

STAGE 3 PROCUREMENT ANALYSIS SCORECARD

Overview: The following questions are used by the California Department of Technology for the review and approval of the Stage 3 Procurement Analysis

PROCUREMENT AND SOLICITATION READINESS PART A (1)

1. A complete plan was submitted by the department that describes all procurements and requested procurement elements required for the project.
2. The procurement plan is reasonable and appropriate for the recommended alternative.
3. The procurement plan includes reasonable timeframes for solicitation(s).
4. The department has attached a draft SOW that aligns with the SOW guidelines.
5. The department has attached a draft SOW that is reasonable and appropriate for the recommended alternative.

PROCUREMENT AND SOLICITATION READINESS PART A (2)

1. The department has identified procurement-related dependencies and is adequately prepared to manage them.
2. The department has completed the SCM Risk Criteria Guidelines and included adequate financial protection measures (i.e. performance bond, liquidated damages, and/or withholding) in the solicitation/SOW.
3. If applicable, the department has prepared to maintain ownership of source code developed for this solution.
4. The department has sufficient resources and availability to develop the solicitation.

BUILD AND CONDUCT FINAL SOLICITATION PART B

1. The department has reviewed and agreed to the STP Roles and Responsibilities document.
2. The department is utilizing the STP solicitation template.

3. The department is collaborating with STP for solicitation development and is addressing comments/concerns from Critical Partners.
4. The Bidder's Library is complete and ready for vendor access.
5. The department's SOW is feasible for the estimated contract dollar value.
6. The department's bidder/staff qualifications and evaluation criteria are appropriate for industry/vendor pool and estimated contract dollar value (should be supported by market research).
7. The department is aware of Key Action Dates for the solicitation and is prepared to provide sufficient resources for Q&A, demos, evaluation of bids, and negotiations as applicable.

SOLICITATION CONCLUSION PART C

1. The department participated in procurement activities and prepared/submitted a completed ESR to STP for approval.
2. The department obtained the appropriate approvals to proceed with award (i.e. budget, Agency, or Federal).

TECHNICAL DISCOVER UPDATE

1. As a result of the procurement and additional planning, the department has appropriately updated information that was originally submitted in Stage 2 Technical Discovery.

CONTRACT MANAGEMENT READINESS

1. The department has identified an appropriately experienced contract manager that will be dedicated to contract management activities at a level that is appropriate for the scope and value of the contract.
2. As a result of the procurement and additional planning, the department has provided or appropriately updated the Contract Management Plan.