



REQUEST FOR OFFER (RFO) #24-202
for
INFORMATION TECHNOLOGY CONSULTING SERVICES
TECHNOLOGY, DIGITAL AND DATA CONSULTING (TDDC)
MASTER SERVICES AGREEMENT (MSA)

April 15, 2025

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INVITATION

You are invited to review and respond to this Request for Offer (RFO), for Information Technology (IT) Consulting Services, to provide highly experienced IT resources to the California Department of Justice (DOJ). To submit a response to provide these services, you must comply with the instructions contained within this document. Please read the enclosed document carefully.

By submitting a response, your firm agrees to meet the requirements and comply with the terms and conditions stated in this RFO and the Technology, Digital and Data Consulting Services (TDDC) Master Services Agreement (MSA).

Responses to this RFO must be submitted by the due date and time found in Section I.G, Projected Timetable, Table 1, Key Action Dates.

At its option, the DOJ reserves the right to reject any and all of the Offeror's final response.

Be advised, your response will become public record once the award becomes final. DOJ will provide access to all records upon request unless the law provides an exemption from mandatory disclosure, or a court order is provided. **Inclusion of DOJ documents, data or process information may be cause for offer rejection.**

The electronic documentation sent via this email transmission shall not be altered in any manner. The State's copy of the electronic documentation developed for this RFO is for the purpose of issuing a binding contract and shall be considered the ORIGINAL.

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I. GENERAL INFORMATION

A. PROGRAM OBJECTIVES

The California Department of Justice (DOJ) seeks to obtain a team of well qualified and experienced IT consultants (Consultant Team) to provide project management, business, and technical services to help manage and oversee the Stage 3 and Stage 4 Project Approval Lifecycle (PAL) activities for the Firearms Information Technology (IT) Systems Modernization (FITSM) Project. The DOJ estimates that to complete the work identified in Exhibit A, Scope of Work (SOW) the minimum size of the Consultant Team will be six (6) full-time resources. DOJ has identified the specific classifications it believes will be required to complete the defined activities for which the Offeror must provide resources. Understanding the depth and breadth of the work to be performed and recognizing that the classifications and number of individuals that comprise the team, the DOJ expects the Offeror's response to identify and propose the ideal Consultant Team size and composition to fully meet DOJ's needs. For this engagement, and at a high-level, DOJ has identified five major categories of work to be performed:

- Project Management Services and Support
- Project Approval Lifecycle (PAL) Services and Support (for Stages 3 and 4)
- Request for Proposal (RFP) and Solicitation Development Services and Support
- Requirements Services and Support
- Data Synchronization Solution, Services, and Support

For Project Management Services and Support, the resource(s) will serve as an advisor to the DOJ's Project Director and key management staff and provide the full range of Project Management duties. The project management resource(s) must have the skills, knowledge, and ability to plan, coordinate, and execute projects according to specific requirements and constraints. The resource(s) will assist the DOJ Project Director (PD), Project Manager (PM), and Project Team in managing tasks, risks, and issues to plan and analyze the necessary efforts to modernize the systems that support the Bureau of Firearms (BOF). Additionally, the resource(s) will assist with the coordination efforts to plan, design, and procure a solution.

For PAL and Requirements Services and Support, the resource(s) will be responsible for the technical and business requirements for the FITSM Project. The requirements will encompass both federal and state requirements for the program area, as well as the technical requirements for the firearm systems. The intended outcome of the effort is to produce the requisite PAL documentation and the solution requirements for the FITSM Solution Provider RFP. The solution requirements will be used to help Offerors to the FITSM RFP understand end-to-end business processing requirements for the envisioned FITSM system.

The resource(s) will apply expert and specialized functional and technical expertise to support the complexities of this Project. This includes applying expert organizational principles and methods to analyze and build business processes that include business process re-engineering (BPR), develop solution-level requirements/user stories, and identify and recommend solutions that align to business processes and policies. The resource(s) will provide subject matter expertise in industry standards and have expert knowledge of methods including governance, architect enterprise strategies for large complex programs,

enterprise architecture planning, development, and management; business process design and reengineering; decision making and support for solution architecture development/management; and support the attainment of business strategy and its alignment with processes and IT strategy. Experience identifying end-to-end solution requirements in infrastructure (computing, storage, and network) and application-level experience in delivering a complete solution for on-premises, cloud, or in hybrid environment is critical for this Project. The resource(s) will possess expert knowledge and technical expertise in standards and technologies to support complex business analysis, business process mapping/modeling and metrics, BPR, requirements/user story development, solution selection, systems architecture, and application integration.

The resource(s) will also be responsible for conducting necessary technical analyses, contributing to Detailed Solution Requirements/User Stories, working with the FITSM Project team to validate BOF business needs are addressed, and participating in Business Process Reengineering (BPR) and Joint Application Development (JAD) sessions. The FITSM Detailed Solution Requirements/User Stories will be aligned to approved mid-level requirements, firearms statutes and legislation, the viable solution alternative, the approved BPR and Data Analysis improvement decisions documentation. The resource(s) will develop technical diagrams and models at a detailed level (e.g., UML diagrams, use case diagrams, sequence diagrams, etc.) that align with To-Be Business Workflows, Data Rules, and detailed solution requirements/user stories using DOJ approved tools (JIRA, Confluence, MS Visio).

For RFP and Solicitation Development Services and Support, the resource(s) will assist DOJ in developing the FITSM Solution Provider RFP. This will include but not be limited to providing acquisition support services to DOJ throughout the FITSM procurement process, leading up to, and including contract award. Acquisition support services will include, at a minimum, assisting in establishing the overall strategy, development of the RFP document, and creation of the Evaluation Plan for the procurement through contract award.

For Data Synchronization Solution, Services, and Support, DOJ requires the implementation of a Data Synchronization solution. Currently, the FITSM Project Team, in coordination with existing technical analyst consultants, is developing a data synchronization strategy and recommendation as well as a data synchronization detailed design document. The Data Synchronization Detailed Design Document will be leveraged by the Consultant Team to build, implement, and test the solution according to the design. The implementation of the Data Synchronization Solution includes all code, associated documentation, and a comprehensive suite of test results demonstrating functionality and quality.

All tasks and activities shall be performed in accordance with applicable DOJ standards and conventions. These are predicated on Institute of Electrical and Electronics Engineers (IEEE) standards (or an equivalent standard that is substantially similar). At a minimum, IEEE Standards 1012-2012 (Software Verification and Validation) and IEEE 12207-2008 (Software Life Cycle Processes) shall be applied.

The DOJ anticipates that the IT consultants required for this engagement will fall into one or more of the following classifications. The Contractor will be responsible for identifying and proposing the ideal team composition and size needed to fulfill the requirements of this Agreement. At a minimum, DOJ anticipates and **requires** that the classifications for **Senior**

Project Manager, Project Manager, Business Solutions Analyst, Senior Technical Lead, Technical Architect, and Senior Software Engineer be included in the Offeror's response. However, it is in the Offeror's best interest to include as many classifications as possible to allow for flexibility in the team composition to ensure DOJ's needs can be fully met.

TDDC MSA CLASSIFICATIONS	
1.	Senior Project Manager – REQUIRED*
2.	Project Manager – REQUIRED*
3.	Business Solutions Analyst – REQUIRED*
4.	Senior Technical Lead – REQUIRED*
5.	Technical Architect – REQUIRED*
6.	Senior Software Engineer – REQUIRED*
7.	Technical Lead – <i>only if proposing</i>
8.	Technical Writer – <i>only if proposing</i>
9.	Senior Enterprise Architect – <i>only if proposing</i>
10.	Enterprise Architect – <i>only if proposing</i>
11.	Software Engineer – <i>only if proposing</i>
12.	Information Security Specialist – <i>only if proposing</i>

****Required*** resources/classifications to be included in Offeror's Response

The resulting Contract is allowable under Government Code 19130(b)(3) where personal services contracting is permissible when "the services contracted are not available within civil service, cannot be performed satisfactorily by civil service employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the civil service system." The DOJ does not currently have sufficient available qualified staff with the in-depth knowledge and experience required to efficiently and adequately meet the needs of the DOJ.

B. BACKGROUND

The State of California leads the way in balancing the constitutional right to bear arms with the need for public safety. In recent years, the California Legislature has passed multiple laws related to firearms ownership, purchasing, background clearances, mental health issues surrounding firearm possession, and the reporting of this information to the DOJ. Addressing public safety issues is of critical importance to the BOF, which serves as the liaison to various entities such as law enforcement agencies (LEAs), at the state and local levels.

The DOJ built and currently operates seventeen (17) Firearms IT Systems, in response to the needs of the citizens of California. These systems support the education, regulation, and enforcement actions regarding the manufacture, sale, ownership, safety training, and transfer of firearms. To support the comprehensive programs that promote the legitimate and responsible firearms possession and use by California residents, the DOJ maintains the following systems:

Count	System Name	System Function
1	Automated Firearms System (AFS)	An Oracle database that stores firearms ownership information accessible via the California Law Enforcement Telecommunications System (CLETS) messaging interface. The AFS also houses the Ammunition Purchase Record File (APRF) that stores ammunition purchase information.
2	Dealer Record of Sale Entry System (DES)	Public-facing application used by firearms dealers and ammunition vendors to submit firearms and ammunition sale/transfer data to CA-DOJ
3	Armed and Prohibited Persons System (APPS)	APPS maintains firearms ownership data and firearms prohibition status of all firearms owners
4	Dealer Record of Sale (DROS)	An application used by BOF analysts to process background checks related to firearms and ammunition transactions
5	California Firearms Information Gateway (CFG)	An interface to the CLETS. Firearms applications make use of CFG to communicate with other criminal justice databases to conduct firearms eligibility checks
6	California Firearms Application Reporting System (CFARS)	A public-facing web application that allows the public to submit various firearms related reports and the BOF. Components include: a. CFARS - Certificate of Eligibility - firearms dealers, ammunition vendors and their employees are required to obtain a COE to conduct business in California. b. CFARS - AFS Personal Information Update - The AFS Personal Information Update Application allows an individual to update personal information on a firearm ownership record for the purpose of facilitating an ammunition purchase transaction. c. CFARS - Unique Serial Number Application (USNA) - The USNA allows a CA resident or a new resident to CA to submit prior to manufacturing or assembling a firearm, a USNA to be issued a unique serial number and record the firearm with the Department. d. CFARS - CRIS Reporting Forms (CRIS) - The CRIS reporting forms allow a public user to report ownership of a firearm or submit a law enforcement gun and/or ammunition release for BOF processing.
7	Centralized List (CL)	All firearms dealers and ammunition vendors must be registered in CL to sell firearms and/or ammunition in California
8	Consolidated Firearms Information System (CFIS)	An Oracle database that stores firearms and ammunition sales data; dealership, and ammunition vendor information; and armed persons' data
9	Firearms Certification System (FCS)	A web-based public facing application used by Certified Firearms Safety Instructors to enter Firearms Safety Certificates (FSC) Applicant information and issue FSCs
10	Mental Health Reporting System (MHRS)	External web-based application utilized by Mental Health facilities, California courts, and law enforcement agencies to submit information to DOJ on individuals who are firearm prohibited based on mental health
11	Mental Health Firearms Prohibition System (MHFPS)	Internal Oracle database of mental health information utilized to determine firearm prohibitions. Database is accessible via the CLETS messaging interface
12	Carry Concealed Weapon System (CCW)	Internal web-based application utilized by the BOF to process Carry Concealed Weapons permits
13	Assault Weapon Registration (AWR)	Internal web-based application utilized by BOF to process assault weapon registrations
14	California Firearms Licensee Check (CFLC) System	Allows Federal Firearms License (FFL) holders to obtain confirmation that the California firearms dealer, wholesaler, manufacturer, or importer who is the intended recipient of a firearms shipment is a valid California dealer

Count	System Name	System Function
15	Prohibited Applicant (PA)	Repository of information related to the firearms denial status of peace officers and security guards. The database will provide a statistical report related to the denial of firearms of these individuals.
16	Firearms Employment Application File (FEAF)	Database of persons who carry a firearm as part of their job
17	Ammo Processor (AP)	Facilitates a Standard Ammunition Eligibility Check (SAEC). Transfers Ammo purchase data from DES to APRF. Facilitates AFS address updates from CFARS to AFS.

Many of these systems and subsequent modifications or enhancements to these systems were custom built in response to numerous legislative mandates implemented since the first system was built in 1980. As a result, the network of firearms systems has become increasingly complex over the last several decades, with each system using different logic that cannot be applied to modifications needed across multiple systems. Consequently, the existing firearms systems utilized by both LEAs and firearm dealers have reached their end-of-life.

The various components of the Firearms Systems are built with the Java EE platform using:

- Front end technologies such as JSP, HTML, CSS, JavaScript, JQuery, and Angular
- Application frameworks such as Struts and Spring
- Data access via JDBC and ORM frameworks such as Hibernate.
- Oracle databases for storage

The Firearms Systems represent roughly a million lines of code spreading across the various applications listed above with approximately 1,200 data tables spread across at least 15 Oracle schemas. There are approximately 150 batch processes and database jobs responsible for generating ad-hoc reports, copying data, and moving data among the applications.

- The primary issues identified in the data migration process involve data format inconsistencies, multiple copies of similar records, and varying data quality across the 17 legacy systems.
- These issues are anticipated; therefore, the project has planned for additional preprocessing steps, including building a unified data model, data cleansing, and normalization, to ensure compatibility with the new system's architecture.
- The Project intends to implement and complete data validation activities prior to the award of a contract for a Solution Provider.

The Firearms Systems have been stitched together in a patchwork manner, which has been moderately successful, however, doing so is not efficient and has led to a tightly coupled system. A modification within one application requires timely and extensive testing of many other systems to ensure there is no negative impact on other applications. The Firearms Systems can no longer be enhanced in a cost effective or efficient manner and cannot be further utilized to implement the changing needs of law enforcement and California as a whole. The systems were designed to meet user needs based on outdated system, design practices and business requirements. The current design method presents challenges in interoperability between legacy systems and new mandates. This results in significantly longer development times, requires more resources, and requires longer and more extensive

regression testing, making it difficult to respond to the constantly evolving landscape of statutory mandates pertaining to firearms. The current systems require significant resources to make even a small change, for example, changing the minimum age from 18 to 21.

The current systems and architecture use legacy communication modes (i.e., Fax, floppy disks, etc.) and networking/security models. The new FITSM development framework will provide a path to enable DOJ to respond to changing business or infrastructure needs as well as legislative mandates, in a cost-effective manner.

For example, the Legislature passed Chapter 25, Statutes of 2019 (Senate Bill [SB] 94), which requires specific data on the collection of firearms from the APPS to be reported annually. Due to the antiquated state of the APPS, many of the required data points cannot currently be tracked or maintained. As a result, DOJ is unable to meet the statutory mandate, delaying the collection of critical public safety information that could assist in streamlining the enforcement process and the collection of firearms from potentially dangerous individuals. DOJ's reporting limitations were communicated to the Department of Finance (DOF) and the Legislature and noted in the annual report.

DOJ conducted market research and determined the modernization of all firearms systems would best be addressed through a new solution. The FITSM Project envisions a solution that will be dynamic and adaptable to meet existing needs and statutory mandates. Modernizing the affected processes and systems to work interactively in a way that can be more quickly and easily scaled, would translate to future integration of new and changing requirements with minimal fiscal impact, and would thus be the most cost-effective long-term solution. The intent is to modernize the firearms systems into a more sustainable and flexible solution consisting of two primary systems: external (publicly accessible) and internal (DOJ-only accessible). The planning and analysis along with security requirements will determine the system architecture feasible for DOJ.

DOJ BOF is responsible for managing, maintaining, overseeing, and enforcing the regulations and processes. The following is a list of BOF-managed business processes. Note: additional business processes may be identified because of the business analysis currently being performed and the table below should not be considered a complete and final list.

Count	Business Process Name
1	Ammunition Vendor Licensing (AVL)
2	Armed Prohibited Persons System (APPS)
3	APPS Case Work Ups
4	APPS Enforcement
5	Automated Firearm System (AFS)
6	AFS Personal Information Update (PIU) Application
7	California Firearms Licensee Check (CFLC)
8	California Reporting Information System (CRIS) Report Processing (Includes Law Enforcement Ammunition Release)
9	Carry Concealed Weapons (CCW)
10	Centralized List (CL)
11	Centralized List of Firearms Manufacturers (CLFM)
12	Certificate of Eligibility (COE)
13	Customer Support Center - (Firearms Certification System (FCS))
14	Customer Support Center - (Dealer Record of Sale (DROS) Entry System (DES))
15	Dangerous Weapons Permit (DWP)

Count	Business Process Name
16	Dealer Record of Sale (DROS)
17	DWP Inspections
18	Employment Subsequent Notification (ESN)
19	Entertainment Firearms Permit (EFP)
20	Exempted Federal Firearms Licensee (CLEFFL)
21	Explosive Permits (EP)
22	Gun Show Producers (GSP)
23	Laboratory Certification (LC)
24	Large Capacity Magazine Permits (LCMP)
25	Mental Health (MH)
26	No Longer in Possession (NLIP)
27	Peace Officer Assault Weapon Registration (POAWR)
28	Personal Firearms Eligibility Check (PFEC)
29	Quality Assurance (QA) - APPS / DROS
30	Record Review (RR)
31	Roster of Firearm Safety Devices (RFSD)
32	Roster of Handguns (RH)
33	Training Information and Compliance (TIC)
34	Unique Serial Number Application (USNA)

Currently, the Project is in Stage 3 (Procurement Phase) of the PAL process. The Stage 2 Alternatives Analysis was submitted to CDT for review in February 2024, and approval was received in October 2024. Stage 3 includes planning activities to conduct business process re-engineering, develop solution requirements and a procurement for the Solution Provider, release solicitation and conduct evaluations, select solution vendor(s), and prepare for the project execution phase. The FITSM Project will utilize the Request for Proposal procurement vehicle, which will require the DOJ to develop the procurement statement of work, and procurement package that will be overseen and released by the CDT Office of Statewide Technology Procurement.

As part of the preliminary data preparation for the FITSM project, unified records have been created and staged for key business entities: Dealership, License, Weapon, Ammo, Person, and Certificate. Derived from multiple legacy databases, these unified records establish a single source of truth, eliminating inconsistencies and redundancies. Importantly, this preliminary data preparation focuses on core entity data and does not include historical or transactional data.

To facilitate a phased rollout of FITSM components, a one-way data synchronization process is to be implemented. This synchronization will migrate new and modified data from legacy databases to the unified records, ensuring that new components can access and utilize the consolidated information while existing components continue to rely on legacy systems. By pre-processing and consolidating this critical core entity data, and by implementing the necessary data synchronization, we will enable a smoother transition to the modernized system and ensure the FITSM solution can effectively leverage accurate and integrated information throughout its phased deployment.

The FITSM Project will require staff and contract resources to develop the statement of work and solution requirements for use in the solution procurement. The FITSM Project state staff will evaluate vendor proposals, conduct negotiations, and select solution vendor(s). Contract resources will assist with conducting project readiness, preparing for solution vendor

onboarding, and transitioning to the implementation activities after project approvals. To accomplish these activities, the FITSM Project identified the scope of the resulting Agreement will include but is not limited to the following: the consultant workload to include:

- Manage and incorporate changes to the FITSM Project scope and artifacts resulting from ongoing firearms legislation changes throughout the life of the FITSM Project.
- Participate and contribute to the solution and implementation planning that includes but is not limited to business process re-engineering, data activities (data analysis, data clean-up, data architecture, data conversion, data migration, etc.), organizational change management, development of solution requirements, and solution procurement.
- Define, plan, and conduct implementation preparation activities that include but are not limited to:
 - preparation of project repositories, artifacts, tools, policies, processes, teams;
 - securing funding required to award a solution contract;
 - onboarding new project state and contract staff, to ensure all required project workloads and resources are defined and secured before onboarding; and
 - ramp-up of a solution vendor to assume responsibilities for leading, overseeing, and completing assigned tasks and deliverables that will be required of state staff, primary solution and ancillary vendors.
- Conduct effective Project and Implementation Management (Governance, Risks, Issues, Requirements, Scope, Cost, Resource, Change Control, Communications, Document/Deliverable, Contract, Procurement, Data, and Schedule Management) through remaining PAL stages and prepare processes for the Execution/Implementation Stage to ensure risks and/or issues that may impact the project are identified and addressed early and timely to minimize impacts to project baselines.

C. PROCUREMENT METHOD

To be considered for this RFO, the Offeror must hold a current TDDC MSA, issued by the DGS, and provide a copy of the active contract with its RFO response. Responses to this RFO will be reviewed and an award, if made, will be based on “Best Value” to the DOJ. For the purposes of this procurement, the Best Value response will be the response that meets all mandatory requirements and receives the highest number of points under the Scoring Criteria set forth below.

D. TERMINOLOGY

Within this RFO, the terms “Offeror” or “Contractor” refer to the company responding to this RFO. The terms “Staff” or “Resource(s)” refer any person(s) working under the Agreement awarded to the winning Offeror.

E. AGREEMENT TERMS AND CONDITIONS

The base term of the Agreement is one (1) year, with an estimated start date of June 30, 2025. The Agreement start date is subject to change and may be modified at DOJ's

discretion. The budget for the initial Agreement amount is estimated at \$2 million.

The DOJ has the option, at its sole discretion, to extend the term of the Agreement or add funds under the same terms and conditions, including pricing terms, for up to two (2) optional one year (1-year) extensions, for a maximum Agreement term of three (3) years.

The resulting Agreement shall be of no force or effect until it is executed by the DOJ. The Offeror shall not commence performance until an executed Agreement has been received from the DOJ.

By submitting a response, the Offeror agrees to meet the requirements and comply with the terms and conditions stated in this RFO and their TDDC MSA.

This RFO and the Offeror's Response to Attachments 1 – 15 will be incorporated by reference into the resulting Agreement. Additionally, Contractor's TDDC MSA will be incorporated by reference into the Agreement resulting from this RFO. The Agreement will be governed by, and shall incorporate the terms and conditions of the Contractor's TDDC MSA. All data, documents, software, and other artifacts produced under the Agreement will become the sole property of the DOJ.

F. ORDER OF PRECEDENCE

In the event of a discrepancy and/or inconsistency between the attachments and/or exhibits of this Contract, the descending order displayed on the awarded Agreement (STD 213) shall establish the hierarchy of enforceability.

G. PROJECTED TIMETABLE

Listed below in Table 1 are the key activities, dates, and times by which the activities must occur to be considered responsive to this RFO. If the DOJ finds it necessary to change any of the dates, an Addendum to this RFO will be issued, which clearly shows all changes. All dates following the submission of an RFO response may be revised as conditions require, without a formal RFO Addendum.

All RFO responses must be received by the date and time specified in this section. All times listed are Pacific Time (PT). RFO responses will be checked for the presence of all required information, in conformance with the requirements of this RFO. The DOJ will deem RFO responses that do not have the required information as non-responsive, and this may be cause for rejection.

