

# STP PAL Procurement Assessment

 California Department of Technology, SIMM 19 B.5 (Rev. 3.0.4, 02/28/2022)

1. General Information

Agency/State Entity Information

1. **Agency or State Entity Name:** Choose an item.
	1. If Agency/entity is not in the list, then enter here. Click or tap here to enter text.
2. **Project Name:** Click or tap here to enter text.
3. **Proposal Name** (if different than Project Name)**:** Click or tap here to enter text.
4. **Department of Technology Project Number (0000-000):** Click or tap here to enter text.
5. **Service Request Case Number:** Click or tap here to enter text.
6. **Project Manager**

Contact Name: Click or tap here to enter text.

Contact Email: Click or tap here to enter text.

1. **Dedicated Procurement Official**

Contact Name: Click or tap here to enter text.

Contact Email: Click or tap here to enter text.

CDT Information

1. **Project Approval & Oversight Manager**

Contact Name: Click or tap here to enter text.

Contact Email: Click or tap here to enter text.

1. **STP Procurement Officer**

Contact Name: Click or tap here to enter text.

Contact Email: Click or tap here to enter text.

1. **STP Procurement Officer (Secondary)**

Contact Name: Click or tap here to enter text.

Contact Email: Click or tap here to enter text.

1. **STP Branch Chief**

Contact Name: Click or tap here to enter text.

Contact Email: Click or tap here to enter text.

1. PAL Stage 2 Alternatives Analysis

Procurement Administrative Compliance

1. Is this procurement anticipated to be over or under the agency/state entity’s assigned Purchasing Authority as delegated by the Department of General Services? Choose an item.
2. Has the agency/state entity received signed Confidentiality and Conflict of Interest statements from all project participants (internal and external)? Choose an item.
3. Has the agency/state entity received signed Statements of Economic Interests (Form 700) from all project participants who will be part of the Evaluation and Selection Team? Choose an item.
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? Choose an item.
	1. If yes, has STP obtained a copy of the Waiver? Choose an item.
	2. If yes, is the agency/state entity seeking a waiver from DVBE participation, DVBE incentive, both DVBE participation and the incentive or neither? Click or tap here to enter text.
	3. If no, provide a brief explanation. Click or tap here to enter text.
5. Has the agency/state entity completed and received approval of the SIMM Section 71 Certification of Compliance with IT Policies? Choose an item.
6. If yes, has STP obtained a copy of the SIMM 71B? Choose an item.
7. If no, provide a brief explanation. Click or tap here to enter text.
8. If applicable, has the agency/state entity completed and received approval of the Personal Services Contracts Justification (Government code Section 19130)?
9. If yes, attach the approved justification to your email submission. Choose an item.
10. If no, provide a brief explanation. Click or tap here to enter text.

Procurement Risk Assessments and Dependencies

1. What solution path did the California Department of Technology (CDT) recommend the agency/state entity take as part of its Stage 2 Collaborative Review? Choose an item.
2. If the agency/state entity has not identified a dedicated Procurement Official to work with the CDT’s Statewide Technology Procurement (STP) on the primary solicitation, provide a brief explanation of the agency/state entity’s strategy to overcome this issue. Click or tap here to enter text.
3. 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) and developed a plan to mitigate risks related to the external dependencies? Choose an item.
4. 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 (e.g., withholds, bonds) for the primary solicitation? Choose an item.
5. Does the agency/state entity intend to maintain ownership of any source code developed for this solution? Choose an item.
6. Does the agency/state entity intend to engage the CDT, Office of Technology Services (OTech) for architecture consultation services (e.g., service offerings, preliminary design consultation) for the primary solicitation? Choose an item.
7. Does the agency/state entity anticipate using a vendor for consulting services to assist in developing the solicitation and/or refinement of requirements/outcomes? Choose an item.

If yes, when will the vendor be onboarded? Click or tap to enter a date.

