

**RFP #194:0-12RPB, ATTACHMENT F**  
**Cross Reference Table for Deliverables Listed in RFP Section 3.6.4 b**

The form must be completed and submitted as part of the Offeror's response to RFP Section 4.2.25

Please indicate which deliverables proposed by the Offeror provide the information/product listed in the second column. For deliverable content not collected by the Offeror's methodology or determined to be unnecessary, place N/A in the Offeror's Deliverable column and explain why the deliverable content is not necessary in the last column.

	<b>COVA Desired Deliverable</b>	<b>Offeror's Deliverable</b>	<b>Why Deliverable Content Not Necessary</b>
1	Weekly Progress Status Report		
2	Baseline Project Plan & regular updates to plan		
3	Web-host Risk Management Plan		
4	Web-host Transaction Incident Management Plan		
5	Web-host Business Continuity Plan		
6	Web-host Configuration Management Plan		
7	Solution Service Level Agreement & Monitoring Plan		
8	Application Development Configuration Management Plan		
9	Project Risk Management Plan		
10	Change compliance Issues Strategies		
11	Change Management Plan		
12	Application Impact Document		
13	Logical Design Documents		
14	Programming Specifications		
15	Interface Specifications		
16	Data Conversion Maps & Programming Specifications		
17	Data Conversion Validation Strategy, Programming & Validation Report Development		
18	Data Validation Strategy		

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19	Test Schedule		
20	Test Scripts & Results		
21	Data/Process Authorization to Role Security Matrix		
22	Post Implementation Review Plan & Survey Documents		
23	Customer Assessment Document		
24	Web-hosted application that meets the requirements of this RFP		
25	Assistance with any required control table data setup and documentation of setup decisions		
26	Training program materials & Initial training		
27	Marketing program		
28	Customer Care Facility		
29	Operating Procedures		
30	User Documentation		
31	Systems Documentation		
32	Data Retention Program & Archive Process		

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### **Applications Development Process Assessment Questionnaire**

#### **A. Applications Development Process Assessment Questionnaire Instructions**

RFP Section 4.2.25 requires the Offeror to provide an applications development process assessment certification. Use of this self-assessment questionnaire is optional and this specific format is not required. The Offeror may choose to use another independent or self assessment tool containing similar information. If the Offeror chooses to use the Applications Development Process Questionnaire spreadsheet, enter Yes or No for each Question and each Category. Include the page number and/or section number from your proposal that further addresses the topic. Offeror should refer to Section 4.2.25 for additional proposal response requirements.

#### **B. Applications Development Process Assessment Definitions**

##### **Configuration Management**

Involves keeping track of the various versions of all software and hardware components including released versions and “working” versions. Ideally, it includes a method for recreating a build as well as creating earlier environments in order to maintain previous versions of a product.

##### **Defect Prevention**

Involves analyzing defects that were encountered in the past and taking specific actions to prevent the occurrence of those types of defects in the future. The defects may have been identified on other projects as well as in earlier stages or tasks of the current project. Trends are analyzed to track the types of defects that have been encountered and to identify defects that are likely to recur.

##### **New Technology Management**

Involves identifying, selecting, and evaluating new technologies and effectively incorporating them. The objective is to improve software quality, increase productivity, and decrease the cycle time for product development. The organization establishes a group (such as a software engineering process group or a technology support group) that works with the software projects to introduce and evaluate new technologies and manage changes to existing technologies. Pilot efforts are performed to assess new and unproven technologies before they are incorporated into normal practice.

##### **Peer Reviews**

Involves a methodical examination of work products by the producers’ peers to identify defects and areas where improvements are needed. The specific products that will undergo a peer review are identified in the project planning activities.

##### **Process Improvement Management**

Involves defining process improvement goals and systematically identifying, evaluating, and implementing improvements to the base product’s software processes and the project’s defined software processes.

##### **Project Planning**

Establishes reasonable plans for performing the software engineering activities and for managing the software project. It involves developing estimates for the work to be performed, establishing the necessary commitments, and defining the plan to perform the work.

##### **Project Tracking**

Provides adequate visibility into actual progress so that management can take corrective actions when the project's performance deviates significantly from the software plans.

### **Quality Assurance**

Is a planned and systematic pattern of all actions necessary to provide adequate confidence that a work product conforms to established technical requirements. It can also include activities to evaluate the process by which work products are developed or maintained.

### **Requirements Management**

Establishes a common understanding between the customer and the software project of the customer's requirements that will be addressed by the software project. It involves establishing and maintaining an agreement with the customer on the technical and non-technical (delivery dates, etc.) requirements. The agreement forms the basis for estimating, planning, performing and tracking the project's activities throughout the software life cycle. Whenever the system requirements are changed, the affected software plans, work products, and activities are adjusted to remain consistent with the updated requirements.

### **Software Design and Development**

The well-defined engineering process that integrates all the software engineering activities to produce correct, consistent software products effectively and efficiently. It includes analyzing the system requirements, developing the software architecture, designing the software, coding the software, and testing the software to verify that it satisfies the specified requirements.

### **Software Plans**

The collection of plans, both formal and informal, used to express how software development and/or maintenance activities will be performed. Examples of plans that could be included: software development plan, software quality assurance plan, software configuration management plan, software test plan, risk management plan, and process improvement plan.

### **Subcontractor Management**

Selects qualified subcontractors and manages them effectively. It establishes commitments, tracks and reviews subcontractors performance and results. It covers management of the contract as well as management of any system components provided by the subcontractor including software, hardware, and possibly other system components.

### **Training Program**

A program to develop skills and knowledge of individuals so they can perform their roles effectively and efficiently. It involves identifying the training needed by the organization, project, and individuals, then developing or procuring training to address the identified needs.

### **Work Products**

Any artifact created as part of defining, maintaining, or using a software process, including process descriptions, plans, procedures, computer programs, and associated documentation, which may or may not be intended for delivery to a customer or end user.

