# Appendix B: Response Template

**[*Posted together with this RFP ON-003723 – Digital Identity and Trust Program Technical Services in the Supplier Attachment on BC Bid*]**

**NOTES FOR USING THIS FORM:**

Respondents should complete and submit with their response this Appendix B or a form substantially similar to this Appendix B with the same numbering as below. Respondents are advised to complete this form **IN FULL.**

For each project / assignment experience listed, Respondents should include the “Reference” information. Note that the Province may contact the references cited without first notifying the Respondent.

Respondents are reminded that the evaluators will **only** refer to the information contained in Appendix B or GitHub activity and/or contributions specific to identified Key Personnel when evaluating the response. ***Any other information supplied will not be considered***.

**Mandatory Criteria Declaration**

Respondents must indicate YES or NO for each Mandatory Criteria line in the table below:

| **Mandatory Criteria** |  |
| --- | --- |
| The proposal **must** be received at the Closing Location before the Closing Time. | **YES/NO** |
| The proposal **must** be in English. | **YES/NO** |
| The proposal must be submitted using one of the submission methods set out on the cover page of the RFP and in accordance with Section 2.3. | **YES/NO** |
| The proposal must either (1) include a copy of the cover page that is signed by an authorized representative of the Proponent or (2) otherwise identify the RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent’s intent to be bound, or (3) be submitted by using the e-bidding key on BC Bid (if applicable) in accordance with the requirements set out in Section 2.2. | **YES/NO** |
| The proposal must include an Appendix B - Response Template, completed by the Proponent, or a form substantially similar to Appendix B. | **YES/NO** |
| By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Province on the same or substantially the same terms and conditions set out in Appendix A – Draft Contract and such other terms and conditions to be finalized to the satisfaction of the Province, if applicable. | **YES/NO** |

**Part 1: Corporate Experience**

1. Name the contact person for the Proponent, and include this person’s address, phone number, and email address. Include the physical address for the Proponent as well as any website address. This information will not be evaluated but will be used to contact the Proponent as required (note: this response guideline is not evaluated).
2. Name the Contract Manager and provide their current title at the Proponent company (note: this response guideline is not evaluated).
3. Name the Service Delivery Manager and provide their current title at the Proponent company (note: this response guideline is not evaluated).
4. A brief description of your organizational experience in the last 5 years prior to the Issue Date of this RFP, working with similar clients to provide services with the same order of magnitude as to those described in this RFP. (limit to 1 page)

Demonstrate in your response:

1. Describe applying agile software and product development practices in a public sector environment
2. Describe how the services were provided to other clients similar in nature to this RFP and why this client was similar in nature;
3. Identify the types of Resources provided and how those Resources were similar to what is being requested in this RFP and include if any, specialized skills leveraged to deliver the Services and if any, identify which of the proposed Key Positions provided those services.
4. Provide examples of (2) projects similar in size, scope and complexity that clearly demonstrate the Proponent’s experience in providing resources and conducting services similar to that described in this RFP within the last 5 years of the Issue Date of this RFP. The examples of client projects should be large, complex, projects similar in scope and requirements to the program and demonstrates an enterprise-wide service delivery that impacted multiple stakeholders. (limit to 3 pages)

For each project include:

1. a brief overview of the project, the date span of the project, number of resources provided, and the approach to the delivery of the services.
2. a description of what particular services were provided by each key resource, including a description of the types of services. Include in your answer how these services and the required skills of the resources were similar in nature to the Services, Resources and required skills described in this RFP; including requests for specialized resources; and indicate if any of the resources are the same as being proposed as part of this submission.
3. provide one project reference contact name, phone number and email address that can support the experience cited. For the project reference, the proposal should provide:
4. The project or individual(s) the reference is for;
5. Name;
6. Title;
7. Organization;
8. Phone number; and
9. Email address.

