

**DHSS IT RFP/IRFP Checklist**

Section Number	Section Title	Required for this solicitation (Y/N)
IT 1.1	IT Services Organization Summary	Yes
IT 1.2	IT Requirements Intent and Approach	Yes
IT 2.1	Minimum Qualifications	Yes
IT 2.2	Understanding of the Technical Aspects of the Project	Yes
IT 3.1	DHSS Information Technology Services, Standards and IT Road Map	Yes
	IT 3.1.1 DHSS IT General Staffing Support Model Defined	Yes
	IT 3.1.2 DHSS IT Project Staffing Support Model Defined	Yes
	IT 3.1.3 DHSS On-going Operations Staffing Support Model Defined	YES
IT 3.2	Engagement and Service Delivery Management Services and Standards	Yes
	IT 3.2.1 Contract Negotiations IT Review and Approval	Yes
	IT 3.2.2 Project Kickoff Service Alignment Conference	Yes
	IT 3.2.3 DHSS Service Line Engagement and Planning	Yes
	IT 3.2.4 DHSS Service Line Management Processes and Tools	No
	IT 3.2.5 DHSS Managed Off-site Hosting Scenarios	No
	IT 3.2.6 Software as a Service Scenarios (SaaS, XaaS)	Yes
IT 3.3	Project Portfolio Management Services and Standards	Yes
	IT 3.3.1 DHSS Managed Off-site Hosting Scenarios	No
	IT 3.3.2 Software as a Service Scenarios (SaaS, XaaS)	Yes
IT 3.4	Asset Management Services and Standards	Yes
	IT 3.4.1 Artifact Version Management	Yes
	IT 3.4.2 Licensing Agreement	Yes
	IT 3.4.3 Software Procurement Assurance - Guaranteed Access to Software	Yes
	IT 3.4.4 Software Procurement Assurance - Federal Rights	Yes
	IT 3.4.5 Data Ownership	Yes
	IT 3.4.6 DHSS Managed Off-site Hosting Scenarios	No
	IT 3.4.7 Software as a Service Scenarios (SaaS, XaaS)	Yes
IT 3.5	Systems Integration and DDI Services and Standards	Yes
	IT 3.5.1 Information Exchange Architecture	Yes
	IT 3.5.2 Master Data Management	Yes
	IT 3.5.3 IRIS and ALDER Integration	No
	IT 3.5.4 Authentication and Single Sign On	Yes
	IT 3.5.5 Technical Services and Development Platform	Yes
	IT 3.5.6 DHSS Managed Off-site Hosting Scenarios	No
	IT 3.5.7 Software as a Service Scenarios (SaaS, XaaS)	Yes
IT 3.6	Systems Operations and Administration Services and Standards	Yes
	IT 3.6.1 Administration Services and Standards	Yes
	IT 3.6.2 DHSS Managed Off-site Hosting Scenarios	No
	IT 3.6.3 Software as a Service Scenarios (SaaS, XaaS)	Yes
IT 3.7	Information Security Compliance and Privacy Services and Standards	Yes
	IT 3.7.1 Data Retention/Destruction	Yes
	IT 3.7.2 Security Controls	Yes
	IT 3.7.3 Auditing and Logging Integration	Yes
	IT 3.7.4 Data Security	Yes
	IT 3.7.5 Integration Security Controls	Yes
	IT 3.7.6 DHSS Managed Off-site Hosting Considerations	No
	IT 3.7.7 Software as a Service Scenarios (SaaS, XaaS)	Yes
IT 3.8	Enterprise Desktop and Mobility Services and Standards	No
	IT 3.8.1 Desktop Access and Configuration	No
	IT 3.8.2 Mobile Devices and Tablets	No
	IT 3.8.3 DHSS Managed Off-site Hosting Scenarios	No
	IT 3.8.4 Software as a Service Scenarios (SaaS, XaaS)	No
IT 3.9	DHSS Hosting and Datacenter Services and Standards	Yes
	IT 3.9.1 On-DHSS Premise Hosting Considerations	No
	IT 3.9.2 DHSS Managed Off-site Hosting Considerations	No
	IT 3.9.3 Software as a Service Scenarios (SaaS, XaaS)	Yes
IT 3.10	DHSS Wide Area Network, Telecommunications, and Perimeter Security Services and Standards	Yes
	IT 3.10.1 State WAN and Bandwidth	No

