



# 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:**

Legacy Systems Stabilization (LSS)

**Department of Technology Project Number:** 2740-218

## 3.14 Part B Submittal Information

**Contact Information:**

**Contact First Name:**

Brenda

**Contact Email:**

Brenda.Obrien@dmv.ca.gov

**Part B Submission Date:** 01/06/2011

**Contact Last Name:**

O'Brien

**Contact Phone Number:**

(916)657-7167

**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)

- 3.13 General Information
- 3.14 Part B Submittal Information
- 3.15 Solicitation Package and Evaluation Readiness
- 3.16 Public Contract Code (PCC) 6611 Readiness
- 3.17 Protest Processes
- 3.18 Project Management Planning
- 3.19 Staffing Allocation
- 3.20 Final Solicitation Package Submission

**Part B Summary of Changes:**

FES project evolved into separate efforts; Stabilization (LSS) and DMV Modernization (Digital eXperience Platform (DXP)) of legacy systems. The FES Stage 3 is being updated for the LSS scope.

**Part B Project Approval Executive Transmittal**

See Attachment



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

## Condition(s) from Previous Stage(s):

**Condition #**

**Condition Category**

If "Other," specify:

**Condition Sub-Category**

If "Other," specify:

**Condition**

Click here to enter text.

**Assessment**

Mitigation

If "Other," specify:

**Agency/state Entity Response**

Click here to enter text.

**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

<b>Evaluation Area</b>	<b>Maximum Possible Score</b>
Administrative Assessment	Pass/Fail
<b>Evaluation Area</b>	<b>Maximum Possible Score</b>
Staff IT-MSA Table Assessment	Pass/Fail
<b>Evaluation Area</b>	<b>Maximum Possible Score</b>
Staff Qualification Assessment	Pass/Fail
<b>Evaluation Area</b>	<b>Maximum Possible Score</b>
Staff Desirable Qualifications	300
<b>Evaluation Area</b>	<b>Maximum Possible Score</b>
Staff Customer References	100
<b>Evaluation Area</b>	<b>Maximum Possible Score</b>
Cost Assessment	160



# Stage 3 Solution Development (Part B)

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

## Mandatory Respondent Qualifications

### Evaluation Area

Must have a minimum of five (5) years full time equivalent (FTE) experience as a large-scale system implementation Project Manager leading large teams to implement application lifecycle management activities including but not limited to, planning, requirements, design, implementation and rollout, knowledge transition, post implementation support; and ongoing project governance.

Maximum Possible Score

Pass/Fail

### Evaluation Area

Must have a minimum of two (2) years FTE experience managing a large-scale project/system implementation in State governments.

Maximum Possible Score

Pass/Fail

### Evaluation Area

Must have a minimum of five (5) years FTE experience developing project status reports for various audiences including executives and stakeholders.

Maximum Possible Score

Pass/Fail

### Evaluation Area

Must have a minimum of one (1) year FTE experience maintaining an integrated project schedule which has consisted of a large-scale project with multiple implementation phases and/or a program with multiple projects.

Maximum Possible Score

Pass/Fail

## Desirable Respondent Qualifications

### Evaluation Area

Project management experience on projects for the State of California using the California Project Management Framework (CA-PMF) and PMBOK®

Maximum Possible Score

30

### Evaluation Area

Project management experience with responsibilities, as stated in 1.0-1.3 above, on at least two (2) projects having used a phased implementation strategy

Maximum Possible Score

30

### Evaluation Area

Experience using and configuring SharePoint for document management and enterprise project management.

Maximum Possible Score

30

### Evaluation Area

Scalable Agile Framework (SAFe) certified Agilest. The certificate must be active and not expired by the time of offer submission and certification must be maintained during the term of the contract.

Maximum Possible Score

30

### Evaluation Area

Experience utilizing SAFe practices (I.E. Program Incremental (PI) planning and Portfolio Management based on the value streams).

Maximum Possible Score

30

### Evaluation Area

Experience managing a large-scale project using an Agile system development approach.

Maximum Possible Score

30

### Evaluation Area

Hold a current Project Management Institute Agile Certified Practitioner (PMI-ACP) certification. The certificate must be active and not expired by the time of offer submission and certification must be maintained during the term of the contract.

Maximum Possible Score

30

### Evaluation Area

Experience working with Agile Scrum project organization methodology for a large-scale project, including performing forecasting activities from burn rate and velocity out of Agile organizational structures.

Maximum Possible Score

30

### Evaluation Area

Maximum Possible Score



# Stage 3 Solution Development (Part B)

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

Experience leading roll-out and knowledge transition (of at least two) large-scale system implementations.

30

**Evaluation Area**

**Maximum Possible Score**

Experience using Application Lifecycle Management tools (such as IBM Rational Dynamic Object Oriented Requirements System Next Generation (DOORS-NG), Microstrategy ALM, etc.).

30

**Total Points Possible:**

**300**

**Insert Evaluation Area**

	Yes	No	N/A
3. Is the Bidder's Library complete and ready for vendor access?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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: All references listed within a Vendor's response may be contacted to verify and validate information. The Vendors reference person must be willing and able (i.e., familiar with what transpired, not bound by confidentiality, etc.) to answer questions which validate the information submitted by the Vendor.	<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 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 preliminary draft of the negotiation plan and the approved form (GSPD 13-003) below: Attachment: ()	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 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:






# Stage 3 Solution Development (Part B)

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

The RFO process does not include a protest process.