**Part 2: Approach**

1. Describe your experience providing resources operating in an agile method (such as Scrum) where deliverables are determined by product manager(s) on an iterative basis, tethered to organizational goals and priorities. (limit to 300 words)
2. Describe how you will perform daily, bi-weekly reporting updates and how it will contribute to executive dashboard reporting. (limit to 300 words)
3. Describe your strategy for balancing system stability, monitoring, availability and proactive measures with ongoing product and software development. (limit to 1 page)
4. Describe your strategy for working in the open with open-source software and open standards. (limit to 300 words)
5. Describe your approach and commitment to knowledge transfer in meeting the Ministry’s requirements. (limit to 300 words)
6. A description of transition activities that you have done in past projects. (limit to 2 pages)

For each of the scenarios below:

* 1. the Proponent’s approach to determining information and documentation requirements, respective roles, participation expectations and commitments and timelines;
	2. the Proponent’s approach to training and knowledge transfer as it relates to transition services;
	3. communication and risk mitigation strategies; and
	4. any other factors that are part of the Proponents approach to providing Transition Services.

**Part 3: Resources**

For Part 3a and Part 3b, each Key Personnel **can only be named to 1** Key Position.

**PART 3A Key Positions and Key Personnel**

To be completed by the Proponent as set out in section 6.0 Requirements.

Identify the Key personnel for each of the Key Positions required by completing all elements shown in the table below. These are the proposed Resources for the Key Positions.

The Proponent can add rows for additional proposed Resources for each Key Position, but these will not be evaluated.

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| --- | --- | --- | --- | --- |
| **Key Position**  |  **#** | **Key Personnel Name** | **Indicate if Subcontractor (Y/N)** | **Available Start Date** |
| Senior Architect & Open Community Lead (1) | 1 |  |  |  |
| Senior Site Reliability Specialist (1) | 1 |  |  |  |
| Senior Test Developer (1) | 1 |  |  |  |
| Mobile Developer (1) | 1 |  |  |  |
| Developers (2) | 1 |  |  |  |
| 2 |  |  |  |
| Hyperledger-Focused Developers (3) | 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| User Experience (UX) & Documentation Specialist | 1 |  |  |  |

**Part 3B Key Personnel Qualifications**

This form must be completed and submitted for each Key Personnel included in the Response. Please submit additional copies of Part 3B for each proposed Key Personnel, if needed.

Evaluation of Consultants will be conducted in reliance only on information presented in this form and GitHub activity and/or contributions specific to identified Key Personnel.

Please limit each individual Key Personnel form to 3 pages.

**Please be sure to address how your experience addresses the Province’s requirements set out in Section 5.3 – Resource Experience of the RFP.**

|  |  |
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| **Key Position:**  | **Senior Architect & Open Community Lead**  |
| **Name of Consultant:** |  |
| **GitHub User Account** |  |
| **Title or Position in Firm:** |  |
| **Consultant’s Primary Office Address:** |  |
| **Degrees, Certificate, and Diplomas Earned:** | **Degrees, Certificate or Diploma** | **Issuing Institution** | **Date Conferred** |
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| **Relevant Professional Designations, Other Designations and Qualifications Held:** | **Designation / Qualification** | **Issuing Institute or Association** | **Date Awarded** |
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| **Skills and Experience (address each of the identified elements below citing demonstrated experience)** |
| **Specification Development.**  Provide experience (4+ years) and contributions, as shown through GitHub, to: Hyperledger Aries, Ursa and/or Indy specification documents. For example, Hyperledger Indy Project Enhancements (HIPE) and/or Hyperledger Aries requests for comment (RFCs) – number of RFCs contributed as well as the number of years will increase experience proponent's score. | <Please describe related experience and years of experience> |
| Practical experience coaching Management and Executive on agile, cloud native & self-sovereign identity concepts and philosophy.   | <Please describe related experience and years of experience> |
| **Open-source Community Leadership.** Describe Open-source Community Leadership experience (4+ years) participating in and leading open-source projects within established governance structures such as the Decentralized Identity Foundation, Hyperledger Foundation, Trust over IP Foundation, W3C Credentials community group.  | <Please describe related experience and years of experience> |
| **Technical Architect**. Practical experience (4+ years) in design and architecture of complex custom software implementations within larger public sector organizations or large enterprises. Demonstrated successful completion of projects within a public sector or large enterprise environment. Preference will be given to proponents providing experience in architecture of Hyperledger Aries implementations. | <Please describe related experience and number of years of experience> |
| **Self-Sovereign Identity (SSI) Expertise**. Expertise and experience communicating concepts, designing, and implementing systems based on SSI principles – specifically experience related to Hyperledger Aries and/or Hyperledger Indy. | <Please describe related experience and number of years of experience> |

