

# Gate 3 Solution Development Evaluation Scorecard (Part B)

 California Department of Technology, SIMM 19C.8 (Rev. 2.5, July/2021)

Department of Technology Project Number: Click or tap here to enter text.

## Submittal Completeness

3.13 General Information: Choose an item.

3.14 Part B Submittal Information: Choose an item.

3.15 Solicitation Package and Evaluation Readiness: Choose an item.

3.16 Public Contract Code (PCC) 6611 Readiness: Choose an item.

3.17 Protest Processes: Choose an item.

3.18 Project Management Planning: Choose an item.

3.19 Staffing Allocation: Choose an item.

3.20 Final Solicitation Package Submission: Choose an item.

## Office of Statewide Project Delivery (OSPD) Project Approvals and Oversight (PAO) Instructions

The statements below will help to ensure that all information is provided and complete. Any information that results in a deficiency will need to be corrected by the submitting agency/state entity.

## 3.14 Part B Submittal Information

Contact information, submission date, and submission type are identified. Choose an item.

Click or tap here to enter text.

1. For Updated Submission (Post-Approval)/ (Pre-Approval), the sections updated are identified and summary of the changes is provided.

Choose an item.

Click or tap here to enter text.

1. The Project Approval Lifecycle Executive Transmittal was signed off by the authorized staff.

Choose an item.

Click or tap here to enter text.

1. Condition(s) from prior Stages/Gates are adequately addressed with an appropriate response and clearly define an action status.

Choose an item.

Click or tap here to enter text.

## 3.15 Solicitation Package and Evaluation Readiness

1. For Section 3.15, the sections included in the solicitation package are checked and the solicitation provides details for all applicable solicitation template sections.

Choose an item.

Click or tap here to enter text.

1. Section 3.15, contains (at a minimum):

Choose an item.

* Section 1: Introduction –
* Term of the contract
* Current and proposed environment
* Section 2: Bidding Instructions –
* Key action dates provide sufficient time between each action/event
* Rules governing competition have not been modified
* The draft proposal phase is included
* Section 3: Administrative Requirements –
* All mandatory administrative requirements are included
* The STD 213 is complete
* Bidder’s bond type has been identified
* Bidder’s bond amount aligns with the risk assessment
* Risk protections have been included per SCM Vol. 3,
* Chapter 4.B2.13
* Section 4: Bid Requirements –
* Bidder and key staff qualifications (skills, experience, competencies, etc.) relate directly to the project goals and tie to the roles and responsibilities described in the contract’s SOW
* Bidder and key staff references should align with the bidder/key staff qualifications
* Functional and non-functional requirements are clear, concise, testable and traceable to the business objectives
* Narrative response requirements are consistent with contract objectives and solicitation requirements
* Narrative response includes factors that are most important to determine the best solution
* Section 5: Cost – (If applicable)
* One-time costs are identified
* Milestones identified are tied to the pay points (deliverable-based)
* Maintenance and operations (M&O) and optional extensions costs are identified
* Unanticipated tasks hourly labor rates are identified
* Withholds are identified
* Section 6: Proposal/Bid Format and Submission Requirements –
* The requirements are outlined
* Section 7: Evaluation –
* Evaluation score/points are applied correctly for:
* Administrative requirements
* Functional/non-functional requirements
* Preference points (e.g., small business, DVBE, and/or Target Area Contract Preference Act)
* Section 8: Information Attachments –
* Applicable attachments are included.

Click or tap here to enter text.

1. For Section 3.15, the agency/state entity has identified the scoring and point distribution breakdown for each evaluation area relevant to the agency/state entity’s requirements, consistent with the STPD Solicitation template, Scoring and Point Distribution sample.

Choose an item.

Click or tap here to enter text.

1. For Section 3.15, Question 2, all evaluation areas add up to the total points possible.

Choose an item.

Click or tap here to enter text.

1. Section 3.15, Question 3:
* If “Yes,” the Bidder’s Library has been completed and is ready for vendor access.
* If “No,” the Bidder’s Library is not required.

Choose an item.

Click or tap here to enter text.

1. Section 3.15, Question 4:
* If “Yes,” confidential information is posted in the Bidder’s Library and appropriate security and access controls are in place that meet security and legal standards.
* If “No,” no confidential information is anticipated to be posted to the Bidder’s Library.

Choose an item.

Click or tap here to enter text.

1. For Section 3.15, the agency/state entity has identified the scoring and point distribution breakdown for each evaluation area relevant to the agency/state entity’s requirements, consistent with the STP Solicitation template, Scoring and Point Distribution.

Choose an item.

Click or tap here to enter text.

