selected, specify: 2-8 Live Scan Fingerprints Forms for All Key Staff Due  
**Start Date:** 1/18/2023  
**End Date:** 1/18/2023  
**Number of Business Days:** 1

**Activity:** Other

If "Other" is selected, specify: 2-9 Invitation to negotiate (Phase 3) released  
**Start Date:** 1/19/2023  
**End Date:** 1/19/2023  
**Number of Business Days:** 1

### **Primary Solicitation: Phase 3**

**Activity:** Other

If "Other" is selected, specify: 3-1 State background checks for key staff for all bidders complete  
**Start Date:** 1/18/2023  
**End Date:** 2/15/2023  
**Number of Business Days:** 21

**Activity:** Other

If "Other" is selected, specify: 3-2 Staff qualification interviews complete  
**Start Date:** 1/19/2023  
**End Date:** 2/2/2023  
**Number of Business Days:** 11

**Activity:** Other

If "Other" is selected, specify: 3-3 State's evaluation of interviews complete  
**Start Date:** 2/2/2023  
**End Date:** 2/16/2023  
**Number of Business Days:** 11

**Activity:** Other

If "Other" is selected, specify: 3-4 Conduct negotiations complete

**Start Date:** 1/19/2023

**End Date:** 2/20/2023

**Number of Business Days:** 22

**Activity:** Other

If "Other" is selected, specify: 3-5 Best and Final Offer(s) due

**Start Date:** 2/20/2023

**End Date:** 3/15/2023

**Number of Business Days:** 17

**Activity:** Other

If "Other" is selected, specify: 3-6 State's evaluation of BAFO evaluation submission complete

**Start Date:** 3/15/2023

**End Date:** 3/29/2023

**Number of Business Days:** 11

**Activity:** Other

If "Other" is selected, specify: 3-7 Contract Award and Execution - Post notification of Award

**Start Date:** 3/29/2023

**End Date:** 5/8/2023

**Number of Business Days:** 28

**Activity:** Other

If "Other" is selected, specify: 3-8 Estimated Start Date

**Start Date:** 5/9/2023

**End Date:** 5/9/2023

**Number of Business Days: 1**

**ANCILLARY CONTRACTS FROM 3.6.1**

**Ancillary Contract: Project Advisor Services**

**Activity:** Release of Solicitation

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

**Start Date:** [2/4/2022](#)

**End Date:** [2/4/2022](#)

**Number of Business Days: 1**

**Activity:** Other

If "Other" is selected, specify: [Offer Submission Due Date and Evaluation](#)

**Start Date:** [3/3/2022](#)

**End Date:** [3/10/2022](#)

**Number of Business Days: 5**

**Activity:** Contract Award

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

**Start Date:** [3/23/2022](#)

**End Date:** [3/31/2022](#)

**Number of Business Days: 5**

**Activity:** Contract Execution

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

**Start Date:** [4/1/2022](#)

**End Date:** [4/29/2022](#)

**Number of Business Days: 21**

**Ancillary Contract: Business Analyst and IT Services**

**Note:** All other KAD to be determined closer to release

**Activity:** Release of Solicitation

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

**Start Date:** [1/3/2023](#)

**End Date:** 1/3/2023

**Number of Business Days:** 1

**Ancillary Procurement: PMO Services and OCM Services (2 Separate Contracts)**

**Note:** Other KAD to be determined closer to release

**Activity:** Release of Solicitation

If "Other" is selected, specify:

**Start Date:** 10/3/2022

**End Date:** 10/3/2022

**Number of Business Days:** 1

**Activity:** Contract Execution

If "Other" is selected, specify:

**Start Date:** 4/3/2023

**End Date:** 4/3/2023

**Number of Business Days:** 1

**Ancillary Procurement: Data Migration and Validation Services**

**Note:** Other KAD to be determined closer to release

**Activity:** Release of Solicitation

If "Other" is selected, specify:

