Independent Project Quality Assurance - Work Request

The Office of Minority and Women's Business Enterprises (OMWBE) is charged with creating programs and plans to maximize opportunities for minority and women-owned and controlled businesses to participate in public spending. Diverse businesses create more competition, which in turn drives innovative and cost effective solutions. We employ 26 full-time Washingtonians to accomplish this essential work.

OMWBE is implementing a data collection system for Washington state agencies and educational institutions to report their annual spending. This system will enhance OMWBE's ability to monitor spend data and report it to support programs, allowing OMWBE to make policy recommendations that promote the maximum practical participation of minority- and women-owned small businesses in public spending. The project is under Office of the Chief Information Officer (OCIO) oversight.

OMWBE is looking for an Information Technology Project Quality Assurance Practitioner who meets the following criteria defined by OCIO:

- Recent (within the past five years) experience successfully performing the Quality Assurance (QA) activities outlined in the Minimum Project Quality Assurance Activities Standard **OR**

- Recent (within the past five years) experience as a lead or deputy project manager providing the successful project management (PM) services including the activities outlined in the Minimum Project Quality Assurance Activities Standard **OR**

- A combination of prior QA or PM experience totaling five (5) or more years, **AND**

- The designated QA provider(s) must have provided these services on information technology (IT) projects of similar or greater size, risk, and complexity when compared to the project being undertaken.

As specified in OCIO Policy 132, Project Quality Assurance, the Project Quality Assurance Practitioner will be required to develop and present:

- The initial project **Readiness Assessment**

- The formal, baseline **Quality Assurance Plan**

- Attendance at such meetings and work locations required to support the creation of the mandated **Quality Assurance Monthly Report** and such **findings** and **recommendations** as required

- Draft and Final versions of the **Quality Assurance Monthly Reports**, including findings and recommendations over the life of the project

- Updates to the **OCIO's Project** Dashboard website

- Participation in Technology Service Board (TSB) or subcommittee meetings, or other external oversight briefings as required

- The final **Closeout Report** upon project completion

The timeframe to conduct this service is from September 21, 2020 through June 30, 2021. The length of Information Technology Project Quality Assurance work assignment could be extended, or shortened, dependent on work requirements, estimates, progress, and/or funding availability during the project. The project is expected to end June 30, 2023.

The hours will vary depending on the work. At the onset of the project, a maximum of 40 hours per month may be required, thereafter, a minimum of 15 hours/month. The total amount of this contract will not exceed $40,000 in a fiscal year.

Interested consultants shall submit the following:

- Capability statement
- Resume(s)
- Sample copies of each of the OCIO mandated deliverables:
  - Readiness Plan
  - Quality Assurance Plan
  - Quality Assurance Monthly Report
  - Closeout Report

Desired Experience:
Sample documents created by the proposed Information Technology Project Quality Assurance Practitioner during their prior project work in Washington State Information Technology Projects under OCIO oversight.

Evaluation:
OMWBE will interview top consultants(s) as part of the evaluation process. The following criteria will be used to evaluate each proposal:

- 50% Consultant's skills and experience. The evaluation may include a review of recent relevant expertise or previous experience in the required technology area or application.
- 50% Hourly rates for Information Technology Project Quality Assurance Practitioner

Consultants interested in participating shall submit a complete proposal with the items listed above no later than 5:00 p.m. on September 14th.

For additional information, or to submit your proposal, please contact:

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