1. Section 3.15, Question 5:
	* If “Yes,” the evaluation methodology, points and/or approach has been validated and tested.
	* If “No,” testing or validation of evaluation methodology is not required.

Choose an item.

Click or tap here to enter text.

1. Section 3.15, Question 6:
* If “Yes,” the bidder and key staff qualifications and references have been provided and validated.
* If “No,” the bidder and key staff qualifications and references are in progress and must be provided prior to the release of the solicitation.
* If “Not applicable,” the bidder and key staff qualifications and references are not required.

Choose an item.

Click or tap here to enter text.

1. Section 3.15 Question 7:
* If “Yes,” the documentation substantiates that all key stakeholders (executive sponsors, business and IT project team, and procurement team) are knowledgeable and committed to the evaluation methodology for the solicitation.
* If “No,” key stakeholder knowledge and commitment to the evaluation methodology must be validated prior to solicitation release.

Choose an item.

Click or tap here to enter text.

1. Section 3.15, Question 8:
* If “Yes,” the agency/state entity provided a complete plan (i.e., demo script, pre-defined set of questions, pass/fail and/or scoring criteria).
* If “No,” bidder demonstrations are not required.

Choose an item.

Click or tap here to enter text.

1. Section 3.15, Question 9:
* If “Yes,” all applicable changes (e.g., changes to the solution requirements, cost worksheets, evaluation methodology, terms, SOW) have been described and are included in the solicitation package as a result of the STP Pre-Solicitation Process.
* If “No,” the documentation validates that no changes were made as a result of the Pre-Solicitation Process.

Choose an item.

Click or tap here to enter text.

## 3.16 Public contract Code (PCC) 6611 Readiness

1. Section 3.16, Question 1:
* If “Yes,” the preliminary draft of the negotiation plan (refer to DGS’ Negotiation Process Guide) and approval from DGS/PAM or California Department of Technology (CDT)/STP are both attached.
* If “No,” the preliminary draft of the negotiations is required and must be received prior to the release of the solicitation.
* If “Not applicable,” negotiations are not anticipated at the onset of the solicitation.

Choose an item.

Click or tap here to enter text.

## 3.17 Protest Processes

1. The documentation identified the protest process to be used for the primary solicitation.
* If “Traditional Protest” or “Alternative Protest Process (APP)” is selected, the appropriate language is included in solicitation that provides specific language, policies, and rules for the protest process.
* If “Not applicable” is selected, a brief explanation is provided.

Choose an item.

Click or tap here to enter text.

1. If the agency/state entity conducted the solicitation under their DGS delegated purchasing authority and “APP” is selected, the DGS approval document is attached.

Choose an item.

Click or tap here to enter text.

## 3.18 Project Management Planning

1. Each project management plan or project artifact is identified (i.e., Yes, No, Not Applicable).

Choose an item.

Click or tap here to enter text.

1. If any project management plans or project artifacts are identified as “Not Applicable,” a clear, concise description was provided as to why it is not needed.

Choose an item.

Click or tap here to enter text.

1. If any project management plans or project artifacts are identified as “No,” the status of the artifact is provided.

Choose an item.

Click or tap here to enter text.

1. The applicable project management plans, in accordance with the California Project Management Framework (CA-PMF), are included in the SOW or as attachment(s) to the SOW.

Choose an item.

Click or tap here to enter text.

## 3.19 Staffing Allocation

1. The information supplied in the Staffing Allocation should align with S2AA, Section 2.11.3 and staff resources as identified in the Financial Analysis Worksheets (FAWs). Alignment of all information supplied (e.g., missing, changed, or questionable data) must be submitted prior to the release of the solicitation.

Choose an item.

Click or tap here to enter text.

## 3.20 Final Solicitation Package Submission

1. The agency/state entity has submitted the completed and final solicitation package (including all attachments, exhibits, appendices, SOW) to CDT.

Choose an item.

Click or tap here to enter text.

## Critical Partner Evaluation

### OSPD Project Approvals and Oversight

1. The agency/state entity has submitted the completed and final solicitation package (including all attachments, exhibits, appendices, SOW) to CDT.

Choose an item.

Comments: Click or tap here to enter text.

1. Does the information provided in Stage 3 Solution Development (S3SD) Part B align with S3SD Part A approval, S2AA approval and with the information approved during S1BA?

Choose an item.

Comments: Click or tap here to enter text.

1. Are there concerns regarding readiness for S3SD Part B?

Choose an item.

Comments: Click or tap here to enter text.

1. Are there questions outside the S3SD Scorecard for this project that need to be captured and accounted for?

Choose an item.

Comments: Click or tap here to enter text.