**Start Date:** 5/2/2022

**End Date:** 5/2/2022

**Number of Business Days:** 1

**Activity:** Contract Execution

If "Other" is selected, specify:

**Start Date:** 7/11/2022

**End Date:** 7/11/2022

**Number of Business Days:** 1

## 3.7 Stage 3 Solution Requirements

### 3.7.1 Stage 3 Solution Requirements Template

See Solicitation Package: Exhibit E: Requirements

### 3.7.2 Stage 3 Requirements Count

Total Detailed Functional Requirements: 754

Total Detailed Non-Functional Requirements: 127

Total Detailed Project/Transition Requirements: 53

Detailed Requirements Grand Total: 934

### 3.7.3 Stage 2 Mid-Level Solution Requirement Changes

1. Since approval of the Stage 2 Alternatives Analysis, has the agency/state entity developed any new solution requirements that were not represented in the mid-level solution requirements? Yes
2. Since approval of the Stage 2 Alternatives Analysis, has the agency/state entity modified (changed or deleted) any mid-level solution requirements? Yes

If response to question 1 or 2 is “Yes”:

Enter the percentage of change (%): 9.3%

Describe the nature and scope of the change(s), impact(s) to the recommended solution, and how requirements align with the business objectives established in the Stage 1 Business Analysis: CSPA Project Change Request #006 caused a change to the solution requirements related to certain benefit enrollment processes (i.e. Group Legal and VSP). CSPA Project Change Request #007 added the Travel and Expense functionality to the scope of the CSPA Project. Overall there was a reduction in mid-level requirements after the change requests and subsequent review of requirements by CDT Project Approval Oversight (PAO) and CDT Statewide Technology Procurement (STP). S2 Mid-Level Requirement total (225). S3 Mid-Level Total (204).

### 3.7.4 To-Be Business Process Workflows

The following functional to-be business process workflows have been attached with the submission (Attachments C - H):

- Capability 01 - Personnel Administration Workflows
- Capability 02 – Benefits Administration Workflows
- Capability 03 – Time Management Workflows and Manage Donated Leave Process Workflows
- Capability 04 – Payroll Workflows
- Capability 05 – Position Control Workflows
- Capability 09 – Travel and Expense Management Workflows

In addition to the functional workflows please refer to DLV 2.1.2 Future State Business Process Analysis Report (Attachment I) that was conducted by Public Consulting Group (PCG), the CSPS IV&V Vendor.

## **3.8 Statement of Work (SOW)**

### **3.8.1 Completed SOW Sections**

List the completed SOW Section(s):

- 1 Introduction
  - 1.1 Purpose
  - 1.2 Background
  - 1.3 Agreement Term
  - 1.4 Amendment
  - 1.5 Work Location
  - 1.6 Representatives
- 2 Scope of Services
  - 2.1 Description of Proposed New System or Service
  - 2.2 Contractor Responsibilities
  - 2.3 State Responsibilities
  - 2.4 Requirements
  - 2.5 Contractor Hosted Facility Environment
  - 2.6 Project Phases and Milestones
  - 2.7 Scope of Services Tasks and Deliverables
- 3 Contractor Personnel
  - 3.1 Staff Qualifications
  - 3.2 Staff Replacements and Additions
  - 3.3 Subcontractors
- 4 Contractor Deliverables and Milestones
  - 4.1 Contract Deliverable and Milestones Table
  - 4.2 Deliverable Expectation Document
  - 4.3 Deliverable Acceptance or Rejection
  - 4.4 Deliverable Acceptance Document

- 4.5 Milestone Report
- 5 Unanticipated Tasks
- 6 Data Handling and Security Policies
- 7 Conflict Resolution
  - 7.1 Corrective Action
  - 7.2 Cure Notices
- 8 Liquidated Damages
  - 8.1 Liquidated Damage Cap
  - 8.2 Payment of Liquidated Damages
  - 8.3 Calculation of Liquidated Damages
- 9 Escrow Source Code
- 10 Insurance
  - 10.1 General Insurance Provisions
  - 10.2 Commercial General Liability
  - 10.3 Automobile Insurance
  - 10.4 Worker's Compensation and Employer's Liability
  - 10.5 Technology Professional Liability/Errors and Omissions Insurance
  - 10.6 Cyber Liability
- 11 Warranty Period

[See Solicitation Package](#)

## Essential SOW Component Detail

### SOW Section 4.3. Deliverable Acceptance/Rejection Process

Details related to the procurement deliverable acceptance/rejection process.