Table 1 – Key Action Dates

	KEY ACTIVITIES	DUE DATES
A.	RFO Release Date:	April 15, 2025
B.	Last Day to Submit Written Questions:	April 22, 2025 by 9:00 AM PT
C.	DOJ Response to Written Questions**:	April 30, 2025
D.	RFO Response Submission Due Date*:	May 7, 2025 1:00 PM PT
E.	Assessment of Responses**:	May 7 – 27, 2025
F.	Reference Checks**	May 28 - 29, 2025

G.	Proposed Date for Interviews**.	May 30 – June 3, 2025
H.	Projected Agreement Start Date**:	June 30, 2025

**Responses not received by this date and time will be rejected. Responses to this RFO and any required copies must be submitted by electronic mail, as detailed below.*

***The date listed is tentative and is subject to change without the issuance of an Addendum.*

H. WRITTEN QUESTIONS

All written questions regarding the content of this RFO shall be submitted by email to the Procurement Official listed in the previous section and must be received by the date and time listed in the Section I.G, Projected Timetable, Table 1, Key Action Dates, Last Day to Submit Written Questions. Please include **“DOJ RFO #24-202 – “Eda Thor”** in the message subject line and transmit the written questions to the Procurement Official listed above.

At the sole discretion of the DOJ, vendor names will be anonymized and questions may be paraphrased or consolidated. If a Offeror submits a written question deemed not to be within scope or after the scheduled date, DOJ does not guarantee that an answer will be provided. Oral answers shall not be binding to DOJ.

I. AVAILABILITY

The selected Contractor must meet the requirements of this RFO and be available to perform the services and activities described in Exhibit A: Scope of Work by the projected start date specified in Section I.G, Projected Timetable, Table 1, Key Action Dates. If personnel offered by the selected Contractor leave the Contractor's firm or are otherwise unable to fulfill their role in this Agreement, replacement staff must meet the minimum qualifications as stated in Exhibit A, Scope of Work (SOW), Section IV Letter M. Replacement Personnel.

J. INTERVIEWS

When scores of the highest scoring vendor and the next highest scoring vendor is within twenty (20) percent, DOJ shall conduct interviews with the top two (2) highest scoring vendors. The top two (2) Offerors will participate in an interview that includes the Offeror's proposed staff. Points will be awarded based on the responses provided. Offerors must ensure they are available to participate on the date(s) listed in Section I, General Information, I.G. Projected Timetable, Table 1, Key Action Dates. Offeror(s) will be notified in advance of the specific date and time for the interview. Interviews will be conducted using an online meeting platform such as MS Teams, Zoom, or Webex. The DOJ requires the proposed staff resources identified in the RFO Response to be present and participate in the interview. The purpose of the interview is to clarify the submitted information, and to assess the proposed resources' qualifications, experience, and interpersonal and communication skills.

As part of the process, all candidates participating in interviews will receive a California Justice Information Services (CJIS) 003 NDA form for signature. Signed copies must be provided no less than twenty-four (24) hours in advance of their scheduled interview with DOJ.

K. OFFERS ARE PUBLIC RECORD

Pursuant to the California Public Records Act, California Government Code §§ 7920 et seq., all data, materials, information, and documents submitted to the DOJ by an Offeror may be incorporated into a publicly available Agreement and may otherwise be subject to disclosure upon request by competitors and members of the public following distribution of the Notification of Award. The DOJ will process all Public Records Act requests in accordance with the laws of the State of California. An Offeror labeling of any offer materials as “confidential” or otherwise exempt from disclosure is not binding on the DOJ, and the DOJ will not be liable to the Offeror or to any other person or entity for disclosing information as required by law.

Be advised, responses will become public record once upon execution and approval of the Agreement. DOJ will provide access to all records upon request unless the law provides an exemption from mandatory disclosure or a court order is provided. **Inclusion of DOJ documents, data or process information may be cause for offer rejection.**

L. ERRORS IN THE OFFEROR’S RESPONSE

An error in the response may be cause for rejection of that response; however, DOJ may at its sole option seek clarification for clerical and arithmetic errors and/or administrative items and/or other identified items specified in Bidders Instructions, DGS PD 451.

M. ASSUMPTIONS AND CONSTRAINTS

There shall be no assumptions, conditions, or constraints included in the Offeror’s response. A response may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. Any assumptions, conditions, or constraints must be addressed by submitting written questions by the “Last Day to Submit Written Questions” identified in Section I.G, Projected Timetable, Table 1, Key Action Dates.

II. RESPONSE FORMAT

A. INSTRUCTIONS TO OFFERORS

This RFO contains the unique requirements that Offerors must meet to submit a response. It provides information regarding the format in which all responses must be submitted, materials to be included, the Contractor's responsibilities, and requirements that must be met to be deemed responsive and therefore eligible for consideration.

The DOJ will review responses to this RFO based on Best Value as determined by the DOJ. A Best Value response is one that provides the best overall value to the DOJ with respect to quality and pricing while fulfilling the DOJ's mandate to: 1) maximize the benefits to the state in relation to the areas of security, competence, experience, and timely performance; 2) take into account the particularly sensitive nature of the California DOJ; and 3) act to promote and ensure integrity, security, honesty, and fairness in the operation and administration of the DOJ.

For purposes of this procurement, the Best Value response will be the RFO response that meets all mandatory requirements and receives the highest number of points under the Scoring Criteria set forth below.

If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFO, the Offeror should immediately notify the Procurement Official in writing and request clarification or modification of the document.

During the RFO response review process, the DOJ reserves the right to ask clarifying questions of Offerors for the purpose of clarifying ambiguities or errors contained in the response. The DOJ will advise the Offerors, in writing, of the documentation required and the timeline for submission, if applicable. The DOJ reserves the right to reject any and all responses received, if determined that it is in the DOJ's best interest to do so.

Failure to respond completely and timely to all portions of this RFO and any subsequent addenda may disqualify the prospective Contractor's Response (if deemed material in nature).

All costs for developing responses are entirely the responsibility of the Offeror and shall not be chargeable to the DOJ.

The DOJ may modify any part of this RFO, as a result of questions or other reasons, prior to the response due date, by issuance of one or more addenda, which will be numbered consecutively. Any future addenda and correspondences will be emailed directly to all Offerors who were originally transmitted the RFO. It is the responsibility of the prospective Offerors to review any modifications and address those modifications in their response. Offerors will have five (5) business days following release of an RFO addendum to submit written questions to the Procurement Official. Questions submitted following the release of an addendum must be solely related to the new or revised content within the addendum. Questions submitted related to unchanged RFO content will receive a response at the state's sole option.

Please note that verbal information will not be binding upon the DOJ unless such information is issued in writing as part of a Question and Answer Set or official Addendum.

In order to submit a responsive RFO response, it is the Offeror's responsibility to abide by the following:

- 1) Carefully read the entire RFO and instructions within prior to submitting a response.
- 2) Submit written questions in a timely manner, in accordance with the Section I.G, Projected Timetable, Table 1, Key Action Dates, if clarification is necessary.
- 3) Ensure all procedures and requirements of the RFO are accurately followed and appropriately addressed.
- 4) Submit a complete response containing all required documentation by the date and time indicated. Failure to respond completely and timely to all portions of this RFO, and any subsequent Addenda, may be grounds for disqualification of the response (if deemed material in nature).

The DOJ will record the date and time of receipt of each response. All RFO responses must be received by the dates and times specified in Section I.G, Projected Timetable, Table 1, Key Action Dates. Responses will be checked for the presence of the required information, in conformance with the requirements of this RFO. Responses that do not include the required information will be deemed non-responsive, which will be cause for rejection.

B. PROPOSAL CONTENT AND RESPONSE FORMAT

These instructions specify the mandatory response format and approach for the development and presentation of data. Format instructions must be adhered to, all requirements and questions in the RFO must receive a response, and all requested data must be supplied.

All RFO responses must be submitted in writing via email to the Procurement Official listed in Section I.G, by the date and time specified in Section I.G, Projected Timetable, Table 1, Key Action Dates.

C. REQUIRED RESPONSE CONTENT

The DOJ will review each Offeror's RFO response to validate that the Offeror submitted a complete response. Absence of required information may result in the response being deemed non-responsive, which may be cause for rejection.

Offerors must include all items listed in Attachment 1, Required Attachment Checklist in the order listed. Responses that are conditional or fail to submit the required documentation by the date and time specified in Section I.G, Projected Timetable, Table 1, Key Action Dates may result in the response being deemed non-responsive.

The specific tasks associated with this RFO are included in the SOW and Exhibits. Responses must be submitted for the performance of all services described herein. Any deviation from the work specifications will eliminate the Response from further consideration and award.

D. RESPONSE GUIDELINES

This RFO and the Offeror's RFO Response to Attachments 1 - 15 will be made a part of the Agreement. Responses must contain all data/information requested and must conform to the format described in this RFO. It is the Offeror's responsibility to provide all required data, and any other information deemed necessary, to enable the DOJ Assessment Team to determine and verify the Offeror's ability to perform the tasks and activities defined in the RFO's Exhibit A, Scope of Work.

Email Delivery: Responses must be received by the RFO Response Submission Due Date and Time indicated in Section I.G Projected Timetable, Table 1, Key Action Dates. The DOJ will not consider nor be responsible for any RFO response that is not delivered by the date and time specified in Table 1 – Key Action Dates. RFO responses must be submitted electronically via email to the Procurement Official listed below with “**DOJ RFO #24-202**” in the Subject Line.

Procurement Official: Eda Thor
DOJITPurchase@doj.ca.gov
(916) 210-5331
Cc: Eda.Thor@doj.ca.gov

E. RESPONSE TO REQUIREMENTS

All RFO responses should be provided in a format compatible with the DOJ standard applications, (i.e., Microsoft 365 and Adobe Acrobat) single-spaced, using the Arial typeface in a size no smaller than 11 points. DOJ's current standard applications include Microsoft Office 365, which includes Outlook, Visio, and Project).

F. REVIEW OF RFO RESPONSES FOR AWARD/SELECTION CRITERIA

All Responses to this RFO will be reviewed for responsiveness to the requirements of this RFO. If a response is missing information required in the RFO or Exhibits, the response may be deemed nonresponsive. At DOJ's discretion, inaccurate or misleading information may be cause for rejection of the response.

RFO Response Review Criteria

All Responses received on or before the RFO Response Submission Due Date and time as specified in Section I.G, Projected Timetable, Table 1, Key Action Dates will be assessed as outlined below.

1) Preliminary Review

Each response will be reviewed for completeness and then the Response's Administrative Requirements, Cover Letter, and Key Staff Mandatory Qualifications will be assessed. The DOJ may reject any or all responses that fail to meet these requirements. Rejected responses will be eliminated from further consideration.

2) Company References, Key Staff References, Key Staff Desirable Qualifications, and Narrative Technical Response

Each Offeror that passes the Preliminary Review and satisfies the requirements of the RFO will have their response assessed and points awarded.

3) Costs

The Offeror must complete Attachment 7, Cost Sheet. Cost will be scored as indicated in the Scoring Criteria.

4) Interviews

- a. When scores of the highest scoring vendor and the next highest scoring vendor is within twenty (20) percent, DOJ shall conduct interviews with the top two (2) highest scoring vendors. Offeror(s) will be required to participate in an online interview with the DOJ. Offeror(s) will be notified in advance of the date and time for each interview.
- b. All interviews shall include the presence of the key staff under the Agreement. Offerors must be prepared to respond to questions related to the specifics of its RFO Response.
- c. All costs for developing a response and attending interviews are entirely the responsibility of the Offeror and shall not be chargeable to the DOJ.

G. SCORING CRITERIA

RFO Responses that pass the Administrative Requirements review will proceed to the Technical Requirements review. Responses reaching this phase will be awarded points based on the Assessment and Selection Criteria by the DOJ Assessment Team as follows:

Table 2 – Scoring Criteria

Assessment and Selection Criteria	Maximum Points Per Category
Administrative Requirements	
1. Administrative Requirements / Forms	Pass/Fail
2. Key Staff Mandatory Qualifications	Pass/Fail
Scoring Criteria 1	
Technical Requirements	
3. Company References	50
4. Key Staff References	50
5. Key Staff Desirable Qualifications	250
6. Narrative Technical Response	350
Scoring Criteria 1 Total Points Possible	700
Scoring Criteria 2	
Cost*	
<i>The lowest average hourly rate response is awarded the maximum cost points. All other Responses cost points are awarded based on the following calculation: Cost Score Awarded to Offeror = Lowest Rate / Offeror's Rate multiplied by the Maximum Cost Points Available (300)</i>	

Assessment and Selection Criteria	Maximum Points Per Category
7. Cost*	300
Scoring Criteria 2 Total Points Possible	300
Scoring Criteria 1 & 2 Total Points Possible	1000
Scoring Criteria 3	
Interviews	100
8. Interview	100
TOTAL POINTS POSSIBLE	1100

H. MANDATORY STAFF QUALIFICATIONS

Contractor staff must be highly skilled in the TDDC MSA classifications identified below. Exhibit A, Scope of Work activities, tasks, and responsibility descriptions are intended to be representative, depending on the specific classifications to which a staff member is assigned.

The following table lists the TDDC MSA required classifications that must be included in Attachments 5.1 through 5.12, Key Staff Qualification Matrix.

The Offeror is responsible for identifying and proposing the ideal team composition necessary to fulfill the requirements of this Agreement. At a minimum, DOJ anticipates and **requires** the following classifications in each Offeror's response: **Senior Project Manager, Project Manager, Business Solutions Analyst, Senior Technical Lead, Technical Architect, and Senior Software Engineer.**

However, it is in the Offeror's best interest to include as many classifications as possible to allow for more flexibility in its team composition to ensure DOJ's needs can be fully met.

Table 3 – TDDC MSA Classifications

TDDC MSA CLASSIFICATIONS	
1.	Senior Project Manager – REQUIRED*
2.	Project Manager – REQUIRED*
3.	Business Solutions Analyst – REQUIRED*
4.	Senior Technical Lead – REQUIRED*
5.	Technical Architect – REQUIRED*
6.	Senior Software Engineer – REQUIRED*
7.	Technical Lead – <i>only if proposing</i>
8.	Technical Writer – <i>only if proposing</i>
9.	Senior Enterprise Architect – <i>only if proposing</i>
10.	Enterprise Architect – <i>only if proposing</i>
11.	Software Engineer – <i>only if proposing</i>
12.	Information Security Specialist – <i>only if proposing</i>

***Required** resources/classifications to be included in Offeror's Response

Note: Proposed resources currently assigned to any DOJ contract may be disqualified.

Minimum Qualifications

The Minimum Qualifications for each classification are identified in Attachments 5.1 through 5.12, Key Staff Qualification Matrix. To be deemed responsive to the RFO, all proposed resources must meet or exceed the identified Minimum Qualifications for the classification for which they are being proposed. Any Offeror whose proposed staff does not meet the minimum qualifications, may result in the Offeror's response being deemed non-responsive.

Desirable Qualifications

The Desirable Qualifications for each classification are also identified in Attachments 5.1 through 5.12, Key Staff Qualifications Matrix. During the Technical Assessment, additional points shall be awarded based on the proposed each staff resource's ability to meet the Desirable Qualification requirements.

III. RESPONSE CONTENT AND FORMS**Attachment 1 – Required Attachment Checklist**

Place a check mark (✓) beside each item included with the RFO Response. For the response to be considered responsive, all required documents must be submitted in the order listed below. Responses must be submitted via email as detailed Section II.D. Response Guidelines.

This checklist must be included with the Offeror's RFO response package. All pages should be sequentially numbered, and in the order listed on the checklist.

The need to verify that all documentation is submitted with the response cannot be overemphasized. Failure to submit all required documents referenced on this checklist may cause the Response to be rejected.

Table 4 – Required Attachment Checklist

CHECK (✓)	ITEM#	DOCUMENT NAME / DESCRIPTION	REFERENCE/ LOCATION	REQUIRED
	1.	Required Attachment Checklist	Attach 1	Yes
	2.	Cover Letter	Attach 2	Yes
	3.	Company Reference Forms (three per company)	Attach 3	Yes
	4.	Key Staff Reference Forms (one per resource)	Attach 4	Yes
	5.	Key Staff Qualifications Matrix Senior Project Manager – REQUIRED	Attach 5.1	Yes
	6.	Key Staff Qualifications Matrix Project Manager – REQUIRED	Attach 5.2	Yes
	7.	Key Staff Qualifications Matrix Business Solutions Analyst – REQUIRED	Attach 5.3	Yes
	8.	Key Staff Qualifications Matrix Senior Technical Lead – REQUIRED	Attach 5.4	Yes
	9.	Key Staff Qualifications Matrix Technical Architect – REQUIRED	Attach 5.5	Yes
	10.	Key Staff Qualifications Matrix Senior Software Engineer – REQUIRED	Attach 5.6	Yes
	11.	Key Staff Qualifications Matrix Technical Lead – <i>only if proposing</i>	Attach 5.7	If proposing
	12.	Key Staff Qualifications Matrix Technical Writer – <i>only if proposing</i>	Attach 5.8	If proposing
	13.	Key Staff Qualifications Matrix Senior Enterprise Architect – <i>only if proposing</i>	Attach 5.9	If proposing
	14.	Key Staff Qualifications Matrix Enterprise Architect – <i>only if proposing</i>	Attach 5.10	If proposing
	15.	Key Staff Qualifications Matrix Software Engineer – <i>only if proposing</i>	Attach 5.11	If proposing
	16.	Key Staff Qualifications Matrix Information Security Specialist – <i>only if proposing</i>	Attach 5.12	If proposing

CHECK (✓)	ITEM#	DOCUMENT NAME / DESCRIPTION	REFERENCE/ LOCATION	REQUIRED
	17.	Narrative Technical Response	Attach 6	Yes
	18.	Cost Sheet (attach as a separate PDF)	Attach 7	Yes
	19.	Confidentiality Statement	Attach 8	Yes
	20.	Contractor Statement of Acknowledgement	Attach 9	Yes
	21.	Payee Data Record (STD 204) and Payee Data Record Supplement (STD 205), includes vendor qualifications to do business in California (Secretary of State print out)	Attach 10	Yes
	22.	Bidder Declaration	Attach 11	Yes
	23.	Commercially Useful Function (CUF) Compliance Form, includes SB certification (if applicable) If neither a small business nor a DVBE will be participating in the offer, then this form is not required.	Attach 12	If claiming
	24.	DVBE Declaration Disabled Veteran Business Enterprise Declaration Bidders who have been certified by California as a DVBE must submit a completed STD. 843 (Disabled Veteran Business Enterprise Declaration) form.	Attach 13	Yes (if applicable)
	25.	Copy of TDDC MSA (including price sheet)	Attach 14	Yes
	26.	Conflict of Interest and Confidentiality Statement	Attach 15	Upon DOJ request, prior to contract award
	27.	Contractor Security Confidentiality and Non-Disclosure Agreement	Attach 16	After contract award

Attachment 2 – Cover Letter

The Offeror's Response must include a cover letter confirming the Offeror's acknowledgement and acceptance of all RFO requirements. The cover letter must include:

1. A statement indicating that the signer is authorized to bind the company contractually.
2. A statement certifying that the Offeror's proposed resources meet or exceed the Resource Minimum Qualifications (MQs) as described in this RFO and in the TDDC MSA MQs.
3. A statement to affirm that the Offeror agrees to the TDDC MSA Terms and Conditions and attests that they have read and will comply with the requirements set forth in this RFO without change or modification.
4. An explanation of the number of years and months the Offeror has been doing business.
5. Agreement Engagement Manager name, title, and contact information.
6. A signature block indicating the:
 - Title or position that the signer holds in the firm.
 - Signer's contact information including phone, fax, e-mail, and address.
7. A statement of assurance from the Offeror that, if awarded the agreement, they will provide commercial general liability and worker's compensation insurance certificates within ten (10) days of Agreement execution.
8. The original signature of the signer. A PDF signed copy shall be accepted. Electronic signatures shall be accepted.
9. The Cover Letter must not any marketing content. Please limit the letter content to the information requested above.

The cover letter must NOT contain any cost information.

Attachment 3 – Company Reference Form**1 VENDOR COMPLETES SECTION 1 ONLY****PART 1A: INSTRUCTIONS TO VENDOR**

Three (3) company references are required for services completed within the past ten (10) years. One of the three (3) references may be for an ongoing effort. Work should be similar in scope and nature to the services described in Exhibit A, Scope of Work.

- a) The Vendor completes Section 1 (Part 1B, 1C, and 1D) of the form, and then returns the entire form with its final offer.
- b) References may not include employers or employees currently working for the Vendor, and only one (1) reference may be a DOJ employee that is not involved with this Solicitation.
- c) The DOJ reserves the right to contact references. It may prove beneficial, therefore, for the Offeror to verify that the contact information provided is up-to-date, and that the reference will be available during the assessment period to permit the DOJ to validate the reference (see Key Action Dates).
- d) A total of two (2) attempts will be made to contact each reference, via phone and/or e-mail; a response by phone or e-mail must be received within two (2) business days. Points will not be awarded for references that cannot be validated.
- e) If the DOJ is unable to contact a reference or if there is a conflict of interest with the reference, depending on the nature of any extenuating circumstances, the DOJ in its sole discretion may request a replacement reference. Vacation or general illness does not count as an extenuating circumstance.

NOTE: Subcontracting Requirements – Any subcontractor(s) the Offeror engages to fulfill the requirements of this Agreement, which is expected to receive more than ten percent (10%) of the value of the Agreement, must meet all contractual requirements of the agreement, including three (3) company references.

NOTE: References should be English speaking and contact numbers limited to the continental U.S. only.

PART 1B: INFORMATION REGARDING THE COMPANY BEING EVALUATED**V**

Company Name	
Company Contact Name	
Company Contact Title	
Company Address	
Phone #	
E-mail Address	

PART 1C: INFORMATION REGARDING THE REFERENCE PROVIDING THE EVALUATION**V**

Reference Name	
Reference Title	
Company Name	
Company Address	
Phone #	
E-mail Address	

PART 1D: INFORMATION REGARDING THE PROJECT BEING EVALUATED**V**

Project Name	
Project Start Date (MM/YYYY)	
Project End Date (MM/YYYY)	
Total Amount of Contract (\$) Estimated amounts will be accepted.	

NOTE TO THE OFFEROR: Do not complete any sections of this form below this point. Include with the Offeror Final Offer. The DOJ Assessment Team will verify directly with the Offeror Reference.

2 REFERENCE COMPLETES THIS SECTION**PART 2A: INSTRUCTIONS TO REFERENCE**

Note to Offeror Reference: The Offeror listed in Part 1 has provided you as a customer reference to verify your overall satisfaction of their performance. The Offeror will earn points based on your evaluation of their performance. Performance will include scheduling, execution, quality of personnel, coordination, communication, and the final outcome.

- Step 1: The Offeror Reference completes the information in Part 2 of the form to the best of its ability.
- Step 2: Sign and Date the Form (Electronic signatures or photocopies of wet signatures as long as the signature is legible will be accepted). If the reference is not permitted to sign the reference form either legally or by company/organization policy, the reference must type in its full name and include a brief statement outlining the reasons they are not permitted to sign the DOJ's reference form.
- Step 3: Return the completed Reference Form to the DOJ Assessment Team, as instructed at the time of verification.