Attach additional questions to this email

### Enterprise Architecture

1. Are there any reference architectures, reusable assets, shared business services existing statewide or other standards and guidance that can be potentially leveraged that have not been included in the Alternative Solutions or the Recommended Solution?

Choose an item. Comments: Click or tap here to enter text.

1. Are there concerns regarding readiness for S3SD Part B?

Choose an item.

Comments: Click or tap here to enter text.

### California Information Security Office

1. Does the proposal meet or exceed the privacy or confidentiality laws or regulations which will require a Privacy Impact Assessment?

Choose an item.

Comments: Click or tap here to enter text.

1. Are there information security and/or privacy program requirements (SAM Sections 5100 and 5300) that have not been addressed or require significant program remediation?

Choose an item.

Comments: Click or tap here to enter text.

1. The information security and/or privacy considerations have been described, such as confidentiality, integrity, or availability.

Choose an item.

Comments: Click or tap here to enter text.

### Office of Technology Services (OTech)

1. Has the project engaged OTech during the development of Stage 2 and Stage 3 for information and/or consultation?

Choose an item.

Comments: Click or tap here to enter text.

### OSPD Statewide Technology Procurement (STP)

1. In S3SD Part B, Section 3.15, Solicitation Package and Evaluation Readiness (Primary solicitation only), are the responses to STP Template Part 1 and Part 2, Scoring and Point Distribution, Bidder’s Library, confidential information in Bidder’s Library, test and validation of evaluation methodology, point, and or approach, development of bidder and key staff qualifications and references, key stakeholders knowledgeable and committed to evaluation methodology, requirement for demonstration of solution requirements, changes to solicitation package resulting from STP Pre-Solicitation process that reveal issue or concern that project is not ready to meet S3SD Part B requirements?

Choose an item.

Comments: Click or tap here to enter text.

2. In S3SD Part B, Section 3.16, Public Contract Code (PCC) 6611 Readiness (primary solicitation only) are the responses to this section that reveal issue or concern that project is not ready to meet S3SD Part B requirements?

Choose an item.

Comments: Click or tap here to enter text.

1. In S3SD Part B, Section 3.17, Protest processes (Primary solicitation only) are the responses to the Protest process selection and attachments reveal issue or concern that project is not ready to meet S3SD Part B requirements?

Choose an item.

Comments: Click or tap here to enter text.

4. In S3SD Part B, Section 3.18, Project Management Planning, are the responses to the project management plans or project artifacts, approval by entity authority, and available for Dept. of Tech. review reveal issue or concern that project is not ready to meet S3SD Part B requirements?

Choose an item.

Comments: Click or tap here to enter text.

5. In S3SD Part B, Section 3.19, Staffing Allocation data for project team roles/quantity/level of participation/ classification/source/tenure or time base reveal issue or concern that project is not ready to meet S3SD Part B requirements?

Choose an item.

Comments: Click or tap here to enter text.

Attach additional questions to this email

### Gate 3 Exit Criteria

| **Critical Partner Review** | **Reviewer** | **Date** | **Comments** |
| --- | --- | --- | --- |
| OSPD Project Approvals and Oversight review completed | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Office of Enterprise Architecture review completed | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| OIS Review Completed | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| OTech review completed | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| OSPD Statewide Technology Procurement review completed | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| OSPD Project Management Office review completed (as a service provider) | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| California Department of Finance review completed | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |
| Office of Digital Innovation review completed | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap here to enter text. |

### Collaborative Review

**Collaborative Review completed:** Choose an item.

Date:Click or tap to enter a date.

**Risk**: Choose an item.

If Other is specified: Click or tap here to enter text.

**Agency/State Entity Risk Strategy:** Choose an item.

If Other is specified: Click or tap here to enter text.

**Agency/State Entity Risk Strategy Response:** Click or tap here to enter text.

TIP: Copy and paste for additional Risks, as needed. (copy/paste, Ctrl c & Ctrl v from line with Risk up to before this line to copy/paste)

**California Department of Technology Decision:** Choose an item.

**Conditions(s)**

**Condition#** Click or tap here to enter text.

**Condition Category:** Choose an item.

**Condition Sub-Category:** Choose an item.

**Condition:** Click or tap here to enter text.

TIP: Copy and paste for additional Conditions, as needed. (Copy/paste, Ctrl c & Ctrl v from line with Condition# up to before this line to copy/paste)

**Rationale for Decision:** Click or tap here to enter text.

**OSPD PAO and STP Acquisition Reviewer**

**STP Acquisition Specialist:** Click or tap here to enter text.

**Email:**  Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**OSPD PAO Manager:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.