Team Scenario Notice, Instructions & Rules

Re: Competition [RFP TITLE] ("RFP") Government Contact [INSERT GENERAL EMAIL] This notice is dated [TBD] (the "Notice Date")

Congratulations, you are a Shortlisted Proponent eligible to participate in the Team scenario (Step 5 of the evaluation process described on the Evaluation tab of the RFP).

Please be advised of the following rules and instructions:

Scheduling the Team Scenario

You must email the Government Contact to arrange a date, time and location for your Team scenario. The Team scenario involves all of the activities set out in the example agenda box below, including the panel interview component.

IMPORTANT: The eligible Shortlisted Proponent must schedule and complete the Team scenario before 2:00 p.m. Pacific Time on [enter month day and year] (the "**Team Scenario Deadline**").

If you have any questions regarding the Team Scenario Deadline, be sure to ask the Government Contact for this RFP.

You may reschedule your Team scenario session date once (and only once) provided you are able to schedule and complete the Team scenario by the Team Scenario Deadline.

If an eligible Shortlisted Proponent does not schedule and attend the Team scenario exercise within the Team Scenario Deadline, that Proponent's Proposal will receive no further consideration and such Shortlisted Proponent will be eliminated from the RFP competition.

Video or in person attendance

It should be noted that the Team scenario can be facilitated and conducted in person or by video conference (with audio functionality). If the eligible Shortlisted Proponent chooses to conduct its Team scenario using video conference then it is the responsibility of the eligible Shortlisted Proponent to arrange the selection, and use of, a technology that is suitable to both the eligible Proponent and the Province.

Despite the foregoing, the eligible Shortlisted Proponent assumes any and all risk of video or audio transmission failure or any other technological glitches or limitations that may occur or be incident to video and audio capture or transmission and that may impair the Province's ability to conduct the Team scenario or award points if the Province's ability to view, hear and interact within the Team scenario exercise is impaired for any reason.

Regardless of whether an eligible Shortlisted Proponent chooses to appear in person or by video conference, such Proponent must make the appropriate scheduling and technical arrangements with the Government Contact in advance of the event, so please contact the Government Contact at the email listed to make the appropriate arrangements.

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Example Agenda

10 minutes	Instructions & Introductions
10 minutes	Code Challenge Demo
60 minutes	Panel Interview
90 minutes	Team Challenge
10 minutes	Wrap up

Code Challenge Demo

After instructuctions and introductions, the participating Proponent Team will have up to 10 minutes to present their solution completed in the Code Challenge to the evaluation committee. If the eligible Shortlisted Proponent's Team is still presenting when the 10 minute maximum is reached, they will be given 1 minute to conclude this aspect of the Team scenario, after which time that portion of the exercise will end and no further Team presentation will be allowed with respect to this aspect of the Team scenario exercise.

The presentation of the Code Challenge solution should consist of a high-level description of what design challenges the team faced and how they approached solving these challenges. The presentation should not include a deep-dive into the code or specific implementation details, but should include explanations and validation of why certain technologies and design patterns were selected. The presentation may also address details concerning team coordination, version control strategy, and team roles.

Panel Interview

Next, the evaluation committee will also ask the participating Proponent Team questions. This may include questions on their Code Challenge such as:

- approach to the problem;
- knowledge of the technology;
- functionality of the app;
- code maintainability; and
- code organization.

Additional questions may be asked of the participating Proponent Team regarding their experience working as a team and their skills and capabilities. The interview part of the Team Scenario will last for up to 60 minutes. Once the 60 minute maximum is reached, an additional one (1) minute will be allowed to conclude this aspect of the Team scenario, after which time that portion of the exercise will end.

Team Challenge

Next, the Proponent Team will work with a Government Product Owner, Government Delivery

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Manager and Technical Architect to identify and prioritize enhancement(s) of their solution from the code challenge. During the Team scenario, the evaluation committee will observe the eligible Shortlisted Proponent's Team interactions. Once the 90 minute maximum is reached, an additional one (1) minute will be allowed to conclude this aspect of the Team Scenario, after which time that portion of the exercise will end and the Team Scenario exercise will be concluded.

Materials the Proponent May Use

You may bring your computers and any software that you prefer to use for design or presentation purposes. Note, we are interested in how you work as a team and the process you use and why, and will not be evaluating the tools you use. If you wish to use paper that's fine.

Materials Available

During the Team Scenario, Teams will be provided with the following:

- Background information regarding a business need or problem
- Instructions regarding the Team scenario task
- Access to a government Delivery Manager (i.e. Scrum Master) during the Team Scenario (i.e. access to a Team Challenge Product Owner and/or subject matter expert and/or other stakeholders)
- A mechanism for asking clarifying questions during the Team scenario (i.e. access to a Team Challenge Product Owner and/or subject matter expert and/or other stakeholders)

Provided to Teams that attend in-person:

- Fine-tip markers/Sharpies, various colours
- Post-It Notes, various colours
- Printer paper
- Flip charts
- Wi-Fi access
- A TV for presentation

Additional Rules

1. The eligible Shortlisted Proponent must have successfully completed the code challenge step by obtaining a passing score.
2. Only the eligible Shortlisted Proponent Resources that were put forward in a Shortlisted Proponent's RFP Proposal are eligible to participate in this Team Scenario.
3. The eligible Shortlisted Proponent Resources that were put forward in a Shortlisted

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Proponent's RFP Proposal all must participate in this Team Scenario.

4. The Province may record, transcribe or otherwise maintain minutes of the Team Scenario.
5. The Province reserves the right to amend this notice before or after the Closing Time, including changing the Team Scenario Deadline upon notice to all eligible Shortlisted Proponents.
6. The rules and instructions set forth in this notice are in addition to any rules, terms and conditions set forth elsewhere in the RFP.
7. If an eligible Shortlisted Proponent fails to attend all or any full portion of this Team Scenario component of the RFP competition, they will receive no points for Step 5 of the evaluation process described on the Evaluation tab of the RFP.

Evaluation

In addition to the evaluation criteria set out in Step 5 of the evaluation process described on the Evaluation tab of the RFP, eligible Shortlisted Proponents will be evaluated during the Team Scenario by the evaluation committee based on the following parameters:

● How well eligible Shortlisted Proponents work as a team during the Team Challenge
● How effectively eligible Shortlisted Proponents work with the Team Challenge Product Owner and/or subject matter expert and/or other stakeholders
● Ability of the eligible Shortlisted Proponent Team to communicate with the Team Challenge Product Owner and/or subject matter expert and/or other stakeholders
● Eligible Shortlisted Proponents capabilities and skills demonstrated in the Team Scenario Interview and validation of such Proponent's code challenge Deliverable.

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