PART 2B: REFERENCE DESCRIBES SERVICES PERFORMED BY THE OFFEROR**R**

Provide a brief description of the services performed by the Offeror company.

PART 2C: REFERENCE EXPLAINS THEIR ROLE WITH RESPECT TO THE OFFEROR**R**

Provide an explanation of your role with respect to the Offeror company.

PART 2D: REFERENCE RATES OFFEROR'S PERFORMANCE AND ABILITIES**R**

Performance Factor	Points Awarded											
	<----- Lowest to Highest ----->											
	-10	0	1	2	3	4	5	6	7	8	9	10
1. The Offeror provided qualified individuals.			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
2. The Offeror resolved issues in a timely manner.			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3. The Offeror delivered quality services and deliverables.			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4. The Offeror managed resources/workload, completed expected tasks, and provided timely services.			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
5. What was your overall satisfaction with the Firm?			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
6. Would you hire this company again?	☐	☐										
	NO	YES										
TOTAL POINTS FOR ALL STATEMENTS (LINES 1-6 ABOVE)												

PART 2E: REFERENCE SIGNATURE**R**

By signing below, the Reference certifies that all information provided in Part 2 of this form is correct.

SIGNATURE (PLEASE SIGN IN BLUE INK)**DATE SIGNED****Printed Name:****Title:**

Attach additional pages as needed.

Attachment 4 – Key Staff Reference Form**1 VENDOR COMPLETES THIS SECTION****PART 1A: INSTRUCTIONS TO VENDOR**

One (1) resource reference is required for each proposed resource. List one (1) client serviced within the past ten (10) years while providing services that are similar in nature and scope to those described in this RFO. The DOJ may be listed as one (1) reference (manager level or above), but subcontractors may not be listed as a reference.

- a) The Vendor completes Section 1 (Part 1B, 1C, 1D, and 1E) of the form, and returns the entire form with its final offer.
- b) References may not include employers or employees currently working for the Vendor, and only one reference may be a DOJ employee that is not involved with this Solicitation.
- c) The DOJ reserves the right to contact references. It may prove beneficial, therefore, for the Offeror to verify that the contact information provided is up-to-date, and that the reference will be available during the assessment period to permit the DOJ to validate the reference (see Key Action Dates).
- d) A total of two (2) attempts will be made to contact each reference, via phone and/or e-mail; a response by phone or e-mail must be received within two (2) business days. Points will not be awarded for references that cannot be validated.
- e) If the DOJ is unable to contact a reference or if there is a conflict of interest with the reference, depending on the nature of any extenuating circumstances, the DOJ in its sole discretion may request a replacement reference. Vacation or general illness does not count as an extenuating circumstance.

NOTE: References should be English speaking and contact numbers limited to the continental U.S. only.

PART 1B: INFORMATION REGARDING THE VENDOR**V**

Company Name	
Company Address	
Phone #	
E-mail Address	

PART 1C: INFORMATION REGARDING THE RESOURCE BEING EVALUATED**V**

Resource Name	
Title of Resource	

PART 1D: INFORMATION REGARDING THE REFERENCE PROVIDING THE EVALUATION**V**

Reference Name	
Specific Role on the Project	
Company Name	
Company Address	
Phone #	
E-mail Address	

PART 1E: DESCRIPTION OF RESOURCE'S RELEVANT EXPERIENCE**V**

Please copy/paste the exact description from the resource matrix. For each experience, also provide the following: • Workplace: • Project Name: • Time Period: • Project \$ Amount:	
--	--

NOTE TO THE OFFEROR: Do not complete any sections of this form below this point. Include with the Offeror Final Offer. The DOJ Assessment Team will verify directly with the Resource Reference.

2 REFERENCE COMPLETES THIS SECTION

PART 2A: INSTRUCTIONS TO REFERENCE								
Note to Resource Reference: The Offeror and Resource listed in Part 1 has provided you as a customer reference to verify your overall satisfaction of their performance. The Offeror will earn points based on your evaluation of their performance. Step 1: The Offeror Reference completes the information in Part 2 of the form to the best of its ability. Step 2: Sign and Date the Form (Electronic signatures or photocopies of wet signatures as long as the signature is legible will be accepted). If the reference is not permitted to sign the reference form, either legally or by company/organization policy, the reference must type in its full name and include a brief statement outlining the reasons they are not permitted to sign the DOJ's reference form. Step 3: Return the completed Reference Form to the DOJ Assessment Team, as instructed at the time of verification.								
PART 2B: REFERENCE VALIDATES RESOURCE'S RELEVANT EXPERIENCE					R			
Can you validate that the identified resource performed the services described in Part 1E? <u>Yes or No?</u> If No, please explain.	☐ YES ☐ NO							
PART 2C: REFERENCE VALIDATES WORK RELATIONSHIP TO RESOURCE					R			
During this specific project or service, my work relation to the individual was as the functional manager of the Project. <u>Yes or No?</u> If No, please explain.	☐ YES ☐ NO							
PART 2D: REFERENCE RATES RESOURCE'S PERFORMANCE AND ABILITIES					R			
Rating System Legend								
10 points = Excellent	Resource's performance & abilities were outstanding & of excellent quality during engagement.							
8 points = Good	Resource's performance & abilities were above average during engagement.							
6 points = Average	Resource's performance & abilities were average during engagement.							
2 points = Poor	Resource's performance & abilities were below average during engagement.							
0 points = No Value	Resource's performance & abilities were unsatisfactory during engagement.							
References' Evaluation								
<i>Performance and Ability Statements</i>				<i>Points Awarded</i>				
				0	2	6	8	10
1) Rate the individual's performance during this engagement.				☐	☐	☐	☐	☐
2) Rate the individual's ability to perform contractually required work in a timely manner.				☐	☐	☐	☐	☐
3) Rate the individual's verbal and written communication skills.				☐	☐	☐	☐	☐
4) Rate the individual's ability to engage in positive working relationships with other coworkers.				☐	☐	☐	☐	☐
5) Rate the individual's knowledge in the required areas of expertise.				☐	☐	☐	☐	☐
TOTAL POINTS FOR ALL STATEMENTS (LINES 1 – 5 ABOVE)								
PART 2E: REFERENCE SIGNATURE					R			
By signing this form below, the Reference is certifying that all information provided in Part 2 of this form is correct.								
SIGNATURE				DATE SIGNED				
Printed Name:								
Title:								

Attach additional pages as needed.

Attachment 5 – Key Staff Qualifications Matrix Instructions **(One matrix required per Key Staff)**

The Offeror is responsible for identifying and proposing the ideal team composition needed to fulfill the requirements of this Agreement. **Offerors must provide one (1) key staff qualifications matrix for each resource proposed to be part of the Offeror's team.**

At a minimum, DOJ **requires** the classifications for **Senior Project Manager, Project Manager, Business Solutions Analyst, Senior Technical Lead, Technical Architect, and Senior Software Engineer** are included in the Offeror's response. However, it is in the Offeror's best interest to include as many classifications as possible to allow for more flexibility in their team composition to ensure DOJ's needs can be fully met.

TDDC MSA CLASSIFICATIONS
Senior Project Manager (Attachment 5.1) – REQUIRED*
Project Manager (Attachment 5.2) – REQUIRED*
Business Solutions Analyst (Attachment 5.3) – REQUIRED*
Senior Technical Lead (Attachment 5.4) – REQUIRED*
Technical Architect (Attachment 5.5) – REQUIRED*
Senior Software Engineer (Attachment 5.6) – REQUIRED*
Technical Lead (Attachment 5.7) – <i>only if proposing</i>
Technical Writer (Attachment 5.8) – <i>only if proposing</i>
Senior Enterprise Architect (Attachment 5.9) – <i>only if proposing</i>
Enterprise Architect (Attachment 5.10) – <i>only if proposing</i>
Software Engineer (Attachment 5.11) – <i>only if proposing</i>
Information Security Specialist (Attachment 5.12) – <i>only if proposing</i>

***Required** resources/classifications to be included in Offeror's Response.

The key staff must possess, at a minimum, the experience, knowledge, skills, abilities, and certifications listed in Minimum Qualifications (MQs) on the following tables to be considered responsive to this RFO. Items in Desirable Qualifications (DQs) will be assigned points.

All dates should be in MM/YYYY format.

Where applicable, all referenced experience must have occurred within the dates specified in the qualifications section or within the last ten (10) years prior to the RFO release date. For projects, the project start date must have occurred within the specified timeframe in the qualifications or within ten (10) years prior to the RFO release date. The additional qualifying years to substitute for a bachelor's degree may go beyond the last ten (10) years.

If awarded an agreement, any additional or substituted staff must also meet or exceed the Minimum Qualifications (MQs), as specified in the TDDC MSA and in this RFO.

The Offeror must provide sufficient detail to permit the DOJ to assess the proposed resources' qualifications. The proposed individual(s) must have worked on the job on a full-time basis for any qualifying experience. If an individual worked on overlapping projects, the percentage of time spent on a project must be identified under the qualifying experience. The DOJ reserves the right to contact the Offeror and/or investigate each matrix thoroughly to validate the information provided by the Offeror(s).

Attachment 5.1 – Senior Project Manager – Required**Staff Qualifications Matrix**

The Offeror's proposed staff may use multiple projects to meet the total experience required for each mandatory experience and, if applicable, desirable experience.

A	Offeror:	
B	Proposed Resource Name:	
C	For each mandatory experience and, if applicable, desirable experience listed below, describe the proposed resource's role, responsibilities, and experience to clearly demonstrate that the MQ and/or DQ have been met. All fields must be completed: • Contact information for each qualifying experience must be provided for the DOJ to validate the experience provided. • Estimated or range amounts will be accepted for Project/Contract Amounts. • The "description of services provided" must explain in detail how the proposed resource clearly meets requirement. Two templates for entering qualifying experience have been provided. Add qualifying experience to meet the requirement. Clearly show how each requirement is met. MQs will be scored on a pass/fail basis. DQs will be scored.	
	MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university. Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 11 years of experience to meet MQ #3 below (i.e., minimum 7 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.

Must attach Degree(s) or demonstrate additional qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 2 Minimum Qualification (Pass/Fail)

Project Management Professional (PMP) Certification from the Project Management Institute (PMI). The PMP certification is required and may not be substituted with additional experience.

Must attach a valid Certificate.

MQ 3 Minimum Qualification (Pass/Fail)

A minimum of **seven (7)** years of broad, extensive, and increasingly responsible experience applying PM principles, methods, techniques, and tools. At least **four (4)** years of that experience must have been as a senior PM of one or more large or complex IT projects.

DQ 3 Desirable Qualification (Scored)

Nine (9) or more years of broad, extensive, and increasingly responsible experience applying PM principles, methods, techniques, and tools. At least **six (6)** years of that experience must have been as a senior PM of one or more large or complex IT projects.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 4 Minimum Qualification (Pass/Fail)

A minimum of **four (4)** years of experience providing diverse technical and management services to government agencies.

DQ 4 Desirable Qualification (Scored)

Six (6) or more years of experience providing diverse technical and management services to government agencies.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 5 Minimum Qualification (Pass/Fail)A minimum of **four (4)** years of team building, knowledge transfer, and/or mentoring experience.**DQ 5 Desirable Qualification (Scored)****Six (6) or more** years of team building, knowledge transfer, and/or mentoring experience.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 6 Minimum Qualification (Pass/Fail) A minimum of four (4) years of experience leading and facilitating team meetings.	DQ 6 Desirable Qualification (Scored) Six (6) or more years of experience leading and facilitating team meetings.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.	
#1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
#2 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
MQ 7 Minimum Qualification (Pass/Fail) A minimum of four (4) years' experience in the following: • Schedule management and Microsoft (MS) Project • Risk and issue management • Stakeholder management • Scope and change management • Business process review and gap analysis • Consulting experience for a project worth at least \$5M • Experience as a lead on an Agile-based project using Agile tools, e.g., JIRA or equivalent technologies.	DQ 7 Desirable Qualification (Scored) Six (6) or more years' experience in the following: • Schedule management and Microsoft (MS) Project • Risk and issue management • Stakeholder management • Scope and change management • Business process review and gap analysis • Consulting experience for a project worth at least \$5M • Experience as a lead on an Agile-based project using Agile tools, e.g., JIRA or equivalent technologies.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

Attachment 5.2 – Project Manager – Required**Staff Qualifications Matrix**

The Offeror's proposed staff may use multiple projects to meet the total experience required for each mandatory experience and, if applicable, desirable experience.

A	Offeror:	
B	Proposed Resource Name:	
C	For each mandatory experience and, if applicable, desirable experience listed below, describe the proposed resource's role, responsibilities, and experience to clearly demonstrate that the MQ and/or DQ have been met. All fields must be completed: • Contact information for each qualifying experience must be provided for the DOJ to validate the experience provided. • Estimated or range amounts will be accepted for Project/Contract Amounts. • The "description of services provided" must explain in detail how the proposed resource clearly meets requirement. Two templates for entering qualifying experience have been provided. Add qualifying experience to meet the requirement. Clearly show how each requirement is met. MQs will be scored on a pass/fail basis. DQs will be scored.	
	MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university. Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 9 years of experience to meet MQ #3 below (i.e., minimum 5 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.

Must attach Degree(s) or demonstrate additional qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 2 Minimum Qualification (Pass/Fail)

Project Management Professional (PMP) Certification from the Project Management Institute (PMI). The PMP certification is required and may not be substituted with additional experience.

Must attach a valid Certificate.

MQ 3 Minimum Qualification (Pass/Fail)

A minimum of **five (5)** years of broad, extensive, and increasingly responsible Project Manager project experience applying project management principles, methods, techniques, and tools on IT projects. At least **three (3)** years of that experience must have been in a lead capacity.

DQ 3 Desirable Qualification (Scored)

Seven (7) or more years of broad, extensive, and increasingly responsible Project Manager project experience applying project management principles, methods, techniques, and tools on IT projects. At least **five (5)** years of that experience must have been in a lead capacity.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:
Project Name:
Duration (MM/YYYY – MM/YYYY):
Time Base (Full-time/Part-time):
Project/Contract Amount:
Experienced Gained on this Cited Project (Y or N):
Contact Name:
Contact Information (Address, Telephone, & Email):
Description of Services Provided:

#2

Client:
Project Name:
Duration (MM/YYYY – MM/YYYY):
Time Base (Full-time/Part-time):
Project/Contract Amount:
Experienced Gained on this Cited Project (Y or N):
Contact Name:
Contact Information (Address, Telephone, & Email):
Description of Services Provided:

MQ 4 Minimum Qualification (Pass/Fail)

A minimum of **two (2)** years of experience providing diverse technical and management services to government agencies.

DQ 4 Desirable Qualification (Scored)

Four (4) or more years of experience providing diverse technical and management services to government agencies.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:
Project Name:
Duration (MM/YYYY – MM/YYYY):
Time Base (Full-time/Part-time):
Project/Contract Amount:
Experienced Gained on this Cited Project (Y or N):
Contact Name:
Contact Information (Address, Telephone, & Email):
Description of Services Provided:

#2

Client:
Project Name:
Duration (MM/YYYY – MM/YYYY):
Time Base (Full-time/Part-time):

Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
MQ 5 Minimum Qualification (Pass/Fail) A minimum of three (3) years of team building, knowledge transfer, and/or mentoring experience	DQ 5 Desirable Qualification (Scored) Five (5) or more years of team building, knowledge transfer, and/or mentoring experience.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.	
#1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
#2 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
MQ 6 Minimum Qualification (Pass/Fail) A minimum of three (3) years of experience leading and facilitating team meetings.	DQ 6 Desirable Qualification (Scored) Five (5) or more years of experience leading and facilitating team meetings.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 7 Minimum Qualification (Pass/Fail)

A minimum of **two (2)** years' experience in the following:

- Schedule management and Microsoft (MS) Project
- Risk and issue management
- Stakeholder management
- Scope and change management
- Business process review and gap analysis
- Consulting experience for a project worth at least \$2M.

DQ 7 Desirable Qualification (Scored)

Four (4) or more years' experience in the following:

- Schedule management and Microsoft (MS) Project
- Risk and issue management
- Stakeholder management
- Scope and change management
- Business process review and gap analysis
- Consulting experience for a project worth at least \$2M

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

Attachment 5.3 – Business Solutions Analyst – Required**Staff Qualifications Matrix**

The Offeror's proposed staff may use multiple projects to meet the total experience required for each mandatory experience and, if applicable, desirable experience.

A	Offeror:
B	Proposed Resource Name:
C	For each mandatory experience and, if applicable, desirable experience listed below, describe the proposed resource's role, responsibilities, and experience to clearly demonstrate that the MQ and/or DQ have been met. All fields must be completed: • Contact information for each qualifying experience must be provided for the DOJ to validate the experience provided. • Estimated or range amounts will be accepted for Project/Contract Amounts. • The "description of services provided" must explain in detail how the proposed resource clearly meets requirement. Two templates for entering qualifying experience have been provided. Add qualifying experience to meet the requirement. Clearly show how each requirement is met. MQs will be scored on a pass/fail basis. DQs will be scored.
MQ 1 Minimum Qualification (Pass/Fail)	DQ 1 Desirable Qualification (Scored)
Bachelor's-level degree from a recognized college or university. Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 9 years of experience to meet MQ #2 below (i.e., minimum 5 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.

Must attach Degree(s) or demonstrate additional qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 2 Minimum Qualification (Pass/Fail)

A minimum of **five (5)** years of experience applying analytical processes on an IT project worth at least **\$2M**. At least **three (3)** years of that experience must have been in business systems analysis and design.

DQ 2 Desirable Qualification (Scored)

Seven (7) or more years of experience applying analytical processes on an IT project worth at least **\$2M**. At least **five (5)** years of that experience must have been in business systems analysis and design.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 3 Minimum Qualification (Pass/Fail)

A minimum of **three (3)** years of progressively complex experience (**two (2)** of which were in a lead capacity) and intermediate-level skill in:

- triaging and troubleshooting applications
- eliciting and documenting business requirements
- project management

DQ 3 Desirable Qualification (Scored)

Five (5) or more years of progressively complex experience, (**four (4)** of which were in a lead capacity) and intermediate-level skill in:

- triaging and troubleshooting applications
- eliciting and documenting business requirements
- project management

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:	
MQ 4 Minimum Qualification (Pass/Fail) A minimum of two (2) years' experience (within the last five (5) years) as a business analyst. May include experience in one or more of the following business analysis activities: documentation development, application requirements analysis, business process analysis or re-engineering (e.g., supporting conversion and transition to a new application), application testing, or user training.	DQ 4 Desirable Qualification (Scored) Four (4) or more years' experience (within the last eight (8) years) as a business analyst. May include experience in one or more of the following business analysis activities: documentation development, application requirements analysis, business process analysis or re-engineering (e.g., supporting conversion and transition to a new application), application testing, or user training.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.	
#1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
#2 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
MQ 5 Minimum Qualification (Pass/Fail) A minimum of three (3) years' experience utilizing requirements management tools (e.g. JIRA).	DQ 5 Desirable Qualification (Scored) Five (5) or more years' experience utilizing requirements management tools (e.g. JIRA).

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 6 Minimum Qualification (Pass/Fail)

A minimum of **five (3)** years of experience in analyzing legislative mandates and regulations to identify their impact on system requirements.

DQ 6 Desirable Qualification (Scored)

Five (5) or more years of experience in analyzing legislative mandates and documenting the impact of these changes on the requirements.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 7 Minimum Qualification (Pass/Fail)

A minimum of **two (2)** years of experience in working with the California Department of Technology (CDT) Project Approval Lifecycle (PAL) process, specifically Stages 3 and 4. Experience in preparing documentation and artifacts required for PAL approvals.

DQ 7 Desirable Qualification (Scored)

Four (4) or more years of experience in working within CDT's PAL process and preparing documentation required to achieve PAL approvals.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:



Attachment 5.4 – Senior Technical Lead – Required**Staff Qualifications Matrix**

The Offeror's proposed staff may use multiple projects to meet the total experience required for each mandatory experience and, if applicable, desirable experience.

A	Offeror:	
B	Proposed Resource Name:	
C	For each mandatory experience and, if applicable, desirable experience listed below, describe the proposed resource's role, responsibilities, and experience to clearly demonstrate that the MQ and/or DQ have been met. All fields must be completed: • Contact information for each qualifying experience must be provided for the DOJ to validate the experience provided. • Estimated or range amounts will be accepted for Project/Contract Amounts. • The "description of services provided" must explain in detail how the proposed resource clearly meets requirement. Two templates for entering qualifying experience have been provided. Add qualifying experience to meet the requirement. Clearly show how each requirement is met. MQs will be scored on a pass/fail basis. DQs will be scored.	
	MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university in <u>an IT-related or Engineering field</u> . Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 11 years of experience to meet MQ #2 below (i.e., minimum 7 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.

Must attach Degree(s) or demonstrate additional qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 2 Minimum Qualification (Pass/Fail)

A minimum of **eight (8)** years of experience aligning IT systems with organizational business processes. At least **five (5)** years of that experience must have been in a lead capacity.

DQ 2 Desirable Qualification (Scored)

Ten (10) or more years of experience aligning IT systems with organizational business processes. At least **seven (7)** years of that experience must have been in a lead capacity.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 3 Minimum Qualification (Pass/Fail)A minimum of **four (4)** years of experience leading technical teams of **four (4) or more** team members.**DQ 3 Desirable Qualification (Scored)****Six (6) or more** years of experience leading technical teams of **six (6) or more** team members.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 4 Minimum Qualification (Pass/Fail)A minimum of **six (6)** years of progressively**DQ 4 Desirable Qualification (Scored) Eight****(8) or more** years of progressively complex

complex experience and intermediate-level skill in analysis, design, programming, and testing.	experience and intermediate-level skill in analysis, design, programming, and testing.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications. #1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided: #2 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
MQ 5 Minimum Qualification (Pass/Fail) A minimum of five (5) years' experience working with Oracle databases, including design, development, and tuning. Requires deep understanding of Oracle SQL and PL/SQL, and performance tuning of queries.	DQ 5 Desirable Qualification (Scored) Seven (7) or more years' experience with the Oracle database platform which includes performance tuning of queries and database schema.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications. #1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount:	

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 6 Minimum Qualification (Pass/Fail)

A minimum of **three (3)** years' experience developing data synchronization solutions on the Oracle platform. This includes experience with ETL processes and tools and strong understanding of data modeling.

DQ 6 Desirable Qualification (Scored)

Five (5) or more years' experience developing data synchronization solutions on the Oracle platform.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:
Contact Information (Address, Telephone, & Email):
Description of Services Provided:

Attachment 5.5 – Technical Architect – Required**Staff Qualifications Matrix**

The Offeror's proposed staff may use multiple projects to meet the total experience required for each mandatory experience and, if applicable, desirable experience.