**Responsible:** [Both](#)

**Performance Deliverable:** [No](#)

**Requirement Number:** [Refer to SOW Section 4.3](#)

**Methodology/Approach:** [Agency/state entity model language used](#)

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

**Solicitation Number (if applicable):** [Click or tap here to enter text.](#)

### SOW Section 6.0 Data Handling and Security Policies

Data handling and ownership details.

**Responsible:** [Contractor](#)

**Performance Deliverable:** [No](#)

**Requirement Number:** [Refer to SOW Section 6.0](#)

**Methodology/Approach:** [Dictated by policy](#)

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

**Solicitation Number (if applicable):** [Click or tap here to enter text.](#)

**SOW Section 6.0. Data Handling and Security and 2.7.11 Maintenance and Operations – Requirements Related to NIST**

Details related to the National Institute of Standards and Technology (NIST) 800-53 controls.

**Responsible:** [Contractor](#)

**Performance Deliverable:** [Yes](#)

**Requirement Number:** [Not applicable](#)

**Methodology/Approach:** [Other](#)

If “Other,” specify: [Attachment 33 and 34 require the contractor to submit their Fed Ramp Certification for review by the SCO Information Security Office to ensure compliance with NIST. This is an administrative requirement of the CSPA Solicitation.](#)

**Solicitation Number (if applicable):** [Click or tap here to enter text.](#)

**SOW Section 2.7.11 Maintenance and Operations**

System Security Plan details.

**Responsible:** [Contractor](#)

**Performance Deliverable:** [No](#)

**Requirement Number:** [Various – Refer to Exhibit E Requirements and filter for relevant SOW Section](#)

**Methodology/Approach:** [Dictated by policy](#)

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

**Solicitation Number (if applicable):** [Click or tap here to enter text.](#)

**Attachment 24 – Phase 2 Narrative Response: Section 8.5 Disaster Recovery**

Disaster recovery (including business continuity/technology recovery) details.



**Responsible:** [Contractor](#)

**Performance Deliverable:** [Yes](#)

**Requirement Number:** [Not applicable](#)

**Methodology/Approach:** [Contractor dictated the approach \(e.g., content restrained by COT's or proprietary conditions\)](#)

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

**Solicitation Number (if applicable):** [Click or tap here to enter text.](#)

### **SOW Section. Hardware and Software Needs**

System hardware/software needed; price/quantity; physical and performance requirements; etc.

**Responsible:** [Contractor](#)

**Performance Deliverable:** [No](#)

**Requirement Number:** [Not applicable](#)

**Methodology/Approach:** [Other](#)

If "Other," specify: [Not applicable with a business based procurement – Contractor will propose the specific hardware/software needs to meet solution requirements.](#)

**Solicitation Number (if applicable):** [Click or tap here to enter text.](#)

### **SOW Section 23. System Installation – Not Applicable (Cloud Hosted – nothing to install on premise)**

Solution installation details.

**Responsible:** [Choose an item.](#)

**Performance Deliverable:** [Choose an item.](#)

**Requirement Number:** [Click or tap here to enter text.](#)

**Methodology/Approach:** [Choose an item.](#)

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

**Solicitation Number (if applicable):** [Click or tap here to enter text.](#)

## **SOW Section 2.7. Scope of Services Tasks and Deliverables**

Solution implementation details.

