

## Responses to Vendor Questions

**How many people from DEEP will be involved in the Agile Transformation? 100? 200? More? (People meaning everyone who would contribute value - including governance and oversight).**

- The assessment of the department should take into consideration the department as a whole in order to gauge the department's readiness to shift from waterfall to agile. This may be accomplished by taking a smaller, representative sample of staff from the various bureaus that comprise the department.
- The number of users who are anticipated to partake in trainings, be active members of agile teams or "contribute value" as described above will be less than 100.

**What are the roles of those involved and how many are included in each role? How many in leadership? Management? Product? Development? Etc.**

- Department Management: ~ 20
- Business Staff (product owners/managers): ~ 50
- IT Staff (including IT vendors): ~ 30

**How many teams will be involved in the transformation including non-technical teams and staff? What is the staffing makeup of those teams?**

- The department has a number of IT initiatives that are in various phases of the development lifecycle and are a mix of agile and waterfall. The initial scope for this RFP is intended to focus on 2-3 teams each with less than 20 members apiece split between IT and business staff.

**There are multiple SAFe related roles not mentioned in the RFP that are key to a successful SAFe adoption pattern. May we assume we can make those role suggestions**

- Yes, suggestions as to which roles and which configuration of SAFe is most appropriate are welcome.

**How important is certification when taking training? Formal training yields a certification, is typically more costly and must follow the agenda of the certifying body. Workshops and non-certified training do not yield certifications, are typically less costly, and can be customized to fit the client's needs.**

- Certification is not important for the scope of this RFP and should not be considered at this time.

**There is no mention of technical engineering practices to augment an adoption such as Test First approaches and automation. Are Agile technical engineering practices part of the RFP scope?**

- Not at this time.

**What percentage of the organization has started some previous level of an Agile knowledge and journey?**

- Less than 5% of the organization

**What dependencies does DEEP have on other State agencies, if any, to complete its work and achieve desired outcomes?**

- DEEP is dependent on the Bureau of Enterprises Services & Technology (BEST) for infrastructure and application hosting capabilities for the higher environments.

**How many DEEP personnel will participate in each of the following training sessions: Executive Workshop? General Staff Training (Agile 101 class)?**

- Executive Workshop: < 30
- Agile 101: ~ 80

**What does success look like at the end of this engagement?**

- Department management has an understanding of the agile framework and the steps/work involved to shift the departments approach over time.
- Select department staff has received Agile training and has a basic understanding of how to get work done within this new framework
- Development teams & business staff understand their roles on the 2 target project teams and are able to work effectively through the software development phases.

**Collaboration tools & software currently being used**

- Microsoft Teams
- SharePoint
- Zoom
- JIRA

**General notes about proposals**

- Due to a majority of staff working remotely and the spike of COVID cases across the state, proposals should be delivered electronically via email to [andrew.debarge@ct.gov](mailto:andrew.debarge@ct.gov)
- Reference contact information for clients willing to have a verbal conversation may be submitted in lieu of reference letters
- Reference information will not count against the 20-page limits for proposals
- Resumed of proposed personnel will not count against the 20-page limit for proposals
- SEEC Form 10 and CHRO forms to be submitted will not count towards the 20-page limit for proposals