A	Offeror:	
B	Proposed Resource Name:	
C	For each mandatory experience and, if applicable, desirable experience listed below, describe the proposed resource's role, responsibilities, and experience to clearly demonstrate that the MQ and/or DQ have been met. All fields must be completed: • Contact information for each qualifying experience must be provided for the DOJ to validate the experience provided. • Estimated or range amounts will be accepted for Project/Contract Amounts. • The "description of services provided" must explain in detail how the proposed resource clearly meets requirement. Two templates for entering qualifying experience have been provided. Add qualifying experience to meet the requirement. Clearly show how each requirement is met. MQs will be scored on a pass/fail basis. DQs will be scored.	
	MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university in an <u>IT-related or Engineering field</u> . Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 12 years of experience to meet MQ #2 below (i.e., minimum 5 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.

Must attach Degree(s) or demonstrate additional qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 2 Minimum Qualification (Pass/Fail)

A minimum of **eight (8)** years of experience in systems development, analysis, programming, or testing.

DQ 2 Desirable Qualification (Scored)

Ten (10) or more years of experience in systems development, analysis, programming, or testing.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
MQ 3 Minimum Qualification (Pass/Fail) A minimum of seven (7) years of experience in requirements development and analysis, including elicitation techniques, use case development, and user story mapping. Proficiency in writing clear, concise, and testable requirements documents and specifications.	DQ 3 Desirable Qualification (Scored) Nine (9) or more years of experience in the development of requirements to include the solicitation of requirements, use case development, user story mapping, and the creation of requirements documentation.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.	
#1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
#2 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	

MQ 4 Minimum Qualification (Pass/Fail) A minimum of seven (7) years of experience in documenting complex software systems, including creating sequence diagrams, activity diagrams, process flows, and other architectural artifacts.	DQ 4 Desirable Qualification (Scored) Nine (9) or more years of experience documenting complex software systems to include all architectural artifacts.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.	
#1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
#2 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
MQ 5 Minimum Qualification (Pass/Fail) A minimum of two (2) years of experience in working with the California Department of Technology (CDT) Project Approval Lifecycle (PAL) process, specifically Stages 3 and 4. Experience in preparing documentation and artifacts required for PAL approvals.	DQ 5 Desirable Qualification (Scored) Four (4) or more years of experience in working within CDT's PAL process and preparing documentation required to achieve PAL approvals.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.	
#1	

Client:
Project Name:
Duration (MM/YYYY – MM/YYYY):
Time Base (Full-time/Part-time):
Project/Contract Amount:
Experienced Gained on this Cited Project (Y or N):
Contact Name:
Contact Information (Address, Telephone, & Email):
Description of Services Provided:

#2
Client:
Project Name:
Duration (MM/YYYY – MM/YYYY):
Time Base (Full-time/Part-time):
Project/Contract Amount:
Experienced Gained on this Cited Project (Y or N):
Contact Name:
Contact Information (Address, Telephone, & Email):
Description of Services Provided:

Attachment 5.6 – Senior Software Engineer – Required**Staff Qualifications Matrix**

The Offeror's proposed staff may use multiple projects to meet the total experience required for each mandatory experience and, if applicable, desirable experience.

A	Offeror:		
B	Proposed Resource Name:		
C	For each mandatory experience and, if applicable, desirable experience listed below, describe the proposed resource's role, responsibilities, and experience to clearly demonstrate that the MQ and/or DQ have been met. All fields must be completed: • Contact information for each qualifying experience must be provided for the DOJ to validate the experience provided. • Estimated or range amounts will be accepted for Project/Contract Amounts. • The "description of services provided" must explain in detail how the proposed resource clearly meets requirement. Two templates for entering qualifying experience have been provided. Add qualifying experience to meet the requirement. Clearly show how each requirement is met. MQs will be scored on a pass/fail basis. DQs will be scored.		
	<table border="1"> <tr> <td style="background-color: #f4a460;"> MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university in an <u>IT-related or Engineering field</u>. Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 11 years of experience to meet MQ #2 below (i.e., minimum 7 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing. </td><td style="background-color: #c6e0b4;"> DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing. </td></tr> </table>	MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university in an <u>IT-related or Engineering field</u> . Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 11 years of experience to meet MQ #2 below (i.e., minimum 7 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.
MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university in an <u>IT-related or Engineering field</u> . Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 11 years of experience to meet MQ #2 below (i.e., minimum 7 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.		

Must attach Degree(s) or demonstrate additional qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 2 Minimum Qualification (Pass/Fail)

A minimum of **five (5)** years of experience in electronic data processing systems study, design, and programming. At least **four (4)** years of that experience must have been in a lead capacity.

DQ 2 Desirable Qualification (Scored)

Seven (7) or more years of experience in electronic data processing systems study, design, and programming. At least **six (6)** years of that experience must have been in a lead capacity.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 3 Minimum Qualification (Pass/Fail)

A minimum of **five (5)** years of experience identifying and developing solutions by analyzing systems flow, data usage, business processes, investigating issues and problems, conducting systems analysis, designing system specifications, and developing documentation.

DQ 3 Desirable Qualification (Scored)

Seven (7) or more years of experience identifying and developing solutions by analyzing systems flow, data usage, business processes, investigating issues and problems, conducting systems analysis, designing system specifications, and developing documentation.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 4 Minimum Qualification (Pass/Fail) A minimum of three (3) years of experience in Oracle database development, with a strong focus on SQL and PL/SQL.	DQ 4 Desirable Qualification (Scored) Five (5) or more years of experience working with the Oracle platform in a database development role.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications. #1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided: #2 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
MQ 5 Minimum Qualification (Pass/Fail) A minimum of five (5) years of experience in relevant programming languages (e.g., PL/SQL, Python, Java) for data manipulation and integration.	DQ 5 Desirable Qualification (Scored) Seven (7) or more years of experience developing software in a relevant programming language for the purposes of data manipulation and integration.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications. #1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time):	

Project/Contract Amount:
Experienced Gained on this Cited Project (Y or N):
Contact Name:
Contact Information (Address, Telephone, & Email):
Description of Services Provided:

#2

Client:
Project Name:
Duration (MM/YYYY – MM/YYYY):
Time Base (Full-time/Part-time):
Project/Contract Amount:
Experienced Gained on this Cited Project (Y or N):
Contact Name:
Contact Information (Address, Telephone, & Email):
Description of Services Provided:

Attachment 5.7 – Technical Lead – *Only if Proposing***Staff Qualifications Matrix**

The Offeror's proposed staff may use multiple projects to meet the total experience required for each mandatory experience and, if applicable, desirable experience.

A	Offeror:	
B	Proposed Resource Name:	
C	For each mandatory experience and, if applicable, desirable experience listed below, describe the proposed resource's role, responsibilities, and experience to clearly demonstrate that the MQ and/or DQ have been met. All fields must be completed: • Contact information for each qualifying experience must be provided for the DOJ to validate the experience provided. • Estimated or range amounts will be accepted for Project/Contract Amounts. • The "description of services provided" must explain in detail how the proposed resource clearly meets requirement. Two templates for entering qualifying experience have been provided. Add qualifying experience to meet the requirement. Clearly show how each requirement is met. MQs will be scored on a pass/fail basis. DQs will be scored.	
	MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university in <u>an IT-related or Engineering field</u> . Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 9 years of experience to meet MQ #2 below (i.e., minimum 5 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.

Must attach Degree(s) or demonstrate additional qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 2 Minimum Qualification (Pass/Fail)

A minimum of **five (5)** years of experience aligning IT systems with organizational business processes. At least **three (3)** years of that experience must have been in a lead capacity.

DQ 2 Desirable Qualification (Scored)

Seven (7) or more years of experience aligning IT systems with organizational business processes. At least **five (5)** years of that experience must have been in a lead capacity.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 3 Minimum Qualification (Pass/Fail)

A minimum of **three (3)** years of progressively complex experience and intermediate-level skill in analysis, design, programming, and testing.

DQ 3 Desirable Qualification (Scored)

Five (5) or more years of progressively complex experience and intermediate-level skill in analysis, design, programming, and testing.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 4 Minimum Qualification (Pass/Fail) A minimum of two (2) years' experience developing, testing or maintaining large management information applications.	DQ 4 Desirable Qualification (Scored) Four (4) or more years' experience developing, testing or maintaining large management information applications.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.	
#1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
#2 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
MQ 5 Minimum Qualification (Pass/Fail) A minimum of two (2) years' experience working with Oracle databases, including design, development, and tuning. Requires deep understanding of Oracle SQL and PL/SQL, and performance tuning of queries.	DQ 5 Desirable Qualification (Scored) Five (5) or more years' experience with the Oracle database platform which includes performance tuning of queries and database schema.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.	
#1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time):	

Project/Contract Amount:
Experienced Gained on this Cited Project (Y or N):
Contact Name:
Contact Information (Address, Telephone, & Email):
Description of Services Provided:

#2
Client:
Project Name:
Duration (MM/YYYY – MM/YYYY):
Time Base (Full-time/Part-time):
Project/Contract Amount:
Experienced Gained on this Cited Project (Y or N):
Contact Name:
Contact Information (Address, Telephone, & Email):
Description of Services Provided:

Attachment 5.8 – Technical Writer – *Only if Proposing***Staff Qualifications Matrix**

The Offeror's proposed staff may use multiple projects to meet the total experience required for each mandatory experience and, if applicable, desirable experience.

A	Offeror:		
B	Proposed Resource Name:		
C	For each mandatory experience and, if applicable, desirable experience listed below, describe the proposed resource's role, responsibilities, and experience to clearly demonstrate that the MQ and/or DQ have been met. All fields must be completed: • Contact information for each qualifying experience must be provided for the DOJ to validate the experience provided. • Estimated or range amounts will be accepted for Project/Contract Amounts. • The "description of services provided" must explain in detail how the proposed resource clearly meets requirement. Two templates for entering qualifying experience have been provided. Add qualifying experience to meet the requirement. Clearly show how each requirement is met. MQs will be scored on a pass/fail basis. DQs will be scored.		
	<table border="1"> <tr> <td style="background-color: #f4a460;"> MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university. Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 6 years of experience to meet MQ #2 below (i.e., minimum 2 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing. </td> <td style="background-color: #c6e0b4;"> DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing. </td> </tr> </table>	MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university. Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 6 years of experience to meet MQ #2 below (i.e., minimum 2 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.
MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university. Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 6 years of experience to meet MQ #2 below (i.e., minimum 2 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.		

Must attach Degree(s) or demonstrate additional qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 2 Minimum Qualification (Pass/Fail)

A minimum of **two (2)** years of experience performing IT technical writing. Experience can include being in a position as a specialist or research assistant in a technical field.

DQ 2 Desirable Qualification (Scored)

Four (4) or more years of experience performing IT technical writing. Experience can include being in a position as a specialist or research assistant in a technical field.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
MQ 3 Minimum Qualification (Pass/Fail) A minimum of three (3) years of experience and expert-level skill in developing technical documentation.	DQ 3 Desirable Qualification (Scored) Five (5) or more years of experience and expert-level skill in developing technical documentation.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.	
#1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
#2 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
MQ 4 Minimum Qualification (Pass/Fail) A minimum of two (2) years of experience in supporting the development of RFPs, RFIs,	DQ 4 Desirable Qualification (Scored) Five (5) or more years of experience contributing to the creation of RFPs, RFIs, and

and other solicitation documents for IT projects.	other solicitation documents for IT projects.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications. #1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided: #2 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	

Attachment 5.9 – Senior Enterprise Architect – *Only if Proposing***Staff Qualifications Matrix**

The Offeror's proposed staff may use multiple projects to meet the total experience required for each mandatory experience and, if applicable, desirable experience.

A	Offeror:		
B	Proposed Resource Name:		
C	For each mandatory experience and, if applicable, desirable experience listed below, describe the proposed resource's role, responsibilities, and experience to clearly demonstrate that the MQ and/or DQ have been met. All fields must be completed: • Contact information for each qualifying experience must be provided for the DOJ to validate the experience provided. • Estimated or range amounts will be accepted for Project/Contract Amounts. • The "description of services provided" must explain in detail how the proposed resource clearly meets requirement. Two templates for entering qualifying experience have been provided. Add qualifying experience to meet the requirement. Clearly show how each requirement is met. MQs will be scored on a pass/fail basis. DQs will be scored.		
	<table border="1"> <tr> <td style="background-color: #f4a460;"> MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university in <u>an IT-related or Engineering field</u>. Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 11 years of experience to meet MQ #2 below (i.e., minimum 7 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing. </td><td style="background-color: #c6e0b4;"> DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing. </td></tr> </table>	MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university in <u>an IT-related or Engineering field</u> . Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 11 years of experience to meet MQ #2 below (i.e., minimum 7 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.
MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university in <u>an IT-related or Engineering field</u> . Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 11 years of experience to meet MQ #2 below (i.e., minimum 7 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.		

Must attach Degree(s) or demonstrate additional qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 2 Minimum Qualification (Pass/Fail)

A minimum of **seven (7)** years of applying Enterprise Architecture principles. At least **five (5)** years of that experience must be in a lead capacity.

DQ 2 Desirable Qualification (Scored)

Nine (9) or more years of applying Enterprise Architecture principles. At least **seven (7)** years of that experience must be in a lead capacity.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 3 Minimum Qualification (Pass/Fail)

A minimum of **five (5)** years of progressively complex experience and expert-level skill in analysis, design and programming, **three (3)** of which must have been in a technical lead role as a technical/application architect or technical/application expert.

DQ 3 Desirable Qualification (Scored)

Seven (7) or more years of progressively complex experience and expert-level skill in analysis, design and programming, **five (5)** of which must have been in a technical lead role as a technical/application architect or technical/application expert.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 4 Minimum Qualification (Pass/Fail) A minimum of three (3) years of expert-level skill and knowledge and experience with integrating disparate applications and heterogeneous data to deliver effective solutions, as evidenced by knowledge of following technologies. • Defining business process and data models • Build and test automation and continuous integration	DQ 4 Desirable Qualification (Scored) Five (5) or more years of expert-level skill and knowledge and experience with integrating disparate applications and heterogeneous data to deliver effective solutions, as evidenced by knowledge of following technologies. • Defining business process and data models • Build and test automation and continuous integration
---	--

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

Attachment 5.10 – Enterprise Architect – *Only if Proposing***Staff Qualifications Matrix**

The Offeror's proposed staff may use multiple projects to meet the total experience required for each mandatory experience and, if applicable, desirable experience.

A	Offeror:		
B	Proposed Resource Name:		
C	For each mandatory experience and, if applicable, desirable experience listed below, describe the proposed resource's role, responsibilities, and experience to clearly demonstrate that the MQ and/or DQ have been met. All fields must be completed: • Contact information for each qualifying experience must be provided for the DOJ to validate the experience provided. • Estimated or range amounts will be accepted for Project/Contract Amounts. • The "description of services provided" must explain in detail how the proposed resource clearly meets requirement. Two templates for entering qualifying experience have been provided. Add qualifying experience to meet the requirement. Clearly show how each requirement is met. MQs will be scored on a pass/fail basis. DQs will be scored.		
	<table border="1"> <tr> <td style="background-color: #f4a460;"> MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university in an <u>IT-related or Engineering field</u>. Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 9 years of experience to meet MQ #2 below (i.e., minimum 5 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing. </td><td style="background-color: #c6e0b4;"> DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing. </td></tr> </table>	MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university in an <u>IT-related or Engineering field</u> . Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 9 years of experience to meet MQ #2 below (i.e., minimum 5 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.
MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university in an <u>IT-related or Engineering field</u> . Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 9 years of experience to meet MQ #2 below (i.e., minimum 5 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.		

Must attach Degree(s) or demonstrate additional qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 2 Minimum Qualification (Pass/Fail)

A minimum of **five (5)** years of applying Enterprise Architecture principles. At least **three (3)** years of that experience must be in a lead capacity.

DQ 2 Desirable Qualification (Scored)

Seven (7) or more years of applying Enterprise Architecture principles. At least **five (5)** years of that experience must be in a lead capacity.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 3 Minimum Qualification (Pass/Fail)

A minimum of **five (5)** years of progressively complex experience and expert-level skill in analysis, design and programming, **three (3)** of which must have been in a role as a technical/application architect or technical/application expert.

DQ 3 Desirable Qualification (Scored)

Seven (7) or more years of progressively complex experience and expert-level skill in analysis, design and programming, **five (5)** of which must have been in a role as a technical/application architect or technical/application expert.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 4 Minimum Qualification (Pass/Fail) A minimum of two (2) years of advanced-level skill and knowledge and experience with integrating disparate applications and heterogeneous data to deliver effective solutions, as evidenced by knowledge of following technologies. • Defining business process and data models • Build and test automation and continuous integration	DQ 4 Desirable Qualification (Scored) Four (4) or more years of advanced-level skill and knowledge and experience with integrating disparate applications and heterogeneous data to deliver effective solutions, as evidenced by knowledge of following technologies. • Defining business process and data models • Build and test automation and continuous integration
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.	
#1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
#2 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	

Attachment 5.11 – Software Engineer – Only if Proposing**Staff Qualifications Matrix**

The Offeror's proposed staff may use multiple projects to meet the total experience required for each mandatory experience and, if applicable, desirable experience.

A	Offeror:	
B	Proposed Resource Name:	
C	For each mandatory experience and, if applicable, desirable experience listed below, describe the proposed resource's role, responsibilities, and experience to clearly demonstrate that the MQ and/or DQ have been met. All fields must be completed: • Contact information for each qualifying experience must be provided for the DOJ to validate the experience provided. • Estimated or range amounts will be accepted for Project/Contract Amounts. • The "description of services provided" must explain in detail how the proposed resource clearly meets requirement. Two templates for entering qualifying experience have been provided. Add qualifying experience to meet the requirement. Clearly show how each requirement is met. MQs will be scored on a pass/fail basis. DQs will be scored.	
	MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university in an <u>IT-related or Engineering field</u>. Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 9 years of experience to meet MQ #2 below (i.e., minimum 5 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.

Must attach Degree(s) or demonstrate additional qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 2 Minimum Qualification (Pass/Fail)

A minimum of **five (5)** years of experience in electronic data processing systems study, design and programming. At least **three (3)** years of that experience must have been in a lead capacity.

DQ 2 Desirable Qualification (Scored)

Seven (7) or more years of experience in electronic data processing systems study, design and programming. At least **five (5)** years of that experience must have been in a lead capacity.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 3 Minimum Qualification (Pass/Fail)

A minimum of **three (3)** years of experience identifying and developing solutions by analyzing systems flow, data usage, business processes, investigating issues and problems, conducting systems analysis, designing system specifications, and developing documentation.

DQ 3 Desirable Qualification (Scored)

Five (5) or more years of experience identifying and developing solutions by analyzing systems flow, data usage, business processes, investigating issues and problems, conducting systems analysis, designing system specifications, and developing documentation.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 4 Minimum Qualification (Pass/Fail) A minimum of three (3) years of experience in relevant programming languages (e.g., PL/SQL, Python, Java) for data manipulation and integration.	DQ 4 Desirable Qualification (Scored) Five (5) or more years of experience developing software in a relevant programming language for the purposes of data manipulation and integration.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications. #1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided: #2 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	

Attachment 5.12 – Information Security Specialist – *Only if Proposing***Staff Qualifications Matrix**

The Offeror's proposed staff may use multiple projects to meet the total experience required for each mandatory experience and, if applicable, desirable experience.

A	Offeror:	
B	Proposed Resource Name:	
C	For each mandatory experience and, if applicable, desirable experience listed below, describe the proposed resource's role, responsibilities, and experience to clearly demonstrate that the MQ and/or DQ have been met. All fields must be completed: • Contact information for each qualifying experience must be provided for the DOJ to validate the experience provided. • Estimated or range amounts will be accepted for Project/Contract Amounts. • The "description of services provided" must explain in detail how the proposed resource clearly meets requirement. Two templates for entering qualifying experience have been provided. Add qualifying experience to meet the requirement. Clearly show how each requirement is met. MQs will be scored on a pass/fail basis. DQs will be scored.	
	MQ 1 Minimum Qualification (Pass/Fail) Bachelor's-level degree from a recognized college or university in an <u>IT-related or Engineering field</u> . Alternatively, qualifying experience may be substituted for the required education on a year-for-year basis. NOTE: If no degree, Resource would need to demonstrate a total of 9 years of experience to meet MQ #2 below (i.e., minimum 5 years + 4 additional qualifying years). A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.	DQ 1 Desirable Qualification (Scored) Master's degree or doctorate from a recognized college or university. A recognized college or university is defined as an institution of higher learning approved by the Office of Higher Education of any given state or a foreign college or university of comparable standing.

Must attach Degree(s) or demonstrate additional qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 2 Minimum Qualification (Pass/Fail)

A minimum of **five (5)** years of experience applying security policies, standards, testing, modification and implementation. At least **three (3)** years of that experience must be in information security analysis.

DQ 2 Desirable Qualification (Scored)

Seven (7) or more years of experience applying security policies, standards, testing, modification and implementation. At least **five (5)** years of that experience must be in information security analysis.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 3 Minimum Qualification (Pass/Fail)

A minimum of **four (4)** years of progressively complex experience and expert-level skill in security analysis, risk identification and remediation or computer forensics, **two (2)** of which must have been in a role as a full-time security specialist.

DQ 3 Desirable Qualification (Scored)

A minimum of six (6) years of progressively complex experience and expert-level skill in security analysis, risk identification and remediation or computer forensics, **four (4)** of which must have been in a role as a full-time security specialist.

Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.

#1

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

#2

Client:

Project Name:

Duration (MM/YYYY – MM/YYYY):

Time Base (Full-time/Part-time):

Project/Contract Amount:

Experienced Gained on this Cited Project (Y or N):

Contact Name:

Contact Information (Address, Telephone, & Email):

Description of Services Provided:

MQ 4 Minimum Qualification (Pass/Fail) A minimum of three (3) years of experience in conducting security audits and assessments. Demonstrated knowledge of security frameworks and compliance requirements.	DQ 4 Desirable Qualification (Scored) Five (5) or more years of experience conducting security audits. Deep knowledge of security frameworks and compliance requirements.
Must demonstrate qualifying experience below to meet the minimum qualifications and, where applicable, obtain points for desirable qualifications.	
#1 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided: #2 Client: Project Name: Duration (MM/YYYY – MM/YYYY): Time Base (Full-time/Part-time): Project/Contract Amount: Experienced Gained on this Cited Project (Y or N): Contact Name: Contact Information (Address, Telephone, & Email): Description of Services Provided:	
MQ 5 Minimum Qualification (Pass/Fail) Possession of one (1) of the following valid certifications: • CISSP (Certified Information Systems Security Professional) • CISM (Certified Information Security Manager) • CompTIA Security+ (Computing Technology Industry Association)	DQ 5 Desirable Qualification (Scored) Possession of two (2) or more of the following valid certifications: • CISSP (Certified Information Systems Security Professional) • CISM (Certified Information Security Manager) • CompTIA Security+ (Computing Technology Industry Association)
Must attach valid Certificate(s).	

Attachment 6 – Narrative Technical Response

The Offeror shall provide a Narrative Technical Response (NTR) as outlined below. The DOJ is interested in responses that provide well-organized, comprehensive, and sound business solutions. Vague explanations will undermine the Offeror's credibility and result in lower scores. The DOJ seeks a detailed description of how the Offeror will meet the defined requirements to ensure successful performance.