## 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?			
<b>Project Management Plan</b> If "No," provide the status below; if "N/A," provide an explanation below: See Attachment  LSS Project Management Plan v0.3.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Change Control Management Plan</b> If "No," provide the status below; if "N/A," provide an explanation below: See Attachment  LSS Change Management Plan Ver	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Configuration Management Plan</b> If "No," provide the status below; if "N/A," provide an explanation below: See Change Control Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Data Management Plan</b> If "No," provide the status below; if "N/A," provide an explanation below: In Progress	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Maintenance &amp; Operations (M&amp;O) Transition Management Plan</b> If "No," provide the status below; if "N/A," provide an explanation below: See Project Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Procurement Management Plan</b> If "No," provide the status below; if "N/A," provide an explanation below: See Project Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Quality Management Plan</b> If "No," provide the status below; if "N/A," provide an explanation below: See Attachment  LSS Quality Management Plan Ver	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Testing Master Plan</b> If "No," provide the status below; if "N/A," provide an explanation below: DMV has developed a high-level Test Strategy, but the Testing Master Plan will be part of the Test Strategist/Application Testing contractor's responsibility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Security Management Plan</b> If "No," provide the status below; if "N/A," provide an explanation below:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



# Stage 3 Solution Development (Part B)

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

## In Progress

**Business Continuity Management Plan** (including Technology Recovery Plan)

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

In Progress

**Risk Management Plan**

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

See Attachment



LSS Risk Management Plan Ver

## 3.19 Staffing Allocation

<b>Project Team Role</b>	Project Manager	If "Other," specify:
<b>Quantity</b>	1	
<b>Level of Participation</b>	100%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: Contracted PM
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	
<b>Project Team Role</b>	Other	If "Other," specify: Project Director
<b>Quantity</b>	1	
<b>Level of Participation</b>	20%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: CEA C
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	
<b>Project Team Role</b>	Other	If "Other," specify:
<b>Quantity</b>	2	
<b>Level of Participation</b>	50%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: IT Technology Associate
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	
<b>Project Team Role</b>	Other	If "Other," specify: Management Oversight
<b>Quantity</b>	11	
<b>Level of Participation</b>	10%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: IT Manager I
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	



# Stage 3 Solution Development (Part B)

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

<b>Project Team Role</b>	Contract Manager	If "Other," specify:
<b>Quantity</b>	2	
<b>Level of Participation</b>	100%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: IT Specialist I
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	
<b>Project Team Role</b>	Contract Manager	If "Other," specify:
<b>Quantity</b>	1	
<b>Level of Participation</b>	100%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: IT Supervisor II
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	
<b>Project Team Role</b>	Contract Manager	If "Other," specify:
<b>Quantity</b>	1	
<b>Level of Participation</b>	100%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: IT Supervisor I
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	
<b>Project Team Role</b>	Other	If "Other," specify:
<b>Quantity</b>	2	
<b>Level of Participation</b>	100%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: IT Manager II
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	
<b>Level of Participation</b>	10%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: IT Specialist I
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	
<b>Project Team Role</b>	Information Security Officer	If "Other," specify:
<b>Quantity</b>	1	
<b>Level of Participation</b>	10%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: IT Specialist II
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	
<b>Project Team Role</b>	Other	If "Other," specify: Privacy Officer



# Stage 3 Solution Development (Part B)

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

<b>Quantity</b>	1	
<b>Level of Participation</b>	7%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: IT Specialist I
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	
<b>Project Team Role</b>	Tester	If "Other," specify: Test Manager
<b>Quantity</b>	1	
<b>Level of Participation</b>	8%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: IT Supervisor II
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	
<b>Project Team Role</b>	SME	If "Other," specify:
<b>Quantity</b>	5	
<b>Level of Participation</b>	30%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: IT Specialist II
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	
<b>Project Team Role</b>	SME	If "Other," specify:
<b>Quantity</b>	3	
<b>Level of Participation</b>	50%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: IT Specialist III
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	
<b>Project Team Role</b>	Other	If "Other," specify: Management Oversight & Support
<b>Quantity</b>	3	
<b>IT</b>	50%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: IT Specialist Supervisor II
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	
<b>Project Team Role</b>	SME	If "Other," specify:
<b>Quantity</b>	5	
<b>Level of Participation</b>	100%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: DMV Manager III
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	





# Stage 3 Solution Development (Part B)

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

<b>Project Team Role</b>	SME	If "Other," specify:
<b>Quantity</b>	3	
<b>Level of Participation</b>	30%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: DMV Manager IV
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	
<b>Project Team Role</b>	SME	If "Other," specify:
<b>Quantity</b>	4	
<b>Level of Participation</b>	100%	
<b>Classification (State Resources Only)</b>	Other	If "Other," specify: Motor Vehicle Representative
<b>Source</b>	Redirected	
<b>Tenure/Time Base</b>	Permanent	

Insert Project Team Role

## 3.20 Final Solicitation Package Submission



TC19-029 FES Project  
Manager Contract.pdf

Attachment: (File Attachment)

Insert Attachment

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

<b>Original "New Submission" Date</b>	1/06/2021	
<b>Form Received Date</b>	1/06/2021	
<b>Form Accepted Date</b>	1/06/2021	
<b>Form Status</b>	Completed	
<b>Form Status Date</b>	4/05/2021	
<b>Form Disposition</b>	Approved	If "Other," specify:
<b>Form Disposition Date</b>	4/05/2021	