CSPS Specifics:

SOW Section 2.7.1 Project Planning and Management Services

SOW Section 2.7.2 Solution Design, Development and Configuration Services

SOW Section 2.7.3 Data Conversion Support Services

SOW Section 2.7.6 OCM Support Services

SOW Section 2.7.7 Deployment Planning and Management Services

SOW Section 2.7.8 Production Support Services

SOW Section 2.7.10 DEVOPS Support Services

**Responsible:** Both

**Performance Deliverable:** No

**Requirement Number:** Various. Refer to Exhibit E Requirements – Filter by relevant SOW Section.

**Methodology/Approach:** Other

If “Other,” specify: CSPS worked with STP and SCO Contracts with best practice input to develop an approach to meet the needs of the project.

**Solicitation Number (if applicable):** Click or tap here to enter text.

## **SOW Section 2.7. System Testing and Acceptance Procedures**

### **CSPS SOW Section 2.7.4 (Testing) and SOW Section 2.6 Project Phases and Milestones**

Details related to solution/testing and acceptance procedures.

**Responsible:** Both

**Performance Deliverable:** No

**Requirement Number:** Various – Refer to Exhibit E Requirements and filter by relevant SOW Section.

**Methodology/Approach:** Other

If “Other,” specify: CSPS worked with STP and SCO Contracts with best practice input to develop an approach to meet the needs of the project

**Solicitation Number (if applicable):** Click or tap here to enter text.

## **SOW Section 2.7. Transition of Operation to New Contractor or to State**

### **CSPS SOW Section 2.7.9 Transition-Out Support**

Details related to the transition of operations to new contractor or state.

**Responsible:** [Contractor](#)

**Performance Deliverable:** [No](#)

**Requirement Number:** [Various – Refer to Exhibit E Requirements and filter by relevant SOW Section.](#)

**Methodology/Approach:** [Other](#)

If “Other,” specify: [CSPS worked with STP and SCO Contracts with best practice input to develop an approach to meet the needs of the project](#)

**Solicitation Number (if applicable):** [Click or tap here to enter text.](#)

## **Section 2.7. Knowledge Transfer and/or Training**

### **CSPS SOW Section 2.7.5 Training Services**

Knowledge transfer and/or Training details.

**Responsible:** [Contractor](#)

**Performance Deliverable:** [No](#)

**Requirement Number:** [Various – Refer to Exhibit E Requirements and filter by relevant SOW Section](#)

**Methodology/Approach:** [Other](#)

If “Other,” specify: [CSPS worked with STP and SCO Contracts with best practice input to develop an approach to meet the needs of the project](#)

**Solicitation Number (if applicable):** [Click or tap here to enter text.](#)

## **SOW Section 2.7. Maintenance and Operations (M&O)**

### **CSPS SOW Section 2.7.11 Maintenance and Operations**

Maintenance and operations details.

**Responsible:** [Contractor](#)

**Performance Deliverable:** [Yes](#)

**Requirement Number:** [Various – Refer to Exhibit E Requirements and filter by relevant SOW Section](#)

**Methodology/Approach:** [Other](#)

If “Other,” specify: [CSPS worked with STP and SCO Contracts with best practice input to develop an approach to meet the needs of the project](#)

**Solicitation Number (if applicable):** [Click or tap here to enter text.](#)

### **CSPS SOW Section 11 – Warranty Period**

Warranty details.

**Responsible:** [Contractor](#)

**Performance Deliverable:** [Yes](#)

**Requirement Number:** [N/A – specified in the SLA](#)

**Methodology/Approach:** [Agency/state entity model language used](#)

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

**Solicitation Number (if applicable):** [Click or tap here to enter text.](#)

### **SOW Section 33. Service Level Agreements (SLA)**

#### **CSPS SOW Exhibit F – Service Level Agreements**

**Responsible:** [Contractor](#)

**Performance Deliverable:** [Yes](#)

**Requirement Number:** [Mid-Level Requirements #: 9414; 12746; Refer to Exhibit F Service Level Agreements](#)

**Methodology/Approach:** [Current Industry Standards model language used](#)

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

**Solicitation Number (if applicable):** [Click or tap here to enter text.](#)

### **CSPS SOW Section 8.0 Liquidated Damages and CSPS SOW Exhibit F**

Provision for liquidated damages; calculation method; compensation proportionate to harm; tied to a contractual requirement; and dispute process.