The Offeror shall cite prior successful efforts related to each NTR item, and include a description of standards and methods used, documents and technical artifacts produced, deliverables completed, and measures used to gauge effectiveness. The narrative description for each NTR question should be concise and detailed enough for the DOJ to assess the Offeror's ability to perform the services described in Exhibit A, SOW. Each question must be answered in the order listed herein.

The response to all NTR questions must not exceed a total of 20 single-spaced standard letter-size (8.5" x 11") pages using the Arial typeface at a size no smaller than 11 points.

Commented [BB1]: "Sho recommendation. Consider

Commented [BB2]: Resp asks for 11 point typeface.

1. Overall Approach

The Offeror must describe why its proposed team composition (size, classifications, and specific resources identified) will best meet the DOJ's needs. The Offeror shall describe the team's specific experience working on a project of similar size and complexity providing services like those identified in Exhibit A, SOW.

2. Requirements, Procurement Development, Contract Management, and Change Control

The Offeror shall describe its approach to identifying, eliciting, and refining system and contract requirements for the FITSM Solution Provider RFP. The Offeror shall describe key contract performance metrics that it has applied to prior contract Statements of Work. The Offeror shall describe its approach for planning, developing, and executing a procurement for a Solution Provider to implement the FITSM Solution. The Offeror shall describe how it plans to manage and control changes (e.g., new legislation, Budget Change Proposal approval/denial of resources and/or funds, etc.) that may have an impact on the project, project scope, resources, and/or schedule.

3. Data Synchronization Approach

The Offeror shall provide a description of its approach to successfully implementing a Data Synchronization Solution and transitioning it to maintenance and operations (M&O).

4. Prior Experience

The Offeror shall provide a description of experience with organizations on project(s) comparable in size, complexity, and scope as the FITSM Project. Specifically, the Offeror must detail any prior experience the proposed team has had working on firearms systems. The Offeror shall describe its experience and approach leading, directing, delegating and coordinating large matrixed project teams that include both contractors and State staff.

Attachment 7 – Cost Sheet (1 of 2)

The Offeror shall complete and submit the Cost Sheet below and provide the hourly rates for all Resource Classifications. An hourly rate must be provided for each classification listed and may not exceed the current TDDC MSA rates. The hourly rates proposed and considered will be in effect throughout the term of the Agreement including any optional extension periods.

The IT Resource(s) identified to perform the tasks described in Exhibit A, SOW, must be able to work throughout the term of the Agreement.

COST SHEET RATES					
	TDDC MSA Classifications	TDDC MSA Hourly Rate	Discounted Hourly Rate YEAR 1	Discounted Hourly Rate OPTIONAL YEAR 2	Discounted Hourly Rate OPTIONAL YEAR 3
1.	Sr. Project Manager – Required	\$	\$	\$	\$
2.	Project Manager – Required	\$	\$	\$	\$
3.	Business Solutions Analyst – Required	\$	\$	\$	\$
4.	Senior Technical Lead – Required	\$	\$	\$	\$
5.	Technical Architect – Required	\$	\$	\$	\$
6.	Senior Software Engineer – Required	\$	\$	\$	\$
7.	Technical Lead – <i>Only if Proposing</i>	\$	\$	\$	\$
8.	Technical Writer – <i>Only if Proposing</i>	\$	\$	\$	\$
9.	Senior Enterprise Architect – <i>Only if Proposing</i>	\$	\$	\$	\$
10.	Enterprise Architect – <i>Only if Proposing</i>	\$	\$	\$	\$
11.	Software Engineer – <i>Only if Proposing</i>	\$	\$	\$	\$
12.	Information Security Specialist – <i>Only if Proposing</i>	\$	\$	\$	\$
13.	Combined Hourly Rate (add above lines for proposed classifications)		\$	\$	\$
14.	Average Hourly Rate (line 13 divided by # of classifications proposed)		\$	\$	\$
15.	Combined Average Hourly Rate (add totals on line 14 and divide by 3)				\$

Attachment 7 – Cost Sheet (2 of 2)

The Offer must provide a Cost breakdown using the format below. The DOJ does not expressly or by implication agree that any amount of work will be guaranteed and reserves the right to omit portions of the work as may be deemed necessary. However, the actual costs quoted below by the Offeror shall be binding for the term of the Agreement. Any amendments to the Agreement will adhere to amounts quoted on the Cost Sheet, including the utilization of the optional extension(s).

Cost includes all labor, supplies, equipment, travel, per diem, parking fees, vehicle, taxes, insurance, licenses, permit fees, additional fees, and any other associated cost necessary to provide the services in accordance with Exhibit A, Scope of Work at the cost shown below. DOJ will not pay for any costs not included in the Total Contract Amount. The Quote below is for consultant services for the initial 12-month term @ 200per month per resource.

A		B	C	D
High Level Tasks / Deliverables		Estimated Hours	Hourly Rate*	Item Total (B x C = D)
1.	Task Accomplishment Plan (TAP)		\$	\$
Project Management Services and Support				
2.	Project Integration Management		\$	\$
3.	Project Scope and Change Management		\$	\$
4.	Project Risk/Issue Management		\$	\$
5.	Project Communication and Stakeholder Management		\$	\$
6.	Project Schedule Management / Project Work Plan		\$	\$
7.	Weekly PWP Updates		\$	\$
8.	Project Requirements Management		\$	\$
9.	Knowledge Transfer		\$	\$
10.	Firearms Chaptered Legislation Documentation		\$	\$
11.	Monthly Status Report (MSR)		\$	\$
Project Approval Lifecycle (PAL) Services and Support				
12.	PAL Documents		\$	\$
13.	PAL Project Management Plans		\$	\$
14.	Monitor Changes to Previously Approve PAL Stage Submittals (i.e. S1BA, S2AA)		\$	\$
RFP and Solicitation Development Services and Support				
15.	RFP including SOW		\$	\$
16.	Pre-Solicitation		\$	\$
17.	Evaluation Planning and Reporting		\$	\$
Requirements Services and Support				
18.	Requirements Management Plan		\$	\$
19.	Requirements Tool		\$	\$
20.	BPR/JAD Sessions		\$	\$
21.	Documentation Review and Assessment		\$	\$
22.	Process Analysis		\$	\$
23.	Data Analysis		\$	\$
24.	Requirements Documentation		\$	\$
25.	Validate Requirements		\$	\$
26.	Epics, User Stories, Use Cases, Test Scripts, and Test Scenarios		\$	\$
27.	Technical Design and Documentation		\$	\$

A		B	C	D
High Level Tasks / Deliverables		Estimated Hours	Hourly Rate*	Item Total (B x C = D)
28.	Software Design Specifications (SRS) Document		\$	\$
Data Synchronization Solution, Services, and Support				
29.	Data Synchronization Implementation Plan		\$	\$
30.	Data Synchronization Solution		\$	\$
31.	Data Synchronization Transition to M&O Plan		\$	\$
32.	Data Synchronization Training and Knowledge Transfer		\$	\$
Final Report				
33.	Final Report		\$	\$
Total		19,200		\$
34.	Unanticipated Tasks and Deliverables (15% of Total)	2,880		\$
Grand Total		22,080		\$

*The Consultant's hourly rate must be based on the combined average hourly rate from the above table and may not exceed the current MSA rate.

Please be aware that hours are projected for assessment purposes only and based on the DOJ's ability to anticipate needs.

The DOJ reserves the right to make mathematical corrections or ask for clarification during the assessment phase of the RFO process.

Pursuant to Public Contract Code Section 12112, DOJ will withhold 10% of payment for each deliverable/task pending completion and acceptance of all deliverables. No progress payments shall be made in advance of acceptance of deliverables. The Contractor will submit a final invoice upon completion and acceptance of all deliverables/task for the withheld amount.

Attachment 8 – Confidentiality Statement

As an authorized representative and/or corporate officer of the company named below, who has the authority to bind the company, I warrant that my company and its employees will not disclose any documents, diagrams, information and information storage media made available to us by the State for responding to this RFO or in conjunction with any Contract arising there from. I warrant that only those employees who are authorized and required to use such materials will have access to them.

I further warrant that all materials provided by the State will be returned promptly after use and that all copies or derivations of the materials will be physically and/or electronically destroyed. I will include with the returned materials, a letter attesting to the complete return of materials, and documenting the destruction of copies and derivations. Failure to comply may subject this company to liability, both criminal and civil, including all damages to the State and third parties. I authorize the State to inspect and verify the above.

I warrant that if my company is awarded the contract, it will not enter into any agreements or discussions with a third party, excluding the subcontractor(s) participating in the project team, concerning such materials prior to receiving written confirmation from the State that such third party has an agreement with the State similar in nature to this one.

(Signature of Representative)

(Date)

(Typed Name of Representative)

(Typed Name of Company)

Attachment 9 – Contractor Statement of Acknowledgement

Contractor Name

Hereby acknowledges that we have read this RFO including all Exhibits, Attachments, and Appendices and will accept responsibility for accomplishing the work as described in accordance with the general requirements and Contractor responsibilities set forth. By submitting an offer, we agree to the terms and conditions stated in this RFO and our LPA contract.

SIGNED _____ DATE _____

NAME AND TITLE _____

ADDRESS _____

Print Name, Title and Address

PHONE # _____ EMAIL _____

Attachment 10 – Payee Data Record (STD 204) and Payee Data Record Supplement (STD 205)

Payee Data Record (STD 204) and Payee Data Record Supplement (STD 205), includes vendor qualifications to do business in California (Secretary of State print out) to be completed and submitted with RFO Response.

The STD. 204 and STD. 205 forms can be found at:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.pdf>

Attachment 11 – Bidder Declaration

To be completed and submitted with RFO Response.

<http://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>

**Attachment 12 – Commercially Useful Function (CUF) Compliance
Form (if applicable)**

If neither a small business nor a DVBE will be participating in the bid, then this form is not required.

Under Military and Veterans Code 999.5 and Government Code 14837.4 (A/B), each solicitation must be evaluated for Commercially Useful Function when the prime bidder is small, micro or DVBE certified, or a prime bidder's subcontractor is small, micro or DVBE certified. All small businesses, micro businesses, and disabled veteran business enterprises (DVBE) are required to perform a "commercially useful function" in any contract it performs for the State.

The Bidder must provide a written, signed statement below detailing the role, services and/or goods the Bidder and/or Subcontractor(s) will provide to meet the Commercially Useful Function requirement. A separate form must be provided for each small businesses, micro businesses, and DVBE.

A business that is performing a commercially useful function is one that does all of the following (e.g. specific roles of business for this project and/or goods or services to be provided as part of this project), please respond to the following statements

- 1) Supplier must be responsible for the execution of a distinct element of the work.

- 2) Supplier must carry out their obligation by actually performing, managing or supervising the work involved.

- 3) Supplier performs work that is normal for its business, services and function.

- 4) Supplier is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installation, if applicable, and making payment.

- 5) Supplier is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

Name of Bidder: _____
Signature of Bidder: _____ Date: _____

If the SB, MB or DVBE is a subcontractor:

Name of Subcontractor: _____ Type of Business (SB, MB, DVBE): _____

Attachment 13 – Disabled Veteran Business Enterprise Declarations

To be completed and submitted with RFO Response if applicable.

https://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/pd_843.pdf

Attachment 14 – Copy of TDDC MSA (including price sheet)

Offeror's copy of its current TDDC MSA (including price sheet) to be submitted with RFO Response.

Attachment 15 – Conflict of Interest and Confidentiality Statement

To be completed by consultant(s), upon DOJ request, prior to contract award (double-click the icon below to access the form).



Conflict of Interest
and Confidentiality

Attachment 16 – Contractor Security Confidentiality and Non-Disclosure Agreement

To be completed after contract award (double-click the icon below to access the form).



b. NDA
form_cjis-003.pdf

IV. EXHIBITS

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Exhibit A – Scope of Work

I. INTRODUCTION

The California Department of Justice (DOJ) seeks to obtain a team of well qualified and experienced IT consultants (Consultant Team) to provide project management, business, and technical services to help manage and oversee the Stage 3 and Stage 4 Project Approval Lifecycle (PAL) activities for the Firearms Information Technology (IT) Systems Modernization (FITSM) Project. The DOJ estimates that to complete the work, the minimum size of the Consultant Team will be six (6) full-time resources. DOJ has identified the specific classifications that it believes will be required to complete the defined activities for which the Offeror must provide resources. Understanding the depth and breadth of the work to be performed and recognizing that the classifications and number of individuals that comprise the team, the DOJ expects the Offeror's response to identify and propose the ideal Consultant Team size and composition to fully meet DOJ's needs. For this engagement, and at a high-level, DOJ has identified five major categories of work to be performed:

- Project Management Services and Support
- Project Approval Lifecycle (PAL) Services and Support (for Stages 3 and 4)
- Request for Proposal (RFP) and Solicitation Development Services and Support
- Requirements Services and Support
- Data Synchronization Solution, Services, and Support

II. SUMMARY

The Contractor shall provide a Consultant Team composed of resources with in-depth experience and expert-level expertise in the following areas, including but not limited to, project management, requirements, business process re-engineering (BPR), user stories, technical solution architecture and design, on-premise/cloud/hybrid environments, technical diagrams, as-is/to-be workflows, data rules, data synchronization, code reviews, managing changing requirements and tracking against legislation, completing PAL Stage 3 and 4 documentation, RFP and procurement development, business process mapping/modeling/metrics, system architecture application integration and interfaces. The Consultant Team will be responsible for effectively managing, supporting, and guiding the FITSM Project through the requisite system development lifecycle (SDLC), procurement, PAL, and data synchronization activities.

III. CONTRACT MANAGER

A. The Contract Managers (CM) for this Agreement are as follows:

	<u>DOJ</u>	<u>Contractor</u>
Name:	TBD	Contract Manager
Street Address:	TBD	

City, State Zip Code: TBD
Phone: TBD
Email: TBD

- B. The CMs will operate as the DOJ single point of contact for each party. DOJ's CM will provide direction to the Contractor regarding the assigned deliverables and/or tasks. The Contractor's CM shall work collaboratively with the DOJ Management Team, Program Managers, Functional Managers, and technical staff to ensure all deliverables are satisfactorily completed. The CMs shall ensure all Agreement activities are conducted in accordance with DOJ regulations; oversee processes and procedures; monitor Contractor compliance with the Agreement; and resolve issues.
- C. The DOJ and Contractor reserve the right to change their CMs at any time without amending this agreement, by notifying the other party of the change in writing.

IV. WORK TO BE PERFORMED

A. DESCRIPTION

The Contractor will be responsible for identifying and proposing the ideal team composition and size needed to fulfill the requirements of this Agreement. At a minimum, DOJ anticipates and **requires** that the classifications for **Senior Project Manager, Project Manager, Business Solutions Analyst, Senior Technical Lead, Technical Architect**, and **Senior Software Engineer** be included in the Offeror's response. However, it is in the Offeror's best interest to include as many classifications as possible to allow for more flexibility in their team composition to ensure DOJ's needs can be fully met.

TDDC MSA CLASSIFICATIONS	
•	Senior Project Manager – REQUIRED*
•	Project Manager – REQUIRED*
•	Business Solutions Analyst – REQUIRED*
•	Senior Technical Lead – REQUIRED*
•	Technical Architect – REQUIRED*
•	Senior Software Engineer – REQUIRED*
•	Technical Lead – <i>only if proposing</i>
•	Technical Writer – <i>only if proposing</i>
•	Senior Enterprise Architect – <i>only if proposing</i>
•	Enterprise Architect – <i>only if proposing</i>
•	Software Engineer – <i>only if proposing</i>
•	Information Security Specialist – <i>only if proposing</i>

***Required** resources/classifications to be included in Offeror's Response

At a high level, the objectives of the FITSM Project objective aim to 1) sustain and increase service will assist the DOJ Project Director (PD), Project Manager (PM), and Project Team in managing tasks, risks, and issues to plan

and analyze the necessary efforts to modernize the systems that support the Bureau of Firearms (BOF). Additionally, the resource(s) will assist with the coordination efforts to plan, design, and procure a solution.

The Project Management (PM) resource(s) must have substantial project management experience leading several medium and/or high complexity projects that require completion of all phases of DOJ's planning, procurement, and approval process. The levels in relation to demand for services; 2) improve customer experience through streamlined, easy-to-use services; and, 3) reduce the cost of ongoing operating expenses and to be more flexible and nimble for legislative mandates/changes, in part by reducing system complexity.

For Project Management Services and Support, the resource(s) will serve as an advisor to the DOJ's Project Director and key management staff and provide the full range of Project Management duties. The project management resource(s) will require the skills, knowledge, and ability to plan, coordinate, and execute projects according to specific requirements and constraints. The PM resource(s) must also have demonstrated experience in the various approaches to system development and/or replacement, personnel management, stakeholder management, operations support, and organizational change management while also demonstrating the ability to simultaneously manage several project management functional groups with various needs.

The PM resource(s) shall possess advanced project management certifications, have expertise in managing IT projects with aggressive timelines, adhere to the State SIMM 17, California Project Management Framework (CA-PMF), and the State Administration Manual (SAM) sections 4800 and 4900.

Under the direction of the DOJ PM, the PM resource(s) will be responsible for all knowledge areas as defined by the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK), across all process groups for this project. The PM resource(s) will work cooperatively with the Project Team, Project Management Office (PMO) and BOF staff to ensure project deliverables are identified, documented, and implemented in a timely fashion to meet planning goals.

For PAL and Requirements Services and Support, the resource(s) will be responsible for the technical and business requirements for the FITSM Project. The requirements will encompass both federal and state requirements for the program area as well as the technical requirements for the existing firearms systems. The intended outcome of the effort is to produce the requisite PAL documentation and the solution requirements for the FITSM Solution Provider RFP. The solution requirements will be used to help Offerors

to the FITSM RFP understand end-to-end business processing requirements for the envisioned FITSM system.

The resource(s) will apply expert and specialized functional and technical expertise to support the complexities of this Project. This includes applying expert organizational principles and methods to analyze and build business processes that include business process re-engineering (BPR), develop solution-level requirements/user stories, and identify and recommend solutions that align to business processes. The resource(s) will provide subject matter expertise in industry standards and have expert knowledge of methods including governance, architect enterprise strategies for large complex programs, enterprise architecture planning, development, and management; business process design and reengineering; decision making and support for solution architecture development/management; and support the attainment of business strategy and its alignment with processes and IT strategy. Experience identifying end-to-end solution requirements in infrastructure (computing, storage, and network) and application-level experience in delivering a complete solution for on-premises, cloud, or in hybrid environment is critical for this Project. The resource(s) will possess expert knowledge and technical expertise in standards and technologies to support complex business analysis, business process mapping/modeling and metrics, BPR, requirements/user story development, solution selection, systems architecture, and application integration.

The resource(s) will also be responsible for conducting necessary technical analyses, contributing to Detailed Solution Requirements/User Stories, working with the FITSM Project team to validate that the BOF business needs are addressed, and participating in Business Process Reengineering (BPR) and Joint Application Development (JAD) sessions. The FITSM Detailed Solution Requirements/User Stories will be aligned to approved mid-level requirements, firearms statutes and legislation, the viable solution alternative, the approved BPR and Data Analysis improvement decisions documentation. The resource(s) will develop technical diagrams and models at a detailed level (e.g., UML diagrams, use case diagrams, sequence diagrams, etc.) that align with To-Be Business Workflows, Data Rules, and detailed solution requirements/user stories using DOJ approved tools (Confluence draw.io, MS Visio).

The Business and Technical Analyst Consultant resource(s) must have substantial experience in facilitating end-to-end requirements gathering including As-Is and To-Be workflows, analyzing federal and state program requirements for applicability, analyzing legislative mandates for impacts, ensuring full requirements traceability from existing requirements to future deliverables in the system development lifecycle for contract management and system acceptance purposes, developing epics/user stories/use cases, identifying and building test scripts and test scenarios, implementing and maintaining requirements in a configuration management tool, establishing and maintaining a robust change control process for identifying changes to the

firearms system requirements and updating documentation based on those changes, and establishing a robust and repeatable framework for testing. The Business and Technical Analyst Consultant resource(s) must have extensive experience working with key stakeholders and business subject matter experts (SMEs) to identify opportunities for streamlining and making business processes more efficient and effective without contributing to technical complexity and/or technical debt.

The Business Analyst Consultant resource(s) will apply expert and specialized functional and technical expertise to support the complexities of this Project. This includes applying expert organizational principles and methods to analyze and build business processes that include business process re-engineering (BPR), develop solution-level requirements/user stories, and identify and recommend solutions that align to business processes. The Business Analyst Consultant resource(s) provide subject matter expertise in industry standards and have expert knowledge of methods including governance, architect enterprise strategies for large complex programs, enterprise architecture planning, development, and management; business process design and reengineering; decision making and support for solution architecture development/management; and support the attainment of business strategy and its alignment with processes and IT strategy. Experience identifying end-to-end solution requirements in infrastructure (e.g., computing, storage, and network) and application-level experience in delivering a complete solution for on-premises, cloud or in hybrid environment is critical for this Project. The Business Analyst Consultant resource(s) will possess expert knowledge and technical expertise in standards and technologies to support complex business analysis, business process mapping/modeling and metrics, BPR, requirements/user story development, solution selection, systems architecture, and application integration.

The Technical Analyst Consultant resource(s) will be responsible for conducting necessary technical analyses, contributing to Detailed Solution Requirements/User Stories, working with the FITSM Project team to validate that the BOF business needs are addressed, and participating in Business Process Reengineering (BPR) and Joint Application Development (JAD) sessions. The FITSM Detailed Solution Requirements/User Stories will be aligned to approved mid-level requirements, firearms statutes and legislation, the viable solution alternative, the approved BPR and Data Analysis improvement decisions documentation. The Technical Analyst Consultant resource(s) will develop technical diagrams and models at a detailed level (e.g., UML diagrams, use case diagrams, sequence diagrams, etc.) that align with To-Be Business Workflows, Data Rules, and detailed solution requirements/user stories using DOJ approved tools (Confluence draw.io, MS Visio).

For RFP and Solicitation Development Services and Support, the resource(s) will assist DOJ in developing the FITSM Solution Provider RFP. This will include but not be limited to providing acquisition support services to DOJ

throughout the FITSM procurement process, leading up to, and including contract award. Acquisition support services will include, at a minimum, assisting in establishing the overall strategy, development of the RFP document, and creation of the Evaluation Plan for the procurement through contract award.

The resource(s) shall work with the FITSM Project leadership and coordinate and work closely with all FITSM project staff and vendor consultants, as necessary, to provide timely and relevant procurement assistance services. The resource(s) shall ensure that the FITSM RFP and Evaluation Plan are developed in accordance with the applicable Department of General Services (DGS) State Contracting Manual (SCM) and the California Department of Technology (CDT) procurement guidelines. When developing the Statement of Work (SOW) and guiding the FITSM Project team through the procurement process, the resource(s) will assist in ensuring all tasks and deliverable, risk and issue analysis, and recommendations adhere to the Statewide Information Management Manual (SIMM) 19, SIMM 180, and Project Approval Lifecycle (PAL) Stages 3 and 4.

