State of California

Department of Technology

STP PAL Procurement Assessment

Version 3.0.1

Preparation Instructions

Statewide Information Management Manual – Section 19B

February 2022

INTRODUCTION TO
THE STP PAL PROCUREMENT ASSESSMENT

Overview

The Statewide Technology Procurement (STP) Project Approval Lifecycle (PAL) Procurement Assessment is intended to assist the CDT in guiding agencies and state entities[1] (state agencies/entities) through developing a successful acquisition strategy/plan for procuring IT services and meeting the CDT STP requirements for the documentation of proposals for non-delegated IT projects.

The STP PAL Procurement Assessment instructions have been prepared to help the California Department of Technology (CDT) STP Procurement Officer complete the form.

Clarifications

- ✓ The CDT STP Procurement Officer should complete the STP PAL Procurement Assessment in collaboration with the CDT Project Approvals & Oversight (PAO) Manager and the state agency/entity's Dedicated Procurement Official.
- ✓ The state agency/entity's Dedicated Procurement Official may pre-populate the form to assist the CDT STP Procurement Officer.
- ✓ The majority of questions included in the form are close-ended (e.g., Yes, No). A "Yes" answer indicates the state agency/entity is (roughly) on target in the procurement process, and further discussions may or may not be required. A "No" answer indicates additional work (by the state agency/entity) is needed, and further conversations (and/or working sessions) between the CDT STP Procurement Officer, the CDT PAO Manager, the state agency/entity representatives, and the CDT Critical Partners are necessary.
- ✓ The CDT STP Procurement Officer will send the most current version of the solicitation to all PAL Critical Partners (i.e., CDT Enterprise Architecture, CDT Office of Information Security, CDT PAO, Department of Finance) for their comments/feedback before releasing (any phase of) the solicitation publically.
- ✓ This form is intended to be completed iteratively through the PAL process.
- ✓ The CDT STP Procurement Officer shall submit the final completed form to the CDT Project Approval & Oversight Manager before formal Stage 4 Project Approval and Readiness approval.
- ✓ This form does not require a state agency/entity executive transmittal.
- ✓ State agencies/entities may use this form to navigate other procurements, including ancillary procurements or those unrelated to non-delegated IT projects.

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[1]**State entity:** Includes every state office, officer, department, division, bureau, board, and commission, including Constitutional Officers. "State entity" does not include the University of California, California State University, the State Compensation Insurance Fund, the Legislature, or the Legislative Data Center in the Legislative Counsel Bureau.

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STP PAL Procurement Assessment Instructions

1. General Information

Agency/State Entity Information

1. **Agency or State Entity Name:** Select the agency/state entity name that prepared and is responsible for the Stage 2 Alternatives Analysis proposal.

    If Agency/State entity not in list, then enter here: Enter the agency/state entity if not in dropdown list above including Organization Code.

2. **Project Name:** Enter the project name as indicated on the Stage 2 Alternatives Analysis.

3. **Proposal Name:** Enter the proposal name and acronym as determined by the agency/state entity.

4. **Department of Technology Project Number:** Enter the number assigned by the CDT in Stage 1 (in "0000-000" format).

5. **Service Request Number:** Enter the Service Request Number issued by CDT for billing. If you do not have a Service Request Number, please click on the link in the S2AA form to access the ServiceNow page. A request can be placed through this service to obtain a service number for billing.

6. **Project Manager:** Enter the Contact Name and Contact Email in the areas provided.

7. **Dedicated Procurement Official:** Enter the Contact Name and Contact Email in the areas provided. Please get in touch with the CDT Project Approval & Oversight Manager immediately if not known.

CDT Information

1. **Project Approval & Oversight Manager:** Enter the Contact Name and Contact Email in the areas provided.

2. **STP Procurement Officer:** Enter the Contact Name and Contact Email in the areas provided.

3. **STP Procurement Officer (Secondary):** Enter the Contact Name and Contact Email in the areas provided if one has been assigned.

4. **STP Branch Chief:** Enter the Contact Name and Contact Email in the areas provided for the STP Branch Chief to whom the STP Procurement Officer(s) report.

2. PAL Stage 2 Alternatives Analysis

The questions identified in this section are intended to:

- Ensure compliance with state statutes and policies related to IT procurement
- Identify procurement risks and dependencies
- Identify procurement documents the state agency/entity has started (or needs to complete)
- Determine an effective evaluation strategy

3. PAL Stage 3 Solution Analysis

The questions identified in this section are intended to:

- Identify any modified or new requirements and outcomes not previously noted
- Ensure the state agency/entity's EA and ISO have reviewed the solicitation
- Determine the solicitation's evaluation readiness
- Obtain PAL Critical Partner feedback
- Classify the solicitation's readiness for public consumption

References

State Administrative Manual

Consolidated State Contracting Manual (Volume 2)

Statewide Information Management Manual

Government Code (GC)

Section 19130

Public Contract Code (PCC)

Section 6611

Section 12100

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