

Request for One-Time Delegation
Information Technology

To: Dept. General Services
Procurement Division
Manager, Delegation Program
1500 5th Street
Sacramento, CA 95814

Date: _____

DGS Approval: Deleg. # _____ Date: _____
--

Department: _____

Agency billcode: _____

Contact Name: _____

Telephone Number: _____

Mailing Address: _____

email address: _____

Project Name: _____ Estimated \$ amount: _____

_____ Estimated bid release date: _____

Project Synopsis:

1. Briefly describe the IFB/RFP process and what steps will be utilized for this procurement. Provide a list of the procurement's key action dates. SAM 5212 - 5216

2. Describe the evaluation methodology proposed for this project, including:
 - the administrative and technical criteria and how they will be assessed versus cost,
 - the assignment of points for value effective criteria, and
 - any risk mitigation measures being considered and how they will be evaluated.If the evaluation methodology is not completely developed, provide enough narrative to explain the intent. SAM 5220, 5221, PCC 12100.7 & 12102(b), MM98-12

3. What kind of peer review will your Agency use to ensure that:
 - the IFB/RFP includes all pertinent requirements,
 - has thoroughly integrated the requirements with the evaluation methodology, and
 - has been edited for content, spelling and grammar.

4. What kind of contract security document (i.e., irrevocable letter of credit, certificate of deposit or performance bond) is required by the IFB/RFP? What percentage of the estimated value of the procurement does the security document represent? What were the considerations in selecting the type of security document?

5. How will your Agency ensure that the process for competition is open and competitive? What methods will be used to solicit competition?

Request for Interest (RFI)? If yes, was the PIN Bid List used? _____

Which PIN Bid Lists? _____

If services, was the bid advertised in the California State Contracts Register? _____

Or, another publication? _____

6. If this IFB/RFP will be a "limited competitive" procurement that will contain requirements limiting the competition to a make/model of equipment and/or a group of suppliers, please explain why such a restriction is necessary to meet your business need.

7. Is there potential for California certified small businesses to participate in this solicitation? How will your IFB/RFP be structured to facilitate participation by small businesses?

8. Describe the State's procurement project management team. List the key personnel by name and title and include their procurement experience.

9. Describe the contract implementation project management team as required by the IFB/RFP. List the key personnel by job title and required length of experience.

10. The Information Technology Model Contract Language must be incorporated into the IFB/RFP. The model language may not be tailored. Agencies may place specific, unique language in the Special Provisions module. In addition, a Statement of Work should be developed as a module to the contract. See our web site at: www.pd.dgs.gov

11. Are there any political issues that could affect the solicitation?

12. Have all required approvals been received (i.e., Department of Information Technology, Department of Finance, Department of General Services)? Include a copy of the approval documents. SAM 4819.41, 4832, 5215

13. Describe any other significant factors affecting this project.

At any time during the procurement, the DGS-PD will assist the Agency, as requested. This may be in the form of solicitation development, document review, evaluation assistance, etc.

At the conclusion of the procurement and prior to issuance of the Agency's Intent to Award, Agency agrees to submit one copy of the IFB/RFP including all Addenda, one copy of all Final Bids submitted, one copy of the final negotiated contract and the Final Evaluation Report to the DGS, PD for concurrence.

Agency Agreement:

(Print/Type Name)

(Signature)

APPROVED:

Joyce R. Henry
Delegations Manager
(916)327-7301
email: joyce.henry@dgs.ca.gov

Date

Cc: Judy Heringer, Manager
Acquisition Quality Assurance Program
(916)323-9228
email: judy.heringer@dgs.ca.gov