As part of the data preparation phase for the FITSM project, unified records are being created for key business entities (i.e., Dealership, License, Weapon, Ammo, Person, and Certificate) derived from existing databases. This data preparation is essential to stage and prepare data for consumption by the modernized FITSM solution. A critical component of this data preparation effort is the implementation of a one-way data synchronization process. This synchronization will migrate new and modified data entities from legacy databases into the unified records. The FITSM project is being implemented using a phased approach, allowing some components to be released and deployed ahead of others. This phased rollout necessitates the data synchronization to ensure that new components can access and utilize the unified records while other components continue to rely on legacy applications and databases. The unified record serves as the single source of truth and must remain up-to-date, reflecting all changes and additions to data entities originating in legacy applications. Contractors bidding on this implementation should understand that a design for the data synchronization process will be provided to the selected contractor. While feedback on the design is welcome and appreciated, the selected contractor will be expected to implement the synchronization according to the provided design. The successful implementation of this one-way synchronization is crucial for the overall success of the FITSM project, ensuring data accuracy, minimizing disruption during the transition, and ultimately empowering the new system with reliable and consistent information throughout the phased rollout.

All tasks and activities shall be performed in accordance with applicable DOJ standards and conventions. These are predicated on Institute of Electrical and Electronics Engineers (IEEE) standards (or equivalent standard that is substantially similar). At a minimum, IEEE Standards 1012-2012 (Software

Verification and Validation) and IEEE 12207-2008 (Software Life Cycle Processes) shall be applied.

B. ADDITIONAL SERVICES

The Contractor may be required to provide additional services related to the performance of activities described within this Scope of Work, as requested by the DOJ CM, not to exceed 15% of the total Agreement amount.

The DOJ CM and the Contractor mutually agree upon the cost for providing additional services, if requested, via a Work Authorization (WA) (Appendix 2) before the work can commence. All costs will align with the hourly rates included in the Classification and Hourly Rates section of Attachment 7, Cost Sheet.

C. CONTRACTOR TASKS AND DELIVERABLES

The Contractor Consultant(s) shall complete the tasks and deliverables listed in Table I. Completion of the identified deliverables shall be under the direction of the DOJ's Management Team, in accordance with the DOJ/CJIS policies and procedures.

EXHIBIT A – TABLE I

Tasks and Deliverables Matrix

ID	High-Level Tasks and Deliverables Description	Task / Deliverable	Due Date
1.	Task Accomplishment Plan (TAP) – This includes: Prepare and deliver a comprehensive Task Accomplishment Plan (TAP). A TAP is a spending plan that describes the planned monthly expenditures for the life of the Agreement and is the first deliverable of the Agreement. The TAP must be revised and resubmitted each time there is a change to the cost or spending plan (due to an agreement amendment).	Deliverable	Ten (10) business days following start of work
Project Management Services and Support			
2.	Project Integration Management – This includes: Developing/maintaining Project Management Artifacts such as, but not limited to, the project charter, project management plans and plan updates, and project reporting throughout the project lifecycle. Consultant shall follow the Project Management Body of Knowledge (PMBOK) and the California Project Management Framework (CA-PMF) project management methodology guidelines.	Task	ONGOING
3.	Project Scope and Change Management – This includes: Validating and controlling scope, performing integrated change control, conducting change configuration tasks, as well as code freeze management. Proposed changes will be analyzed and recorded in a change management log managed by the Contractor.	Task	ONGOING

ID	High-Level Tasks and Deliverables Description	Task / Deliverable	Due Date
	Develop/Update the Project's Change Management processes/procedures.		
4.	Project Risk/Issue Management – This includes: Identifying and mitigating risks, managing risk response planning, assisting in the creation of automated tools (as necessary) for the managing and resolution of issues and action items created by the team to avoid escalation to the Project Director, conducting meetings as needed to ensure show-stopper issues are resolved expeditiously, and preparing Corrective Action Plans to include suggestions on how to mitigate risks and address/manage issues as they arise.	Task	ONGOING
5.	Project Communication and Stakeholder Management – This includes: Assist in preparations for project management presentations for the Project Team and Stakeholders. Facilitating regular meetings with the Project Team and technical staff, documenting action items, conducting stakeholder management and communication, keeping key stakeholders apprised and equipped with the most up-to-date information related to the most important project priorities, and presenting information to the CJIS Management Team.	Task	ONGOING
6.	Project Schedule Management / Project Work Plan (PWP) – This includes: Developing and maintaining a project delivery schedule, estimating activity resources, defining the sequence of activities, creation and control/maintenance of the schedule, establishing standards for maintaining and reporting information regarding the schedule, maintaining the schedule in MS Project, and providing leadership with relevant reporting that is easy to understand by management. Additionally, proactively identify gaps and risks by conducting schedule audits and providing insightful analysis to management and recommend corrective actions or adjustments to maintain project timelines. The PWP will be used to identify deliverable dates for deliverables identified in this contract. - Schedule shall be decomposed to the task level (e.g., no more than 40 hours of effort each) - Schedule must include all activities necessary to perform all services and designate resources to the activities associated with the Project (e.g., Business Process Re-engineering, Solution Requirements, Primary Solicitation Development, Data Migration, PAL activities, etc.) - The schedule shall be resourced with any contractor and/or state staff necessary to complete the work - Contractor shall work with the FITSM Project Director and Project Manager to include RFP development activities - Contractor shall work with the FITSM Project Director, Project Manager, and Contract Manager and the CDT State Technology Procurement to schedule procurement activities	Task for ongoing schedule management activities Deliverable is the PWP	PWP due twenty (20) working days following start of work

ID	High-Level Tasks and Deliverables Description	Task / Deliverable	Due Date
	Contractor shall develop and maintain the schedule in MS Project		
7.	Weekly PWP Updates – This includes: Maintaining the PWP for the life of the Project and providing weekly updates to the PWP.	Deliverable	Every Friday before close of business
8.	Project Requirements Management – This includes: Working with the Project Team, subject matter experts and IV&V consultant team to provide management oversight on the requirements elicitation, development, and traceability activities to ensure the requirements are complete, thorough, identified at the right level, and traceable for inclusion in the Request for Proposal (RFP).	Task	ONGOING
9.	Knowledge Transfer – This includes: Executing knowledge transfer to DOJ staff. Knowledge transfer will consist of: - Transfer all requirements documentation to DOJ. - Transfer all supporting documentation and tools to DOJ. - Document, mentor, and transfer of knowledge to DOJ staff - Provide training and ensure knowledge transfer through mentoring, classroom training, hands-on training, train the trainer, training materials, etc., as necessary. - Develop deliverables to support initial and ongoing training, as necessary, including user manuals, procedures, processes, and training materials, etc.	Task	As defined in the PWP
10.	Firearms Chaptered Legislation Documentation – This includes: Develop/update documentation that evaluates, analyzes, and identifies legislative impacts (e.g., legislative mandate requirements, proposed legislation, proposed regulations, court decisions, etc.) to the FITSM requirements. The documentation shall include but will not be limited to the following: - Traceability to the FITSM requirements, business processes, and business rules. - Ensure appropriate updates are made to the new solution documentation (e.g., detailed solution requirements, business rules, to-be models, JIRA R4J, etc.). - Identification of impacts to the requirements, business processes, and/or business rules and recommendations on how to mitigate the impacts for the new solution and potential future enhancements/applications. - Identification of any system enhancements that may be necessary. - Development of a tool/tracking mechanism that DOJ will leverage to manage/track and cross-reference all future impacts that legislation may have to related firearms requirements, business processes, and/or business rules.	Deliverable	As defined in the PWP
11.	Monthly Written Status Report (MSR) – This includes: Prepare and deliver written MSRs. The reports must contain: An overview of Agreement tasks and activities completed for each specific task/deliverable during the reporting period.	Deliverable	Monthly by the fifth working day of each month

ID	High-Level Tasks and Deliverables Description	Task / Deliverable	Due Date
	- An overview of Agreement tasks and activities in progress for each specific task/deliverable. - Identification of all risks and issues that could impede the Project including but not limited to the completion and/or quality of the RFP. - Recommendations regarding how to mitigate the impact of identified risks and issues. - Updates on prior risks, issues, and mitigation measures. - Information regarding work planned for the next reporting period. - Actual Agreement expenditures versus planned expenditures		
Project Approval Lifecycle (PAL) Services and Support			
12.	PAL Documents – This includes: Working with the Project Team to develop and prepare PAL Stage 3 and 4 sections, supporting documents, and RFP documentation including but not limited to: 3.3 Detailed Solution Requirements and Outcomes - Traceability Matrix - To-Be Workflows - Statement of Work 3.4 Project and Procurements Roadmap 3.6 Primary Solicitation 4.3 Contract Management Plan - Alignment to primary contract to be awarded to ensure effective contract and vendor performance management processes are in place for the contract 4.4 Organizational Readiness - Implementation Plan - Alignment to primary contract to be awarded to ensure effective implementation of the solution 4.5 Project Readiness 4.6 Business Objective Valuation 4.7 Schedule Baseline 4.8 Cost Baseline - Cost Management Plan - Financial Analysis Worksheets 4.9 Primary Solicitation Results - Evaluation and Selection Report - Draft Configuration Management Plan - Draft Data Management Plan - Draft Maintenance and Operations Transition Management Plan 4.10 Risk Register	Deliverable	As defined in the PWP
13.	PAL Project Management Plans – This includes: Develop/Update the Project Management Plans required for PAL Stage 3 submission. The plans that will need to be developed and/or updated include but are not limited to the following: - Governance Plan - Scope Management Plan	Deliverable	As defined in the PWP

ID	High-Level Tasks and Deliverables Description	Task / Deliverable	Due Date
	- Schedule Management Plan - Stakeholder Management Plan - Project Management Plan - Risk Management Plan - Issue and Action Item Management Plan - Change Control Management Plan - Quality Management Plan - Testing Management Plan - Security Management Plan - Contract Management Plan - Procurement Roadmap		
14.	Monitor Changes to Previously Approve PAL Stage Submittals (i.e. S1BA, S2AA) – This includes: Monitor project documentation and deliverables to identify changes to previously submitted PAL stage documents. If changes are required, assist in the updates and re-submittal of PAL Stage documents.	Task	ONGOING
RFP and Solicitation Development Services and Support			
15.	RFP including SOW – This includes: Work with Project Team to prepare the FITSM Primary Solicitation in compliance with DGS and CDT guidelines. Include: - Creation of Bidders' Library – include the materials referenced in the RFP/SOW as well as any essential items the Bidders will need to reference such as: system architecture designs, As-Is and To-Be business process workflows, and project objectives. - Contract Off-Ramps – analyze and provide options for contract off-ramps due to vendor performance issues - Service Level Agreements (SLAs) – analyze and provide options for SLAs to manage vendor performance - Financial Assessments and/or Liquidated Damages – analyze and provide options for financial assessments and/or liquidated damages to hold vendor accountable for performance - RFP Appendices/Addendums – Prepare all necessary appendices/addendums as required by DOJ and CDT procurement guidelines - RFP Questions/Answers – Provide technical support and analysis in preparing responses to questions related to the RFP. - Procurement Summary File – Develop and maintain a file that will provide the history of the procurement transactions with the significant facts, events, and decisions leading up to Contract award.	Deliverable	As defined in the PWP
16.	Pre-Solicitation – This includes: Work with the Project Team to prepare the Pre-Solicitation in CDT approved format. - Draft responses to vendor community questions/comments - Update the RFP based on vendor feedback	Deliverable	As defined in the PWP
17.	Evaluation Planning and Reporting – This includes: Work with the Project Team to develop a comprehensive Evaluation Plan and detailed proposal scoring criteria.	Deliverable	As defined in the PWP

ID	High-Level Tasks and Deliverables Description	Task / Deliverable	Due Date
	- Develop the Evaluation Plan - Test the Evaluation Plan scoring to ensure fairness - Prepare the RFP Evaluation and Selection Report in DOJ/CDT approved format - Evaluation and Selection Report must be approved by the DOJ and CDT		
Requirements Services and Support			
18.	Requirements Management Plan – This includes: Prepare and deliver a Requirements Management Plan that contains at a minimum: - Types of requirements - Attributes - Attribute values and the meaning of the values - Traceability between requirements - Elicitation process - Workflows and activities - Change management - Tools, templates, methods, and standards	Deliverable	Twenty (20) business days following start of work
19.	Requirements Tool – This includes: Utilize DOJ's standard tools for requirements gathering, recording, tracking, and referencing. - Utilize Confluence, draw.io, MS Visio - Manage/maintain requirements, business rules, etc. in JIRA R4J. - Update and track requirements that are impacted by firearms legislation.	Task	ONGOING
20.	BPR/JAD Sessions – This includes: Conduct BPR/JAD sessions with SMEs, as necessary, to elicit requirements, validate business processes, document/review As-Is/To-Be Business processes. Work with SMEs to contribute, provide input, and/or update workflows and requirements documentation.	Task	As defined in the PWP

ID	High-Level Tasks and Deliverables Description	Task / Deliverable	Due Date
21.	Documentation Review and Assessment – This includes: • Reviewing all applicable and relevant documentation to identify and validate requirements applicable to FITSM. • Review existing documentation and requirements to identify and validate requirements applicable to FITSM. • Complete a crosswalk of relevant workflows. • Review and identify any gaps in documentation. ◦ Develop and implement a plan to address the gaps. ◦ Recommendations may include but not be limited to: ▪ Consolidating business processes ▪ Automating workflows ▪ Eliminating redundancy ▪ Eliminating manual workflows ▪ Reducing costs ▪ Improving customer service ▪ Increasing efficiency ▪ Capturing necessary information to facilitate the production of statistical reports	Deliverable	As defined in the PWP
22.	Process Analysis – This includes: • Align business processes in collaboration with the technical team for technical feasibility. • Identify and document data owners and retention periods for all data stored in the existing FITSM systems based on federal, state, and program requirements and identify requirements applicable to FITSM. • Inventory and assess existing firearms systems' external components and processes and identify requirements applicable to FITSM. • Review federal and state law, regulations, and court decisions for the firearms programs and identify requirements applicable to FITSM. • Compile applicable Service Level Agreements (SLAs) and Key Performance Indicators (KPIs) applicable to FITSM for inclusion in the RFP SOW.	Task	As defined in the PWP
23.	Data Analysis – This includes: • In conjunction with state-provided SMEs, develop a data dictionary and data management plan ◦ Provide business definitions, metadata and object usage sourced from all data input and output sources. ◦ Include code values and usage. ◦ Identify data required for State and Federal reporting. • Analyze, describe, and catalog: ◦ Data transformation and aggregation. ◦ Direct database connections used to obtain data extracts or meet reporting needs. ◦ Data utilized for state and federal reporting.	Task	As defined in the PWP

ID	High-Level Tasks and Deliverables Description	Task / Deliverable	Due Date
	○ Data exchanges and interactions with collateral systems. ○ State-specific form and report templates available within the application, their data sources and how they are populated. • Catalog the interface specifications including data exchanged and data source.		
	Requirements Documentation – This includes: • Develop/update firearms systems interface requirements. • Develop/update a document that lists all firearms business processing and technical requirements in a format that can be used for the FITSM procurement effort. • Develop/update a traceability matrix identifying where each documented requirement is derived from. • Develop, review, and/or update existing documentation including but not limited to: ○ As-Is Business Process documentation ○ To-Be Business Workflow diagrams ○ Mid-Level Business Requirements ○ BPR Plan ○ Detailed Solution Requirements ○ Business rules ○ Security requirements to ensure alignment and traceability to California Public Records Act legislation, Criminal Justice Information Services security policy, or Federal Information Security Modernization Act (FISMA) controls ○ Interface requirements that identify FITSM external systems with which it will interact (e.g., data that will be transferred between the external systems and the nature and frequency of the interaction) • Identify, analyze, document, and prioritize how BPR changes will be managed and addressed in the detailed solution requirements. • As needed, complete any outstanding requirements tasks such as: To-Be firearm system(s) at a detailed level (e.g., UML diagrams, use case diagrams, sequence diagrams, etc.) using DOJ approved tools (i.e., Confluence draw.io, MS Visio), To-Be Detailed Solution Requirements (i.e., functional and non-functional), To-Be Diagrams (e.g., use case, sequence, architecture), software development standards (e.g., technology stack, development framework, users interfaces, design, and testing tools).	Task	As defined in the PWP
24.	Validate Requirements – This includes: • Engage stakeholders to validate accuracy, completeness, or relevancy of requirements. • Ensure requirements are aligned with goals and objectives. • Ensure workflows and requirements are aligned with any BPR efforts underway.	Task	As defined in the PWP

ID	High-Level Tasks and Deliverables Description	Task / Deliverable	Due Date
	- Update documented requirements as needed based on stakeholder clarification. - Solicit stakeholder approval of documented requirements. - Provide recommendations for requirements and business processes/BPR including but not limited to: - Consolidating business processes - Automating workflows - Eliminating redundancy - Eliminating/reducing manual workflows - Reducing costs - Improving customer service - Increasing efficiencies - Capturing necessary information to facilitate the production of statistical reports		
25.	<u>Epics, User Stories, Use Cases, Test Scripts, and Test Scenarios</u> – This includes: - Develop epics, user stories, and use cases to support the validation and traceability of the solution requirements for the RFP. - Develop test scripts and test scenarios based on business rules and business processes that the FITSM Project can leverage for UAT testing of the FITSM solution.	Task	As defined in the PWP
26.	<u>Technical Design and Documentation</u> – This includes: - Provide and review detailed design documentation, including flow charts, architecture diagrams, system design, system diagrams, data flows, user role manual, etc. - Attend and lead technical requirements sessions with technical and business stakeholders. - Develop security documentation to ensure alignment and traceability to any California Public Records Act legislation, Criminal Justice Information Services security policy, or Federal Information Security Modernization Act (FISMA) controls. - Develop technical documentation to be included in the Bidders' Library and/or the RFP documentation.	Task	As defined in the PWP
27.	<u>Software Design Specifications (SRS) Document</u> – This includes: Develop a comprehensive SRS Document that describes the software expected functionality and performance standards. The SRS Document shall include the following sections including but not limited to the following: - Introduction 1.1. Intended audience 1.2. Intended user 1.3. Product scope 1.4. Definitions and acronyms - Overall Description 2.1. System context 2.2. User needs 2.3. System objectives 2.4. Operational environment	Deliverable	As defined in the PWP

ID	High-Level Tasks and Deliverables Description	Task / Deliverable	Due Date
	2.5. Assumptions and Dependencies 2.5.1.External dependencies for system operation 3. System Features and Requirements 3.1. Functional Requirements 3.1.1.If/then behaviors 3.1.2.Data handling logic 3.1.3.System workflows 3.1.4.Transaction handling 3.1.5.Administrative functions 3.1.6.Regulatory and compliance needs 3.1.7.Performance requirements 3.1.8.Reports 3.1.9.Data flow diagrams (if applicable) 3.1.10. Input/output specifications 3.2. External Interface Requirements 3.2.1.User interfaces 3.2.2.Hardware interfaces 3.2.3.Software interfaces 3.2.4.Communication protocols 3.3. Non-Functional Requirements 3.3.1.Security 3.3.2.Capacity 3.3.3.Compatibility 3.3.4.Reliability and availability 3.3.5.Scalability 3.3.6.Maintainability 3.3.7.Usability 4. Design Constraints 5. Validation and Verification 5.1. Testing strategy 5.2. Acceptance criteria 5.3. Quality assurance measures		
28.	Initial Test Plan – This includes: Develop an initial Test Plan that the FITSM Project can leverage for the FITSM Solution. The Test Plan shall include prioritized functionality that will need to be tested/validated based on requirements. As this will be an initial Test Plan, the purpose of this document is to outline the recommendations to be included in a thorough test plan once the Solution Provider is onboard. However, to the extent possible and based on knowledge of the FITSM Project and the requirements, this initial Test Plan, at a minimum, should outline what needs to be tested, how best to test those items, what will be needed to support the testing environment, what would be a reasonable timeframe to complete a through end-to-end test with identification of critical milestones, and what deliverables should be included. The initial Test Plan shall include the following but not be limited to: • Test Objectives ○ What needs to be achieved through testing ○ Goals of testing process • Scope to be tested ○ Features/functionality to be tested (in scope)	Deliverable	As defined in the PWP

ID	High-Level Tasks and Deliverables Description	Task / Deliverable	Due Date
	○ Feature/functionality not to be tested (out of scope) • Roles and Responsibilities ○ Identification of specific roles and responsibilities required to carry out full end-to-end testing • Test Approach/Strategy ○ Overall approach ○ Testing types (e.g., functional, performance, regression, security, usability, etc.) ○ Detailed description of how tests will be designed and executed ○ Test methodologies to be employed ○ Defect management and tracking ○ Entry and Exit criteria ○ Exit condition(s) ○ Test automation, if applicable • Test Design ○ Explanation of test case design techniques • Test Cases/Scripts ○ Identification of individual test cases with detailed steps, expected results, and preconditions ○ Identification/development of initial Test Scripts • Test Environment ○ Hardware and software configurations and requirements for testing ○ Network requirements • Test Schedule ○ Timeline for various testing phases (e.g. unit testing, integration testing, system testing) ○ Critical milestones • Test Deliverables ○ Defines what the output/outcome of the testing process will be ○ Ensures effectiveness of the testing • Risk Management ○ Potential risks that could impact the testing process ○ Strategies for mitigating identified risks ○ Actions to be taken if risks materialize • Test Data ○ Recommendation for leveraging data to be tested ○ Handling of test data		
Data Synchronization Solution, Services, and Support			
29.	Data Synchronization Implementation Plan – This includes: Develop an Implementation Plan for the Data Synchronization Solution that demonstrates understanding of the provided design and the plan for implementing the solution. The Implementation Plan shall include but is not limited to the following: • Executive Summary of Design Understanding: Provide a concise executive summary (1-2 pages) that	Deliverable	Twenty (20) business days following start of work

ID	High-Level Tasks and Deliverables Description	Task / Deliverable	Due Date
	demonstrates a clear understanding of the overall software solution design. This summary should highlight the core functionalities, architectural principles, data flow, data mappings, and transformation rules. Potential recommendations for improvement to the design may also be included. • Key Architectural Components and Interactions: Present a high-level overview of the major architectural components and their interactions, focusing on the overall architecture of the Data Synchronization solution rather than detailed technical specifications. • Implementation Approach and Strategy: Outline the proposed implementation approach and strategy. • Risk Assessment and Mitigation Strategies: Conduct a high-level risk assessment, identifying potential challenges and outlining corresponding mitigation strategies. • Key Assumptions and Dependencies: Explicitly state the key assumptions and dependencies on which the proposed implementation approach is based. • Detailed schedule/plan: Outline the tasks, timelines, and resources required to build and deploy the solution. NOTE: this schedule must be integrated into the overall PWP. • Important Note Regarding Database Schema: The Contractor should be aware that the database schema representing the target of the one-way data synchronization may be subject to modifications during the FITSM project's requirements and design phases. These modifications are considered an inherent part of the development effort and should be factored into the Contractor's implementation plan. The Contractor is expected to implement the provided solution design in a flexible and adaptable manner, accommodating potential target database schema changes without requiring formal change requests.		
30.	Data Synchronization Solution – This includes: Build, test, deployment, and transition to M&O of the Data Synchronization Solution. The Solution shall include but is not limited to the following: • Implementation of any recommended improvements as approved by DOJ. • Fully Developed and Documented Source Code. Provide complete, well-structured, and thoroughly documented source code for all components of the Data Synchronization Solution. Documentation must adhere to industry best practices and include: ○ Inline code comments explaining logic and functionality. ○ API documentation (if applicable).	Task	As defined in the PWP