**Responsible:** [State](#)

**Performance Deliverable:** [Yes](#)

**Requirement Number:** [Not Applicable](#)

**Methodology/Approach:** [Agency/state entity model language used](#)

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

**Solicitation Number (if applicable):** [Click or tap here to enter text.](#)

### 3.8.2 SOW Security Attributes

1. Does the SOW provide details on the information security and privacy controls that are required (based on the NIST 800-53 controls)? [Yes](#)
2. Does the SOW define how the information security and privacy controls will be procured and implemented? [Yes](#)
3. Does the SOW include provisions for creating the System Security Plan (SSP)? [Yes](#)

## 3.9 Proposed Procurement Planning and Development Dates (Primary Solicitation only)

**Activity:** [Planning and Development Phase - Mature Mid-level Requirements](#)

**Start Date:** [11/13/2018](#)

**End Date:** [4/14/2021](#)

**Number of Business Days:** [605](#)

**NOTE:** These dates are for the total procurement timeline and are not only the Key Action Dates.

**Activity:** [Planning and Development Phase - SOW Development](#)

**Start Date:** [7/28/2020](#)

**End Date:** [8/31/2021](#)

**Number of Business Days:** [276](#)

**Activity:** [Solicitation Development Phase - Solicitation Sections](#)

**Start Date:** [7/28/2020](#)

**End Date:** [8/31/2021](#)

**Number of Business Days:** [276](#)

**Activity:** [Solicitation Development Phase - Develop Evaluation Team Procedures](#)

**Start Date:** [9/1/2021](#)

**End Date:** [9/30/2021](#)

**Number of Business Days: 22**

**Activity:** Solicitation Development Phase - Release Pre-Solicitation to Vendor Community

**Start Date:** 7/19/2021

**End Date:** 8/6/2021

**Number of Business Days: 15**

**Activity:** Procurement Phase

**Start Date:** 4/1/2022

**End Date:** 5/8/2023

**Number of Business Days: 273**

**Activity:** Negotiations

**Start Date:** 1/19/2023

**End Date:** 2/20/2023

**Number of Business Days: 22**

**Activity:** Post Award Activities

**Start Date:** 3/29/2023

**End Date:** 5/8/2023

**Number of Business Days: 28**

### 3.10 Procurement Risk Assessments and Dependencies (Primary solicitation only)

1. Has the agency/state entity identified procurement-related external dependencies (e.g., supplier viability, stakeholder/customer legal constraints, ancillary contracts, other state or federal legislation)? **Yes**

If "Yes," describe dependencies below: External dependencies include ancillary contracts (i.e. Project Advisor and POC Resources). The Project Advisor contract is anticipated to be executed and underway concurrent with the release of the CSPS Solicitation. The POC resources contract will need to be executed in time for the resources to be available for the CBP Phase 2 (POC Scenario) activities.

2. Has the agency/state entity completed the State Contracting Manual Volume 3, Chapter 4, Section 4.B2.13 Risk Criteria Guidelines and incorporated financial protection measures for the primary solicitation? [Yes](#)
3. Does the agency/state entity intend to maintain ownership of any source code developed for this solution? [No](#)

If “Yes,” describe below how ownership will be obtained, maintained, and upgraded:  
[Click or tap here to enter text.](#)

4. Will this transaction be financed? [Not applicable](#)

If “Yes,” attach the approved State Financial Marketplace Compliance Certification form and agreement to your email submission.

## 3.11 Procurement Administrative Compliance Checklist

Questions may not be all-inclusive.