	IT 3.10.2 DHSS Managed Off-site Hosting Scenarios	No
	IT 3.10.3 Software as a Service Scenarios (SaaS, XaaS)	Yes
IT 3.11	Accessibility	Yes
	IT 3.11.1 ADA Compliance for Access to Information Systems and Applications	Yes
IT 3.12	State of Alaska DHSS MITA Standards and Department IT Roadmap	Yes
	IT 3.12.1 MITA Requirements	Yes
	IT 3.12.2 Modularity	Yes
	IT 3.12.3 MITA Condition	Yes
	IT 3.12.4 Industry Standards Condition	Yes
	IT 3.12.5 Leverage Condition	Yes
	IT 3.12.6 Business Results	Yes
	IT 3.12.7 Reporting Condition	Yes
	IT 3.12.8 Interoperability Condition	Yes
PM 1.1	Project Life Cycle Methodology	Yes
PM 1.2	Preliminary Project Management Narrative and Work Plan	Yes
	PM 1.2.1 Scope Management	Yes
	PM 1.2.2 Schedule/Task Management	Yes
	PM 1.2.3 Change Management	Yes
	PM 1.2.4 Risk Management	Yes
	PM 1.2.5 Issue Management	Yes
	PM 1.2.6 Quality Management	Yes
	PM 1.2.7 Staffing Management	Yes
	PM 1.2.8 Communication Management	Yes
	PM 1.2.9 Implementation Management	Yes
	PM 1.2.10 Master Project Management Plan and Master Work Schedule	Yes
PM 2.1	Master Project Management Plan	Yes
PM 2.2	Master Project Work Plan/Schedule	Yes
PM 3.1	Project Scope Planning	Yes
	PM 3.1.1 Business Requirements Analysis	Yes
	PM 3.1.2 Product/Application/System Design or Configuration Roadmap	Yes
	PM 3.1.3 Data Conversion or Data Migration Roadmap	Yes
	PM 3.1.4 Application/System Documentation	Yes
PM 3.2	Project Schedule and Tracking Planning	Yes
	PM 3.2.1 Schedule Milestones and Tracking	Yes
	PM 3.2.2 Change Management	Yes
	PM 3.2.3 Risk Management	Yes
	PM 3.2.4 Issue Management	Yes
	PM 3.2.5 Review of the Project Closeout Handoff Checklist	Yes
	PM 3.2.6 Implementation and Rollout Plan	Yes
	PM 3.2.7 Post Production Support Plan	Yes
PM 3.3	Project Quality Planning	Yes
	PM 3.3.1 Project Qualitative Progress	Yes
	PM 3.3.2 Project Test Planning	Yes
	PM 3.3.3 System Test Planning	Yes
	PM 3.3.4 Testing	Yes
	PM 3.3.5 UAT Test Scripts	Yes
	PM 3.3.6 Support UAT and System Revisions	Yes
	PM 3.3.7 Training Planning	Yes
PM 3.4	Project Communication, Staff, and Stakeholder Management	Yes
	PM 3.4.1 Communication Management	Yes
	PM 3.4.2 Project Meetings and Reporting	Yes
	PM 3.4.3 Project Initiation/Kick Off Meeting	Yes
	PM 3.4.4 Weekly/Bi-Weekly Reporting	Yes
	PM 3.4.5 Monthly Reporting Meeting	Yes
	PM 3.4.6 Monthly Report	Yes
	PM 3.4.7 Staffing Management	Yes
	PM 3.4.8 Stakeholder Management	Yes
PM 4	Project Execution and Monitoring	Yes
PM 5.1	Project Closeout Handoff Checklist	Yes
PM 5.2	Implementation and Rollout Plan	Yes
	PM 5.2.1 Final Deliverable Acceptance	Yes
	PM 5.2.2 Delivery of Final Documents	Yes

PM 6.1	Warrantee Support	Yes
PM 6.2	Post Implementation Contract Support	Yes

#### Required Vendor Response - DHSS IT Requirements

does this matrix need to be included for this procurement?  
does the templated matrix require customization?

#### IT Reference D - DHSS Information Technology Standards

does this attachment need to be included for this procurement? No

#### IT Reference E: Person Service WSDL

does this attachment need to be included for this procurement? No

#### IT Reference F: Data Destruction Information and References

does this attachment need to be included for this procurement? Yes

#### IT Reference H - DHSS Sample Security Authorization Package - Moderate Control Set

does this attachment need to be included for this procurement? Yes