ID	High-Level Tasks and Deliverables Description	Task / Deliverable	Due Date
31.	- Completion of comprehensive testing encompassing various scenarios, including unit tests, integration tests, and system tests. - Detailed documentation of test results that demonstrate the solution meets the specified data integrity and performance requirements. - Full Deployment Scripts and Instructions: Provide complete and tested deployment scripts and detailed instructions for deploying the Data Synchronization Solution across all environments (e.g., development, testing, staging, and production). These must include: - Automated deployment scripts (where feasible). - Step-by-step instructions for manual deployment (if necessary). - Configuration files and parameters including any configuration changes needed and specific instructions per environment. - Rollback procedures. - Verification steps to confirm successful deployment. - Contractor will identify and provide a period of time for "hyper care" where all critical defects are prioritized and resolved. - Defect close-out report that documents any identified issues at go-live, resolution steps, and validation of defect resolution. Data Synchronization Transition to M&O Plan – This includes: Develop a Transition to M&O plan for the Data Synchronization Solution to be transitioned to DOJ to take over. The Transition to M&O Plan shall include but is not limited to the following: - A comprehensive technical design document detailing the architecture, data flow, and implementation details including relevant architectural artifacts and diagrams that describe the final design of the solution. - Operational runbooks with detailed instructions for monitoring, maintaining, and troubleshooting the solution. - Post-deployment report with a detailed summary of the performance of the solution and any observations made during the initial production run including any known issues.	Deliverable	Ten (10) business days prior to solution go-live
32.	Data Synchronization Training and Knowledge Transfer – This includes: Provide specific training and knowledge transfer for the Data Synchronization Solution in order for DOJ staff to take over M&O of the solution. The Contractor shall be responsible for the following including but not limited to: - Training materials - Operational and instructional documentation for managing and maintaining the solution. - Knowledge transfer sessions - On-the-job training and/or providing shadowing training - Development and implementation of a knowledge transfer assessment to validate that DOJ staff have the	Task / Deliverable (documentation)	Ten (10) business days following solution go-live

ID	High-Level Tasks and Deliverables Description	Task / Deliverable	Due Date
	knowledge and expertise to effectively assume M&O for the solution.		
Final Report			
33.	Final Report – This includes: Develop a Final Report that summarizes all project activities, accomplishments, and lessons learned. Provide a walk-through of the final report to designated project management and staff. The Final Report shall include, but is not limited to, the following: • Summary of all SOW tasks and activities • Deliverables (i.e., include outstanding or incomplete deliverables along with an associated impact assessment) • Milestone accomplishments • Lessons learned • Summary of key recommendations to improve the Project's execution, artifacts, and outcomes. • Summary of major risks and issues and how they were mitigated. • Open issues that may require post project attention. • Location of project artifacts (SharePoint location, etc.) • Actual Agreement expenditures versus planned expenditures	Deliverable	Fifteen (15) working days after completion of all other Contract tasks and deliverables and at least three (3) weeks prior to Agreement end
Unanticipated Tasks and Deliverables			
34.	Unanticipated Tasks and Deliverables – Unanticipated tasks/deliverables will be contracted for on an as-needed basis and shall be optional throughout the term of the Contract.	TBD	TBD

D. RESOURCE AVAILABILITY/WORK HOURS

The Contractor shall be available to provide services at any time during normal DOJ business hours, Monday through Friday, between 8:00 a.m. and 5:00 p.m. Pacific Time (PT), excluding State holidays, except as specifically agreed to otherwise in writing by the DOJ CM. A list of the State holidays for 2025 is available at the following location:

<https://www.calhr.ca.gov/employees/pages/state-holidays.aspx>

The Contractor Resource(s) may be required to provide support beyond the normal DOJ business hours to successfully provide services described in this SOW or a specific WA. Increased access can be provided during critical project periods, with prior approval of the manager over the facility being accessed. Any work performed outside of the DOJ's core business hours, including after hours, weekends, and holidays, will be paid at the same hourly rate (overtime rates will not apply).

E. RESOURCE LOCATION

The Contractor Resource(s) must be available to work either virtually or onsite at the DOJ Sacramento Headquarters, 4949 Broadway, Sacramento, California, 95820 or other DOJ locations within the Sacramento region, as mutually agreed upon.

The Contractor shall notify the DOJ CM at least ten (10) business days in advance of any required visits to any DOJ location.

All Contractor Staff including any subcontractors must be located within the United States of America.

F. SCHEDULING OF WORK

Contractor shall confer with the DOJ CM or designee in a kickoff meeting to review work details, methods, and scheduling.

G. WORK DETAILS/TASKS

This Agreement will be a combination of deliverables-based (fixed cost) and Time and Materials (T&M) based (hourly rate) work.

The description in this Section IV represents generic/high-level activities, deliverables, and tasks expected to be performed. Detailed/specific activities, tasks/deliverables shall be identified in an approved WA and shall be performed in accordance with applicable DOJ standards and conventions.

H. SCHEDULE OF WORK DETAILS

Work timeframes and schedule of tasks/deliverables will be identified in an approved WA.

I. WORK AUTHORIZATIONS

Prior to the Contractor beginning any work, the DOJ CM, or designee, in consultation and agreement with the Contractor, will issue a WA. The WA is used by the DOJ to manage and control the work performed by the Contractor through the duration of the Agreement. The DOJ and the Contractor shall review each WA and reach agreement on the activities, deliverables, tasks, responsibilities, and cost to complete the defined effort. Upon mutual agreement, the Contractor and the DOJ shall sign the WA and billable work may begin on the WA defined effort.

It is the DOJ's intent to always have a signed, active WA in place throughout the Agreement term, and there may be multiple signed WAs in place simultaneously. However, the Agreement includes no guarantee of work, regardless.

Task/deliverable means a tangible or intangible Contractor requirement to be produced during the term of the Agreement. Tasks/Deliverables may be either an outcome to be achieved or an output to be provided.

The following rules will apply for all WAs:

1. It is understood and agreed by both parties to this Agreement that all the terms and conditions of this Agreement will remain in force with the inclusion of any such WA. Such WA will in no way constitute an Agreement other than as provided pursuant to this Agreement nor in any way amend or supersede any of the other provisions of this Agreement.
2. All WAs must be signed by the Contractor and the DOJ prior to beginning work.
3. The DOJ has the right to require the Contractor to stop or suspend work on any WA pursuant to the following "Stop Work" provisions.
 - a. The DOJ may, at any time, by written Stop Work Order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this Agreement for a period up to forty-five (45) calendar days after the Stop Work Order is delivered to the Contractor, and for any further period to which the parties may agree. The Stop Work Order will be specifically identified as such and must indicate it is issued under this clause. Upon receipt of the Stop Work Order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the Stop Work Order during the period of work stoppage. Within a period of forty-five (45) calendar days after a Stop Work Order is delivered to the Contractor, or within any extension of that period to which the parties must have agreed, the DOJ will either:
 - 1) Cancel the Stop Work Order; or
 - 2) Terminate the work covered by the Stop Work Order as provided for in the termination for default or the termination for convenience clause of this Agreement.
 - b. If a Stop Work Order issued under this clause is canceled or the period of the Stop Work Order or any extension thereof expires, the Contractor shall resume work. The DOJ will make an equitable adjustment in the delivery schedule, the Agreement price, or both, and the Agreement will be modified, in writing, accordingly, if:
 - 1) The Stop Work Order results in an increase in the time required for, or in the Contractor's cost properly allocable to the performance of any part of this Agreement; and
 - 2) The Contractor asserts its right to an equitable adjustment within sixty (60) calendar days after the end of the period of work stoppage; provided, that if the DOJ decides the facts justify the action, the DOJ may receive and act upon a proposal submitted at any time before final payment under this Agreement.
 - c. If a Stop Work Order is not canceled and the work covered by the Stop Work Order is terminated in accordance with the provision entitled Termination for the Convenience of the DOJ, the DOJ must allow

reasonable costs resulting from the Stop Work Order in arriving at the termination settlement.

- d. The DOJ will not be liable to the Contractor for loss of profits because of a Stop Work Order issued under this clause.
4. Personnel resources will not be expended (at a cost to the DOJ) on task accomplishment in excess of estimated work hours required unless the procedure below is followed:
 - a. If, in the performance of the work, the Contractor determines that a WA to be performed under this Agreement cannot be accomplished within the estimated work hours, the Contractor will immediately notify the DOJ in writing of the Contractor's estimate of the work hours, which will be required to complete the WA in full. Upon receipt of such notification, the DOJ may:
 - 1) authorize the Contractor to expend the estimated additional work hours or service in excess of the original estimate necessary to accomplish the WA (such an authorization not unreasonably to be withheld), or
 - 2) terminate the WA, or
 - 3) alter the scope of the WA in order to define tasks that can be accomplished within the remaining estimated work hours.
5. The DOJ will notify the Contractor in writing of its election within five (5) business days after receipt of the Contractor's notification. If notice of the election is given to proceed, the Contractor may expend the estimated additional work hours or services. The DOJ agrees to reimburse the Contractor for such additional work hours.

J. CHANGE ORDERS

The DOJ reserves the right to modify the WA with agreement of the Contractor. The services, activities, tasks, deliverables, and responsibilities are identified in the signed WA; however, this work may change due to a variety of factors that may be discovered while performing the WA or due to external factors. Any modifications to an executed WA or CO will be done via the Change Order (CO) form (Appendix 4).

K. WORK PRODUCTS

The Contractor agrees to provide all work products to the DOJ including, but not limited to, the programs and documentation, including all ideas, routines, object and source code, specifications, flow charts and other materials, in whatever form, developed solely for the DOJ under this contract. The Contractor agrees that its work products are the sole and exclusive property of the DOJ. The Contractor shall treat all work products on a confidential basis and not disclose it to any third party without the DOJ's written consent. The Contractor hereby assigns to the DOJ its entire right, title and interest, including all patents, copyright, trade secret, trademark and other proprietary rights, in

the work product. The Contractor shall, at no charge to the DOJ, execute and aid in the preparation of any papers that the DOJ may consider necessary or helpful to obtain or maintain any patents, copyrights, trademarks, or other proprietary rights.

L. ACCEPTANCE CRITERIA

All written tasks/deliverables identified through the WA shall be provided in an electronic format compatible with the DOJ's current MS Office suite or as otherwise specified by the DOJ CM or designee. Unless otherwise agreed to by the DOJ CM or designee, draft deliverables or tasks must be provided at least ten (10) business days in advance of the final task/deliverable due date in order to allow five business days for comments and feedback from the DOJ CM or designee.

Task/deliverable suitability for acceptance is at the sole discretion of the DOJ CM or designee. All acceptance criteria are defined in the WA.

The DOJ will verify that the tasks/deliverables are in conformity with the WA (or revised CO). Within ten (10) business days from DOJ's receipt of the final WA task/deliverable, the DOJ CM or designee will provide notice that the tasks/deliverables have been approved as is, approved with noted changes, or denied, by marking the Formal Acceptance (FA) form (Appendix 3) as follows and providing a copy to the Contractor:

- a) **Approved as is**
- b) **Approved with Noted Changes**
(This means one or more tasks/deliverables did not meet the Accepted Criteria identified on the WA but have been accepted by the DOJ with acknowledgement that the Accepted Criteria was not met.)
- c) **Denied**
(This means one or more tasks/deliverables did not meet the Accepted Criteria identified on the WA and are deemed unacceptable to the DOJ, the WA will be marked as denied by the DOJ.)

If a task/deliverable is either approved with noted changes or denied, the DOJ will specify on the FA the reasons specifically noting any portions of the Acceptance Criteria that have not been met.

Within five (5) business days from the date of Contractor's receipt of notification (cure period) that a WA has been denied (unless a longer period is approved by the DOJ), Contractor must correct the deficiency(s) and bring all tasks/deliverables into compliance. In all cases, and at no additional cost to the DOJ, Contractor must timely and diligently pursue a cure for any deficiencies and must take all reasonable steps, including allocating additional resources, if necessary, to cure any and all deficiencies as promptly as practicable. Nothing herein will affect, alter, or relieve Contractor of its obligations to correct deficiencies or errors in the WA, in accordance with the time response standards set forth herein.

If Contractor fails to correct deficiencies in accordance with a cure period, the DOJ may, without prejudice to any other remedy: 1) cure or make good any such deficiencies, including by securing the services of third parties, at Contractor's sole expense; and 2) require Contractor to suspend services immediately with regard to the deliverable until the deficiency has been cured. As appropriate, a revised estimate will be issued deducting from the payments then or thereafter due Contractor for the cost of correcting or finishing such deficiencies, including the cost of additional services and third-party services. Any additional cost in the revised CO will be borne by Contractor.

Once Contractor has corrected a deficiency, Contractor must re-submit the invoice to the DOJ for approval. Upon receipt of such invoice, the DOJ will determine whether the deficiency specified in the rejection notice has been corrected. This subsequent review will be limited to the original deficiencies and the portions of the deliverable(s) that were dependent on the deficiencies.

If any tasks/deliverables are again found to be unacceptable, the process described herein will be repeated until:

- All tasks/deliverables are accepted by the DOJ; or
- DOJ terminates the Agreement or WA; or
- The DOJ and Contractor mutually agree to a revised CO, created under this Agreement

M. REPLACEMENT PERSONNEL

The Contractor shall not add and/or substitute staff without the prior written consent of the DOJ, which consent shall not be unreasonably withheld. The Contractor shall make every reasonable effort to provide suitable substitute staff. The additional and/or substitute staff shall meet all the requirements and must be approved in writing by the DOJ prior to substitute staff beginning work. The DOJ reserves the right to require the removal of any member of the Contractor's staff. The DOJ will work with the Contractor to ensure the Resources are high performing. Should the DOJ determine an issue has not been addressed and requests the removal of a Resource, the DOJ will submit a request to the Contractor with the reason for the request to replace the Resource.

Should the Contractor need to replace the assigned personnel, the Contractor will notify the DOJ prior to implementing any changes to the personnel assigned to the Project tasks, by completing an Add, Delete, or Substitute Staff Request form (Appendix 1) and the Key Staff Qualifications Matrix for the replacing classification. The forms will be provided to the DOJ, in writing, twenty (20) or more days prior to replacement, except if Contractor determines there is need to replace assigned personnel in less than twenty (20) days, in which case notice will be provided within twenty-four (24) hours of Contractor identifying the need for such replacement. If a Contractor employee is unable to perform due to illness, resignation, or other factors beyond the Contractor's control, the

Contractor will make every reasonable effort to provide suitable substitute personnel within ten (10) business days.

The substitute personnel must possess equal or better qualifications than the replaced personnel, meet all minimum requirements, and be approved by the DOJ CM via an approved Add, Delete, or Substitute Staff Request form prior to performance under the Agreement. The DOJ will provide written approval or denial of the request within ten (10) business days after receipt of these documents.

Additional and/or substitute staff shall not automatically receive the hourly rate of the staff or positions being replaced. The DOJ and the Contractor shall negotiate the hourly rate of any additional and/or substitute staff to the Agreement. The hourly rate negotiated shall be dependent, in part, upon the experience and individual skills of the proposed additional and/or substitute staff. However, in no case will the negotiated hourly rate exceed the hourly rate

The addition, deletion, or substitution of staff will not require an Agreement amendment.

N. TIMESHEETS FOR TIME AND MATERIAL WORK

The Contractor must submit weekly timesheet(s) for the Resource(s) for whom the Contractor is billing the DOJ for all T&M based work. The timesheet(s) shall only include time worked on approved WA efforts. The timesheet(s) must include name of the resource, a description of the work completed, its status, issues/problems impacting timely completion, and the hours consumed. The timesheets must be submitted to the DOJ CM, who must acknowledge approval in writing (email is acceptable) to the Contractor.

O. REPORTS

The Contractor will submit written status reports in MS Word format via email to the DOJ CM as directed. The reports shall be detailed regarding current status and future activities.

These reports shall include, but not be limited to:

1. A summary of the work completed showing actual vs planned;
2. Highlighted tasks that are behind schedule, adopted remedies, and overall impact on the project;
3. The status of the overall engagement, including discussion of risks, problems encountered, solutions, and proposed solutions;
4. Tasks expected to be completed in the next reporting period; and,
5. Accounting of the Resources' hours for the agreement to date.

P. KNOWLEDGE TRANSFER

The Contractor must perform "knowledge transfer" to DOJ. "Knowledge transfer" is defined as personal and/or technical knowledge or information that will enable or enhance the ability of DOJ staff to maintain and operate DOJ systems.

"Knowledge transfer" shall also include "on the job" training and education to DOJ staff, including all relevant documentation, to enable DOJ to adequately maintain and operate the solutions. The Contractor shall also provide a written manual/guide of all associated materials and agrees that DOJ may reproduce such documentation for its own use to maintain project continuity.

Q. PROBLEM ESCALATION

Problems or issues shall normally be reported in regular status reports or in-person meetings. The Contractor shall endeavor to have any issues resolved at the lowest level possible. However, the parties acknowledge and agree that certain problems or issues may arise that cannot be solved at the lowest level and therefore justify escalated reporting. To this extent, the Contractor's Contract Manager shall follow the escalation path identified below.

- a) First Level, the FITSM Project Manager or DOJ Bureau Director
- b) Second level, the FITSM Project Director
- c) Third level, the CJIS Assistant Chief

V. AGREEMENT PARTIES RESPONSIBILITIES

A. CONTRACTOR RESPONSIBILITIES

In addition to providing qualified personnel at Agreement award, the Contractor has the following responsibilities:

- 1. Resolve issues timely.
- 2. Provide weekly written reports for all open WAs to the DOJ CM or designee provided electronically in MS Office format or as otherwise specified by the DOJ CM or designee.
- 3. Contractor may be required to meet with staff onsite or virtually to discuss research, issue analysis and resolution, status updates, and other items as needed at the DOJ Sacramento Headquarters and other DOJ locations within the Sacramento region.
- 4. Provide paper deliverables printed on 8.5" x 11" paper, to the extent practical.
- 5. Post electronic documents to a DOJ designated electronic repository, i.e., a SharePoint site. The electronic document format and media shall be compatible with DOJ standards and storage devices.
- 6. Agree to upgrade versions of its productivity software, if needed, at no cost to the DOJ in order to remain compatible with DOJ's standard applications. DOJ's current standard applications include MS Office 365 (i.e., Outlook, Visio, and Project) and Adobe Acrobat.
- 7. Perform quality control reviews on all deliverables before submitting to DOJ.
- 8. All assigned personnel must pass a background check. The Contractor shall ensure that all assigned staff meet or exceed the minimum criteria in this RFO before presenting them as additional Resource candidates, should the Contractor need to replace or augment an incumbent.

9. Designate a person to whom all communications may be addressed who has the authority to act on all aspects of the Agreement. This individual shall be responsible for the overall engagement and shall be the primary person responsible for ensuring quality deliverables are delivered timely by the team member(s) performing the services. This person is also responsible for addressing invoicing and staffing issues.
10. Comply with all applicable DOJ regulations, mandates and policies, and procedures (e.g., all Contractor resources must pass a security background check; and return all DOJ property, including security badges prior to termination of the Contract). Contracted staff is expected to abide by the same standards and policies as DOJ staff.
11. As specified by the DOJ in an applicable WA, Contractor may be required to utilize and comply with DOJ, industry, and/or CDT best practices, frameworks, and guidelines such as the CA-PMF, PMBOK, etc.
12. Complete all tasks as required in each WA.
13. Provide corrections to previous Contractor work at no additional cost to the DOJ (including hourly wages) where either of the following circumstances apply:
 - a. The previous work was not of professional quality or based on industry standards and practices; or
 - b. The previous work was performed incorrectly due to Contractor's failure to follow written directions or specifications provided by the DOJ.
14. Provide all electronic documents to the DOJ in a format compatible with DOJ's standard applications. DOJ's current standard applications include MS Office 365 (i.e., Outlook, Visio, and Project), and Adobe Acrobat.
15. Maintain staff continuity throughout the life of the Agreement. If a Contractor's Resource is unable to perform duties due to illness, resignation, or other factors beyond the Contractor's control, the Contractor will make every reasonable effort to provide suitable substitute personnel. The substitute personnel must meet or exceed all requirements of this RFO and must be approved by the DOJ using the Add, Delete, or Substitute Staff Request form for substitution prior to initiating work.
16. The Contractor may have use of their non-DOJ computer on DOJ premises with prior approval by DOJ. However, connection of the computer (or other personally owned IT equipment) to the DOJ network is prohibited. Non-DOJ software may not be installed onto a DOJ-owned computer.
17. Each contractor will be assigned a VDI with Windows image that they can use to conduct DOJ business. Contractors will use their own equipment to access the DOJ network and resources to access remote desktop tools. All work products must be stored on DOJ-owned infrastructure and all work must be stored on DOJ infrastructure.
18. Contractors will not transmit DOJ files, information, or data, outside of DOJ or to any storage devices unless approved by DOJ. Contractors will

- not use personal applications, including versions of applications (like MS Office 365) on non-DOJ systems unless approved by DOJ.
19. The Contractor shall work with DOJ CJIS staff for clarification of tasks/deliverables.
 20. The Contractor shall complete all services within the Agreement's timelines.
 21. The Contractor will assume all costs related to travel, lodging, and parking (e.g., parking at DOJ Broadway facility is free of charge).
 22. Contractor is responsible for coordinating and planning coverage for consultant resources. If consultant is out for more than three (3) days the contractor will ensure that backup resources are available and can be deployed immediately to reduce any impact or delay to deliverables/tasks.
 23. Leveraged Procurement Agreement – Contractor must notify the DOJ Contract Manager thirty (30) calendar days prior to changes being made to the Contractor's LPA contract that will affect this awarded contract.
 24. Clarifications – Contractor will meet with DOJ management, technical resources and representatives from DOJ program areas to receive any clarification and seek understanding of business requirements and technical environments.
 25. DOJ Applications and Program – It is the Contractor's responsibility to obtain the knowledge of the DOJ Program and applications through the source code, existing documentation, and stakeholder and contract manager communications. DOJ will not reimburse for the time to learn about the applications.
 26. Information Security - Contractor shall comply with applicable United States and California laws and regulations; including but not limited, California Information Practices Act of 1977, the California State Administrative Manual (SAM) and its associated regulations, mandates, budget letters and memorandums, the SIMM and CJIS Security Policy. Contractor shall complete all required DOJ training within thirty (30) days of onboarding.
 27. General Policies and Standards - Contractor must strictly adhere to all DOJ policies and standards, including but not limited to health and safety, data security and confidentiality.
 28. Software Policies and Standards - Contractor must strictly adhere to all DOJ policies and standards for software development and will not install any non-DOJ software on DOJ-provided PCs or other electronic devices. Contractor must request approval of the DOJ CM for use of non-DOJ software. Upon approval, the DOJ CM will acquire the requested software in adherence with all DOJ policies.
 29. Templates and Checklists - Contractor's resource will use Hawkins Data Center (HDC) and the Project Management Office's standardized plans, procedures, templates, and checklists to produce system artifacts/documentation/deliverables.