1. Has the agency/state entity obtained approval from Department of General Services Procurement Division (DGS/PD) or Statewide Technology Procurement (STP) to use an alternative evaluation model other than a 50/50 Cost Split? [Yes](#)

[See Attached Memo “SCO CSPS Cost Technical Weighting Justification Approval Memo 07272021 signed” \(Attachment L\)](#)

If “Yes” or “No,” provide a brief description of the evaluation criteria proposed. [The CSPS Project will use a 70/30 weighting methodology. The technical score weighting factor was increased from 50% - 70%.](#)

2. Has the agency/state entity received signed Confidentiality statements from all project participants (internal and external)? [Yes](#)
3. Has the agency/state entity received signed Conflict of Interest statements from all project participants (internal and external)? [Yes](#)
4. Has the agency/state entity obtained an exemption from the Disabled Veteran Business Enterprise (DVBE) participation requirements and/or the DVBE participation incentive through an approved DVBE Waiver? [Yes](#)

If “No,” provide a brief explanation: [Click or tap here to enter text.](#)

If “Yes,” attach the waiver to your email submission. – [See attached “STD 816 DVBE Waiver Signed” \(Attachment M\)](#)

5. Does the agency/state entity’s solution requirements ensure compliance with the Information Technology Accessibility Policy (SAM Section 4833)? [Yes](#)

6. Has the agency/state entity completed and received approval of the SIMM Section 71 Certification of Compliance with IT Policies? [Yes](#)

If “Yes,” attach the approved certification to your email submission. – [See attached “Signed SIMM 71B Certification California State Payroll System” \(Attachment N\)](#)

7. Has the agency/state entity completed and received approval of a Personal Services Contracts Justification (Government Code Section 19130)? [Yes](#)

If “Yes,” attach the approved justification to your email submission. – [See attached GC19130 Personnel Services Justification – CSPS System Integrator for Signature” \(Attachment O\)](#)

8. Will the agency/state entity’s solicitation ensure compliance with Productive Use requirements? [Yes](#)

## 3.12 Solicitation Readiness

1. Has the agency/state entity started development of a Bidder’s Library? [Yes](#)
2. What evaluation methodology was selected for the primary solicitation? [Value Effective](#)

Explain the rationale for the selection: [The expected outcome of this solution procurement must provide the greatest overall benefit in response to the solution requirements.](#)

3. Has the agency/state entity started development of the Evaluation (and Selection) Criteria for the primary solicitation? [Yes](#)
4. Has the agency/state entity started development of the Cost Worksheets as part of the evaluation for the solicitation? [Yes](#)
5. Has the agency/state entity started development of the bidder and key staff qualifications as part of the evaluation for the solicitation? [Yes](#)



If “Not applicable,” briefly explain why the bidder and key staff qualifications will not be included in the evaluation for the solicitation: [Click or tap here to enter text.](#)

6. Has the agency/state entity started development of the bidder and key staff references as part of the evaluation for the solicitation? [Yes](#)

If “Not applicable,” briefly explain why the bidder and key staff references will not be included in the evaluation for the solicitation: [Click or tap here to enter text.](#)

TIP: Review the [Gate 3 Solution Development Evaluation Scorecard, Part A, to ensure a complete submission.](#) C.7 GATE 3 Evaluation-Scorecard Part-A.

TIP: Review Stage 3 Part A with your Project Approval and Oversight Manager prior to formal submittal.

**End of agency/state entity document.**

**When ready, submit Stage 3 Part A and all attachments in an email to [ProjectOversight@state.ca.gov](mailto:ProjectOversight@state.ca.gov).**

### **S3SD Part A – California Department of Technology Use Only**

**Original “New Submission” Date:** [2/25/2022](#)

**Form Received Date:** [2/25/2022](#)

**Form Accepted Date:** [2/25/2022](#)

**Form Status Select:** [Completed](#)

**Form Status Date:** [3/29/2022](#)