Solicitation

1. Has the agency/state entity identified how it will document input from all project stakeholders and external partners to develop solution requirements or outcomes? Choose an item.
2. Does the project team have experience procuring the type of solution recommended for this proposal? Choose an item.
3. Has the agency/state entity’s Procurement Official reviewed the proposed procurement methodology, and do they understand their role, responsibility, and authority to guide the procurement activities, as defined in the CDT STP Roles and Responsibilities document? Choose an item.
4. Does the agency/state entity plan to include any agency-/state entity-specific provisions in the solicitation? Choose an item.
5. Has the agency/state entity started the development of the Cost Worksheets for the primary solicitation? Choose an item.
6. Has the agency/state entity selected a payment model for the primary solicitation? Choose an item.
7. Will the agency/state entity require a Bidders’ Library to post relevant information to support the solicitation? Choose an item.
8. If yes, will the Bidders’ Library contain any confidential information? Choose an item.
9. If yes, is the Bidders’ Library set up and ready for vendor access? Choose an item.
10. Will the agency/state entity need an explanation of the CDT STP pre-solicitation process for the primary solicitation? Choose an item.

Solicitation Evaluation Strategy

1. Has the agency/state entity selected an evaluation methodology for the primary solicitation? Choose an item.
2. Has the agency/state entity provided STP with a justification, if evaluation methodology is other than sixty percent (60%) administrative and technical requirements and forty percent (40%) cost split?
	1. If yes, has STP obtained a copy? Choose an item.
	2. If no, provide a brief explanation. Click or tap here to enter text.
3. Has the agency/state entity started developing the Evaluation (and Selection) Criteria for the primary solicitation? Choose an item.
4. Has the agency/state entity started developing the Bidder and Key Staff Qualifications as part of the evaluation for the solicitation? Choose an item.
5. Has the agency/state entity started developing the Bidder and Key Staff References as part of the evaluation for the solicitation? Choose an item.
6. Are all key stakeholders (e.g., executive sponsors, business and IT project team, procurement team) knowledgeable and committed to the evaluation methodology for the solicitation? Choose an item.
7. Will the agency/state entity require the bidder to demonstrate any solution requirements? Choose an item.

Draft Solicitation Documents

Has the agency/state entity submitted the necessary draft documents (e.g., Statement of Work, Solution Requirements, Use Cases, User Stories, Narrative Response Requirements, Bidder Qualifications) to start developing the solicitation?Choose an item.

If no, what is still needed? Click or tap here to enter text.

1. PAL Stage 3 Solution Analysis

Requirements and Outcomes

1. Has the agency/state entity developed any new solution requirements and/or outcomes not represented in Stage 2? Choose an item.

If yes, are the changes a result of vendor feedback provided through the pre-solicitation process? Choose an item.

1. Has the agency/state entity modified (changed or deleted) any Stage 2 requirements and/or outcomes? Choose an item.
2. Has the agency/state entity’s ISO reviewed all security- and privacy-related requirements and/or outcomes developed during Stage 2? Choose an item.
3. Has the agency/state entity’s Office of Enterprise Architecture reviewed the requirements and/or outcomes developed during State 2? Choose an item.

Solicitation Evaluation Readiness

Has the agency/state entity tested and validated the evaluation methodology, points weighting, and/or approach, and is it consistent with the overall evaluation strategy? Choose an item.

Final Procurement Documents

**Please note:** CDT STP must send a copy of the final solicitation to and ask for feedback from all PAL Critical Partners (i.e., CDT EA, CDT OIS, CDT PAO, DOF) before releasing (any phase of) the solicitation.

## Department of Technology Use Only

**Official Procurement Method:** Click or tap here to enter text.

**Draft RFP/SOW Submission Date:** Click or tap to enter a date.

**Requirements/Outcomes Submission Date:** Click or tap to enter a date.

**Pre-Solicitation Release Date:** Click or tap to enter a date.

**Final Solicitation Release Date:** Click or tap to enter a date.

**Anticipated Award Date:** Click or tap to enter a date.