B. DOJ RESPONSIBILITIES

The responsibilities of the DOJ include the following:

1. Provide an Executive Sponsor, Subject Matter Experts (SMEs), key stakeholders/process owners, working session participants and documentation to assist with successful implementation.
2. Provide timely directions for assigned activities and tasks.
3. Provide access to business and technical documents as necessary for the Contractor and Contractor's resources to complete the tasks and deliverables identified in the SOW.
4. Provide the Contractor with access to necessary documents, source code, and information.
5. Provide the Contractor access to the appropriate facilities during the Contract Term.
6. Provide access to DOJ business and technical staff as scheduled and agreed upon.
7. Participate in status meetings and formal presentations as agreed upon.
8. Approve invoices and ensure payments are made in a timely manner.
9. Ensure appropriate resources are available to perform assigned tasks, attend meetings, and answer questions.
10. Provide a virtual desktop with access to office productivity, email, word processing, and project management tools determined to be needed at the sole discretion of DOJ.
11. Provide a VDI connection to the DOJ network, which will include developers' software, project libraries and access to servers and printers at the sole discretion of DOJ.
12. Provide secure access to the DOJ Data Center test environments and test databases as deemed appropriate for the development team.

VI. FAILURE TO PERFORM

The Contractor assumes all liability for performance of this Agreement and all subcontracts executed pursuant to or funded by this Agreement and hereby agrees to this Agreement for IT Consulting services as described in each WA.

Further, the Contractor assumes full liability for and agrees to reimburse the DOJ for Contractor's or any of Contractor's subcontractors' failure to comply with any term or condition of this Agreement. Contractor shall assure that subcontracts are administered in accordance with this Agreement, any amendments, any change orders, or changes thereto, and in compliance with DOJ Regulations. Contractor agrees that the DOJ or its designated agent has full recourse against the Contractor for the failure to perform all or any part of this Agreement.

Failure to provide acceptable tasks/deliverables, meet agreed upon milestones, and provide activity/task status information on time may subject Contractor to the DOJ pursuing remedies under this Agreement in accordance with the Terms and Conditions.

California Department of Justice

Contract # TBD
IT Consulting Services

**APPENDIX 1 - ADD, DELETE, OR SUBSTITUTE STAFF REQUEST
FORM**

*CJIS form 9011 is required for fingerprinting any new or substitute staff.

Contractor Name				Date	
TDDC MSA Number			Agreement Number		
Personnel To Be Added*	Personnel Replaced	Proposed Effective Date	TDDC Classification	Hourly Rate	Matrix Form Meets MQs and TDDC MSA requirements
					☐
					☐
					☐
					☐
Personnel To Be Deleted	Date Effective	Reason			
		Reason:			
		Reason:			
		Reason:			
		Reason:			
Comments/Special Instructions					
DOJ Acceptance			Contractor Acceptance		
DOJ Signature			Contractor Signature		
DOJ Printed Name:			Contractor Printed Name:		
DOJ Title:			Contractor Title:		

*Note: Added staff must pass background check prior to starting work.

APPENDIX 2 – WORK AUTHORIZATION

This is a sample of the Work Authorization form. A MS Word version will be provided after Agreement execution for use.

WORK AUTHORIZATION

[This template provides instructions for the development of a work authorization. Additional supporting documentation can be attached to this document or referenced as necessary.]

GENERAL INFORMATION	
Contractor Name:	
Agreement Number:	
Work Authorization Name:	
Work Authorization Number	
Work Authorization Completion Date:	[Provide the date all activities associated with the work authorization will be completed]
Work Authorization Cost:	[Provide the total cost of services required to complete and implement the work authorization]
Work Authorization Type:	☐ Fixed Cost ☐ Time & Material

1 Background/Purpose

[Describe the purpose of the work authorization and how it fits within the overall objectives of the contract. This should provide context for the work authorization in relation to other contract activities and answer questions such as the following:

- What necessitated the additional work?
- What is the gap or business need that isn't currently being fulfilled?
- Why is this work not considered in the scope of currently approved activities?]

2 Scope Description

[Provide a detailed description of the work to be performed and identify any new requirements that must be met. In additions, outline the contents of the services or products that will be delivered. This may include a table of contents and/or a list of items that will be provided with detailed descriptions. This section should indicated what additional goods and/or services are being authorized and how the work will be completed.]

3 Tasks/Deliverables

[List the tasks/deliverables that the Contractor will provide as a result of this work authorization. This work authorization should contain enough information to act as the DED. Add more rows, as needed]

Task/ Deliverable #	Task/Deliverable Name	Task/Deliverable Description
[Insert Task/ Deliverable number]	[Insert Task/Deliverable Name]	[Insert description of specific work performed to complete]

WORK AUTHORIZATION

Task/ Deliverable #	Task/Deliverable Name	Task/Deliverable Description

4 Task/Deliverable Schedule

[Include task/deliverable names, start dates, and due dates required to complete and implement the additional work identified in this work authorization. Be sure to include DED and deliverable development and completion dates, and other milestones that are pertinent to the scope of the work authorization. Add more rows, as needed]

Task/ Deliverable #	Task/Deliverable	Start Date	Due Date
[Insert Task/ Deliverable number]	[Insert Task/Deliverable Name]	[Insert start date]	[Insert due date]

5 Staff Resources and Pricing Breakdown

[Provide a detailed breakout of the costs included in this work authorization. For each task/deliverable, identify the resource assigned to complete the work, their classification and associated hourly rate, which must match what is allowed in the executed contract. Add more rows, as needed. If this is fixed based, then only need to list task/deliverable and cost.]

Resource Name	Classification	Task/Deliverable	Hourly Rate	Hours	Total Cost
[Insert Resource Name]	[Insert Resource Classification]	[Insert Task/Deliverable Name]	[Insert hourly rate]	[Insert hours]	[Insert Cost]
Grand Total					

6 Acceptance Criteria

[List any specific acceptance criteria for the task/deliverable, including critical success factors, required artifacts or documents, quality measures, content metrics, and/or adherence to standards. The acceptance criteria listed must all be achieved before the work authorization is deemed to be complete. They should be specific, key evaluators of the quality of service or the content of the goods/deliverables to ensure that the state has received satisfactory products and services. Acceptance criteria should be based on the following criteria:

WORK AUTHORIZATION

- Ensure that enough detail has been provided to remove ambiguity as to what is being required. Words or phrases such as "sufficient," "adequate," "should," "may," or "could" must not be used.
- Each of the acceptance criteria must be stated objectively and include metrics. Ask yourself, "How will the contract know if the acceptance criteria is met?"
- Validate that the acceptance criteria is aligned with the intent and scope of the work authorization. Acceptance criteria should not establish new requirements that are beyond the contractual obligations.]

Task/ Deliverable #	Task/Deliverable Name	Task/Deliverable Acceptance Criteria
[Insert Task/ Deliverable number]	[Insert Task/Deliverable Name]	[Insert acceptance criteria for task/deliverable]

7 Additional Considerations

[List any additional considerations/requirements that are relevant for this work authorization.]

8 Approval Signatures

The undersigned agree that all terms and conditions of DOJ Agreement number listed above and this work authorization will be in full force and effect.

Contractor signature
Contractor Printed Name: [Enter name of signer]
Contractor Title: [Enter Title of Contract Manager]

Date

DOJ signature
DOJ Printed Name: [Enter name of signer]
DOJ Title: [Enter Title of Contract Manager]

Date

APPENDIX 3 – FORMAL ACCEPTANCE

This is a sample of the Formal Acceptance form. A MS Word version will be provided after Agreement execution for use.

Formal Acceptance

[Complete the chart below to provide a high-level summary of the task/deliverable being considered for formal acceptance. Delete rows that are not relevant or add additional rows if there is pertinent information relating to the task/deliverable that is missing.]

GENERAL INFORMATION	
Contractor Name:	
Agreement Number:	
Work Authorization Name:	
Work Authorization Number:	
Associated Change Order Number (If Applicable):	
Completion Date:	
Cost:	
Type of Acceptance:	☐ Phase or task/deliverable acceptance ☐ Final acceptance

1 Task/Deliverable Submitted for Approval

[Identify the task/deliverable being accepted and provide its description. Formal acceptance would indicate a particular task/deliverable has been formally recognized as complete and meeting all business, technical, and quality requirements. If applicable, indicate all acceptance criteria and whether they have been met. Add more rows, as needed].

Task/ Deliverable #	Tasks/Deliverables	Planned Completion Date	Date Approved	Met Acceptance Criteria	Variance
[Insert Task/ Deliverable number]	[Insert Task/Deliverable Name]	[Insert planned date]	[Enter actual date]	[Indicate yes or no]	[Enter variance]

2 Reason for Variance(s)

[Identify and describe reason(s) for variance(s) from the scope and/or schedule baseline (if applicable).]

Formal Acceptance

Tasks/Deliverables Number	Description of Variance
[Insert Tasks/Deliverable Number]	[Insert description of variance]

3 Additional Remarks

[Provide any additional comments, decisions, or information that is relevant to the task/deliverable acceptance, including outstanding issues or follow-on tasks. If no additional remarks, indicate so.]

4 Acceptance

[Complete the table below to approve or deny the tasks/deliverables.]

The undersigned agrees to the box checked below for the above-identified task/deliverable.

Approval Signature	
The tasks/deliverables in Section 1 are:	
☐	Approved as is
☐	Approved with changes described below
	[insert changes]
☐	Denied – Does not meet expectations
	[Insert the reason for denial]

DOJ Signature

DOJ Printed Name: [Enter DOJ name of signer]

DOJ Title: [Enter Title of Contract Manager]

Date

APPENDIX 4 – CHANGE ORDER

This is a sample of the Change Order form. A MS Word version will be provided after Agreement execution for use.

CHANGE ORDER

[This template provides instructions for the development of a change order. The form ensures that information captured relating to change is consistent. Additional supporting documentation can be attached to this document or referenced as necessary.]

GENERAL INFORMATION	
Contractor Name:	[Enter Contractor Name]
Agreement Number:	[Enter Agreement Number]
Change Order Title:	[Enter a name that uniquely identifies the change order]
Change Order Number:	[Enter a change order number i.e. 001, 002]
Associated Work Authorization Number:	[Enter Associated WA number]
Change Order Cost:	[Provide the total cost of services required to complete and implement this change order]
Change Order Category:	☐ Scope ☐ Time ☐ Cost

1 Change Order Summary

[Enter a description of the summary that led to this Change Order.]

1.1 Provision(s) Requiring Changes

[Identify the section(s) in the Agreement that require changing].

2 Detailed Description of Proposed Change

[Enter a description of problem that necessitates a change, what the proposed change is, and how the proposed change would solve the problem. This should provide context for the [change order](#) in relation to other contract activities and answer questions such as the following:

- What necessitated the additional work?
- What is the gap or business need that isn't currently [being fulfilled](#)?
- Why is this work not considered in the scope of currently approved activities?]

2.1 Why Changes [are](#) Necessary

[Explain the details of why the changes are necessary].

2.2 How is Change within Agreement Scope of Work

[Explain how this change is allowed within the SOW i.e. Refer to section in Agreement which allows change or specify that the scope remains unchanged].

CHANGE ORDER

3 Change Order Justification

[Enter a description of the problem that is causing the need for change, benefits of making the proposed change, and risks / impacts of not making the change.]

4 Current Workaround

[If applicable, enter a description of steps that have been or could be taken to address the problem without implementing the change order.]

5 Potential Cost Considerations

The DOJ will make payments pursuant to the provisions stated in Exhibit B, Budget Detail and Payment Provisions.

[Enter the potential financial impact of making the change, i.e. cost adjustments, payment increase, credit, equitable adjustment, other due to this change order.]

6 Additional Information

[Enter any clarifying or explanatory information that would help better understand the change order.]

7 Approval Signatures

The undersigned agree that all terms and conditions of DOJ Agreement number listed [above](#) and this change order will be in full force and effect upon signatures of both Contractor and DOJ Contract Managers.

Contractor signature
Contractor Printed Name: [Enter name of signer]
Contractor Title: [Enter Title of Contract Manager]

Date

DOJ signature
DOJ Printed Name: [Enter name of signer]
DOJ Title: [Enter Title of Contract Manager]

Date

APPENDIX 5 – MONTHLY STATUS REPORT

Project ID:	
Project Name:	
Report Date:	
Reporting Period:	

Note: Insert Progress Graphic if needed.

Accomplishments Month Ending [current]
•
Planned Accomplishments Pending for the Month Ending [current]
•
Planned Accomplishments for the Upcoming Month Ending [next]
•

Estimated Phase Milestones and Deliverable Dates and Status (Green = on track with no issue and less than 5% deviation from the baseline, Yellow = behind or issues identified & risk of 5% to 10% deviation from the baseline, Red = Critical issue identified and task will not be complete by planned date with 10%+ deviation from the baseline)

Milestones and Deliverables	Planned Start Date	Planned Completion Date	Actual Completion Date	Status	Stop Light Status
					
					
					

Risks, Issues, and Decisions

Identified Project Risks:
• Risk ID #1 –
• Risk ID #2 –
Identified Project Issues:
• Issue ID #1 –
• Issue ID #2 –
Decisions:
•
Change Log:
•

Contract Burn Rate

Total Contract Amount	Amount Expended To Date	Amount Projected [next month]	Average Monthly Burn Rate	Total Remaining

Exhibit B – Budget Details and Payment Provisions

1. FISCAL PROVISIONS

2.1 Budget Contingency Clause

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this contract does not appropriate sufficient funds for the program, this contract shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this contract and Contractor shall not be obligated to perform any provisions of this contract.

2.2 Frequency of Payment

The Contractor will be paid upon submission of an invoice, monthly in arrears, upon approval by the DOJ Contract Manager.

2.3 Payment and Invoicing

A. Payment

The Contractor will be paid in accordance with Section 1, Cost. Payments will be made within forty-five (45) calendar days from date the DOJ receives an invoice unless the invoice is disputed. All invoices will be paid minus any applicable offsets, taxes or withholds.

If the DOJ determines that an invoice was improperly executed, or that additional evidence of the validity of the invoice is required, the DOJ will notify the Contractor of a disputed invoice within fifteen (15) working days from receipt of the invoice. Once the invoice is corrected, payments will be made within 45 days from receipt of the corrected invoice.

Where payment has not been issued within forty-five (45) calendar days from DOJ's receipt of an undisputed invoice, interest penalties will accrue as set forth in the California Prompt Payment Act. If the Contractor is a nonprofit organization and the value of the Agreement is less than \$500,000, or if the Contractor is certified with the California Department of General Services as a small business, interest will accrue at a rate of ten percent (10%) above the U.S. Prime Rate on June 30th of the prior fiscal year. However, if the amount of the penalty is ten dollars or less, the penalty is waived. Nonprofit organizations are ineligible to receive penalty payments if the value of the Agreement is \$500,000 or more.

For all other businesses, interest penalties will accrue at a rate of one percent (1%) above the daily rate for the Pooled Money Investment Account on June 30th of the prior fiscal year but will not exceed a total rate of fifteen percent (15%). Penalties of \$100 or less are waived, as set forth in the California Prompt Payment Act.

B. Invoicing

The Contractor will submit invoices on a monthly basis by the 15th day of the following month after goods or services have been provided.

Invoices must be submitted on Contractor's letterhead and must include the following:

- A. DOJ Contract number
- B. Contractor's name, address, phone number
- C. Invoice number and invoice date
- D. Dates of service
- E. List of services rendered, goods provided, and reimbursements claimed
- F. Resource names
- G. Approved WA(s)
- H. Total amount of invoice

Contractor shall address and submit all invoices electronically in PDF format to:

ITInvoiceClerk@doj.ca.gov

The DOJ Contract Manager will review each invoice for completeness and accuracy and either approve or dispute it. If the DOJ determines that an invoice was improperly executed, or that additional evidence of the validity of the invoice is required, the DOJ will notify the Contractor of a disputed invoice within fifteen (15) calendar days of receipt of the invoice or delivery of goods or services, whichever is later. Unless disputed, payment will be made after goods and services are received.

Invoices (including supporting documentation) may be emailed as an attachment to with a cc to the CM. The Contractor must include the Contractor's name, invoice number, and Contract number in the email subject line with a cc to the CM. The Contractor must include the Contractor's name, invoice number, and Contract number in the email subject line.

The Contractor is required to mark "Final Invoice" on the last invoice submitted to the DOJ for payment. The Contractor waives the right to receive any further payments under the Contract if no final invoice is received by the DOJ within one hundred eighty (180) calendar days after the Contract is terminated or expires by its own terms.

2.4 Full Compensation

In consideration for satisfactory delivery of the services specified in Exhibit A, Scope of Work, the Contractor will be compensated at the prices and rates set

forth in this Exhibit under Section 1, Costs. Except as expressly noted in this Exhibit or in Exhibit A, Scope of Work, this pricing is inclusive of all labor, materials, equipment, administrative expenses, applicable taxes, and any other costs, known or unknown, associated with the performance of this Contract. The Contractor shall not be entitled to any additional compensation or reimbursements for performance of the Contract services. The prices and rates set forth above, in Section 1, Costs, will remain in effect throughout the duration of the Contract term and any extensions thereto.

2.5 Notice of Monies Due

The DOJ will notify the Contractor in writing when and if any monies are due the DOJ. Any monies the Contractor owes the DOJ must be paid to the DOJ within thirty (30) days after the postmark of the notice of the amount due or the amount due will be deducted from compensation otherwise due the Contractor by the DOJ.

2.6 Tax Reporting

The Contractor is notified that Internal Revenue Code section 6041 and California Revenue and Taxation Code section 18646 require the DOJ to report certain payments. No claims for payment will be processed by the DOJ without the necessary information specified therein. The Contractor agrees to abide by these reporting requirements and to provide that information to the DOJ.

2.7 Withholds

- A. The DOJ has the right to withhold or delay payments to the Contractor, in whole or in part, if the Contractor fails to perform its material obligations under the Agreement.
- B. Should the Contractor cure the performance failure giving rise to the withheld or delayed payment, the DOJ will review the matter with the Contractor and determine, within its discretion, whether the DOJ will continue to withhold payment or otherwise offset money due the Contractor.

2.8 Prime Contractor DVBE Certification

- A. The provisions for payment under the Contract may be subject to a ten thousand dollars (\$10,000) withhold in accordance with Military and Veterans Code sections 999.5 and 999.7.

Exhibit C – TDDC MSA Terms and Conditions

The Term and Conditions of the Contractor's Technology, Digital and Data Consulting (TDDC) Master Service Agreement shall apply to this Agreement and be incorporated by reference.

Exhibit D – Additional Provisions

1. Option to Extend

The DOJ may unilaterally extend the Contract term under the same terms and conditions, including pricing, for up to two (2) additional one year (1-year) terms.

2. Emergency Extended Service

At the DOJ's request, the Contractor will provide up to twelve (12) months/one year of additional emergency extended services, under the same terms and conditions, including pricing, upon expiration of the Agreement term and any extensions.

3. Workers' Compensation

Contractor must maintain Commercial General Liability Insurance and Workers' Compensation insurance for all its employees who will be engaged in the performance of the Agreement pursuant to the requirements of the California Labor Code.

4. Commercial General Liability or Public Liability Insurance

Contractor must maintain commercial General Liability insurance with limits of at least \$1 million for any one (1) person and \$1 million for any one occurrence for death or bodily injury, and \$1 million for any one occurrence for property damage. The policy must also include coverage for liabilities arising out of premises, operations, independent Contractors, products, advertising injury, and with a \$2 million aggregate, personal and advertising injury and liability assumed under an insured Agreement. The Policy must include the DOJ, and DOJ Officers and employees as additional named insured, insofar as the operations under the Agreement are concerned.

5. Background Investigations and Approval of Contractor Staffing

A. The DOJ may conduct background investigations of Contractor, its officers, directors, principals, investors, owners, employees, or other associates, and the officers, directors, principals, investors, owners, employees, and other associates of Contractor's parent entity, affiliates, subsidiaries, and subcontractors at any time during the life of the Contract, at the discretion of the DOJ Director. Contractor understands and agrees that, in furtherance of the DOJ's full disclosure requirements, any person associated with the performance of the Contract may be fingerprinted and may be required to complete a Personal History Statement and an Authorization to Release Personal Background Information form.

B. Contractor may be required to reimburse the DOJ for necessary and reasonable costs incurred by the DOJ in conducting background investigations, including travel, lodging, per diem, document procurement, site inspections, and fingerprinting.

- C. The DOJ may disapprove any Contractor or subcontractor personnel assigned to the DOJ Contract for any reason, and all subcontracts must include a provision implementing this right. Any personnel deemed unacceptable to the DOJ must immediately be removed from the Contract assignment and all DOJ facilities.
- D. Contractor or subcontractor personnel must not be assigned to work on the DOJ Contract if they have ever been convicted of a felony, gambling-related offense, or a crime involving dishonesty.
- E. Pursuant to California law, the DOJ may terminate the Contract based on the results of its investigations.

6. Follow-on Contracts are Prohibited

No person, firm, or subsidiary thereof who has been awarded a contract for consulting services, or a contract that includes a consulting component, may be awarded a contract for the provision of services, delivery of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate as an end product of the contract (Public Contract Code 10365.5).

Therefore, any person, firm, affiliate or subsidiary providing consulting services under this agreement shall not participate in subsequent contracts resulting from or related to these services

7. Disclosure of Financial Interests

Offers in response to DOJ procurements for assistance in the preparation of feasibility studies or the development of recommendations for the acquisition of IT goods and/or services must disclose any financial interests (i.e., service contracts, Original Equipment Manufacturer (OEM) agreements, remarketing agreements, etc.) that may foreseeably allow the individual or organization submitting the offer to materially benefit from the DOJ's adoption of a course of action recommended in the feasibility study or of the acquisition recommendations.

8. Termination for Convenience

DOJ shall have the right to terminate the Contract at its sole discretion at any time upon thirty (30) days written notice to Contractor. In the case of early or discretionary termination, defined as termination pursuant to this clause occurring before full performance of all objectives and activities described and authorized herein, final payment will be made to Contractor, if due, upon receipt of a financial report and invoices covering costs incurred and work performed to date of termination and a written report describing all work performed by Contractor to date of termination.

9. Amendments

The Contractor will agree to reduce or remove deliverables through an amendment as mutually agreed upon by the State and the Contractor.

The Contractor shall not be authorized to deliver or commence performance of services as described in the Contract until written approval has been obtained from all entities. Any delivery or performance of service commenced prior to the Contractor obtaining all written approvals shall be considered voluntary on the part of the Contractor and non-compensable by DOJ.

No amendment or variation of the Contract terms shall be valid unless made in writing, signed by both parties, and approved as required. No oral understanding not incorporated in the Contract is binding on any of the parties.

10. Background Check

Contractor must submit and pass a DOJ fingerprint-based background check before work begins. Background checks can take up to three weeks to complete, and the form will be provided by DOJ.