Visionary Integration Professionals

**CDT Agile Pre-Qualified
Vendor Pool Kick-off**

February 13, 2018

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ADPQ/PQVP Intro

What is the PQVP?

The PQVP is sponsored by CDT and establishes a pool of approximately 35 pre-qualified Agile Development vendors. CHHS and other approved State Agencies can leverage this pool for Agile SW Development services via an RFO.

Benefits from the RFI:

- Reduction in solicitation time and administrative costs to the State and Vendors; and
- Ability to review Vendors' user-centric design and agile software development competencies prior to soliciting offers.

Additional benefits to VIP:

o Presents an opportunity to demonstrate our Agile development capabilities

o Provides an opportunity to join the PQVP and compete for RFOs

o Several agencies with upcoming strategic projects intend to utilize the PQVP

o Further extends our ability to support the State of CA by allowing our customers to work with VIP without extended procurement processes and response overhead.

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Key Considerations for PQVP

Administrative Requirements

There are approximately 17 attachments to be completed as a part of the administrative requirements. The Vendor Profile is due by 2/20/18, the remainder are due within the Administrative Requirements Window.

Prototype Development Requirements

The high-level requirements have been provided. It is up to our team to be creative and demonstrate our ability to create a high-performing and feature rich prototype using open source technology.

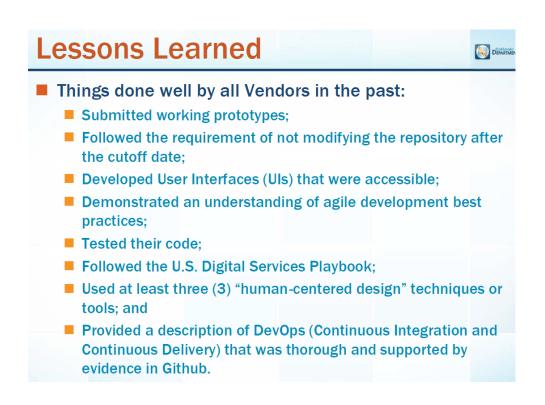## Documentation in GitHub following US Digital Services Playbook

Documentation of our processes and our code is an important element of this project. We must use our Agile methodology but also ensure we are aligned to the US Digital Services Playbook (See RFI for individual Plays).

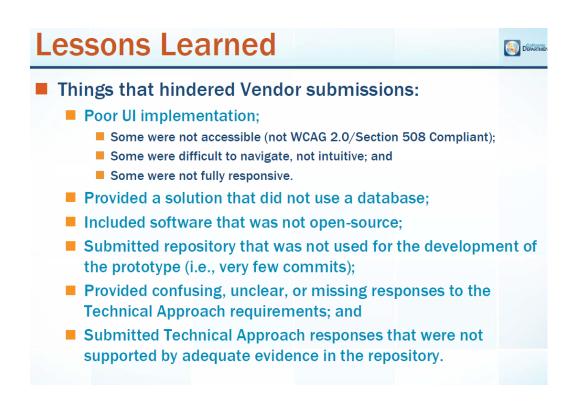## Aggressive Timeline

We have approximately 4 weeks to complete this project. This will require completing the administrative and the technical response in parallel. We will discuss sprints/schedule in detail.

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Lessons Learned from Previous ADPQ RFIs

Lessons Learned

- **Things done well by all Vendors in the past:**
  - Submitted working prototypes;
  - Followed the requirement of not modifying the repository after the cutoff date;
  - Developed User Interfaces (UIs) that were accessible;
  - Demonstrated an understanding of agile development best practices;
  - Tested their code;
  - Followed the U.S. Digital Services Playbook;
  - Used at least three (3) "human-centered design" techniques or tools; and
  - Provided a description of DevOps (Continuous Integration and Continuous Delivery) that was thorough and supported by evidence in Github.

Lessons Learned

- **Things that hindered Vendor submissions:**
  - Poor UI implementation;
    - Some were not accessible (not WCAG 2.0/Section 508 Compliant);
    - Some were difficult to navigate, not intuitive; and
    - Some were not fully responsive.
  - Provided a solution that did not use a database;
  - Included software that was not open-source;
  - Submitted repository that was not used for the development of the prototype (i.e., very few commits);
  - Provided confusing, unclear, or missing responses to the Technical Approach requirements; and
  - Submitted Technical Approach responses that were not supported by adequate evidence in the repository.

The CDT provided past lessons learned (good and bad) for vendors to keep in mind for this iteration.

Administrative & Prototype Next Steps

Schedule

- Administrative Requirements Responses will begin immediately.
  - Vendor Profile due immediately
  - During Sprints 1 and 2 the proposal support team will work on gathering the necessary documentation and ensuring forms are complete
  - Admin requirements will be submitted when the prototype is due
- Sprint Schedule
  - We have identified 4 Sprints in total (weekly)
  - Sprint 1 – Base environment / tech stack identification / requirements definition and backlog
  - Sprint 2 – Work with team on prioritizing the backlog and implementing core system functionality
  - Sprint 3 – Advanced workflow and user/role management.
  - Sprint 4 – Incorporate Enhancements and remaining desired functionality based on user feedback.

- Sprints will be 1 week each
- Sprints will have a retrospective/sprint review with the team and we will invite our extended team/user groups for feedback
- Daily scrum calls and open source tools will be used for collaboration
- Backlog and requirements will be stored in open source tool (i.e. BaseCamp).

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Users

o **User Centric Design and Iterative Development is KEY!**

We will select a user base that has unique experiences and backgrounds, also select users that have expertise in the knowledge management field.

Users will be critical in shaping our prototype and developing the enhancement backlog.

User interaction will involve interviews, usability tests, sprint reviews, and focus groups.

We will follow the US Digital Services Playbook

Next Steps

o We are off to a quick start; the team is already working on setting up the environment and identifying tools/technologies to be used.

o We have an initial list of team members to support this project and will fully define over the next 1-2 days to ensure we remain on schedule with our sprint plan.

o Please work with the team as we reach out for information and validate that you have appropriate access to the tools/technologies we set up.

o This project is meant to be FUN! Enjoy it and do your best!