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| **Key Position:**  | **Senior Site Reliability Specialist**  |
| **Name of Consultant:** |  |
| **GitHub User Account** |  |
| **Title or Position in Firm:** |  |
| **Consultant’s Primary Office Address:** |  |
| **Degrees, Certificate, and Diplomas Earned:** | **Degrees, Certificate or Diploma** | **Issuing Institution** | **Date Conferred** |
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| **Relevant Professional Designations, Other Designations and Qualifications Held:** | **Designation / Qualification** | **Issuing Institute or Association** | **Date Awarded** |
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| **Skills and Experience (address each of the identified elements below citing demonstrated experience)** |
| Experience (5+ years) in leading teams responsible for deployment of digital services.  | <Please describe related experience and years of experience> |
| **Public Sector Experience**. Experience in deployment and support of larger scale IT systems within larger public sector organizations. Demonstrate successful completions of projects within a public sector environment. | <Please describe related experience and years of experience> |
| **Deployment Expertise**. Expertise in deployment strategies, general knowledge of continuous integration and continuous delivery (CI/CD) pipelines. Including experience with implementing and maintaining automated build and deployment pipeline using modern technologies such as GitHub Actions, Ansible, and Terraform. | <Please describe related experience and years of experience> |
| **Hyperledger Experience.**  Significant experience in designing, implementing, maintaining, troubleshooting, and supporting large scale, highly available Hyperledger Indy ledger network(s). Significant experience designing, implementing, maintaining, troubleshooting, and supporting Hyperledger Aries agents. | <Please describe related experience> |

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| **Key Position:**  | **Senior Test Developer**  |
| **Name of Consultant:** |  |
| **GitHub User Account** |  |
| **Title or Position in Firm:** |  |
| **Consultant’s Primary Office Address:** |  |
| **Degrees, Certificate, and Diplomas Earned:** | **Degrees, Certificate or Diploma** | **Issuing Institution** | **Date Conferred** |
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| **Relevant Professional Designations, Other Designations and Qualifications Held:** | **Designation / Qualification** | **Issuing Institute or Association** | **Date Awarded** |
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| **Skills and Experience (address each of the identified elements below citing demonstrated experience)** |
| **Test Automation.** Experience with implementing and maintaining automated behaviour driven testing pipeline covering both UI (web and mobile) and APIs.  | <Please describe related experience and years of experience> |
| **Hyperledger Experience.** Experience designing behaviour driven development (BDD) test scripts based on Hyperledger Aries RFCs and Aries Interoperability Profile. Proven experience in development of a test harness or test scripts for Hyperledger Aries frameworks. Demonstrated ability to execute test scripts against Hyperledger Aries agents. | <Please describe related experience and years of experience> |
| Testing Approaches. Experience with continuous testing and quality assurance principles including integrating automated tests with CI/CD pipelines. | <Please describe related experience and years of experience> |
| Experience (2+ years) developing test plans for functional, integration and regression and automated testing on large integrated products. | <Please describe related experience and years of experience> |
| Experience (2+ years) developing, executing and maintaining automated test scripts.  | <Please describe related experience and years of experience> |

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| **Key Position:**  | **Mobile Developer**  |
| **Name of Consultant:** |  |
| **GitHub User Account** |  |
| **Title or Position in Firm:** |  |
| **Consultant’s Primary Office Address:** |  |
| **Degrees, Certificate, and Diplomas Earned:** | **Degrees, Certificate or Diploma** | **Issuing Institution** | **Date Conferred** |
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| **Relevant Professional Designations, Other Designations and Qualifications Held:** | **Designation / Qualification** | **Issuing Institute or Association** | **Date Awarded** |
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| **Skills and Experience (address each of the identified elements below citing demonstrated experience)** |
| **Continuous Integration/Continuous Delivery (CI/CD) Practices.** Experience with CI/CD practices as it relates to mobile application development. Experience should include implementing CI/CD practices using Github Actions. | <Please describe related experience and years of experience> |
| **Enterprise Mobile Software Design and Development.** Demonstrated mobile development and design for Android and iOS operating systems (OS) application within an enterprise context. Experience should include native iOS and Android development and/or using software development frameworks such as React Native. | <Please describe related experience and years of experience> |
| **App Store Management Expertise**. Experience managing application lifecycle using Apple and Google app stores. | <Please describe related experience and years of experience> |
| Experience (2+ years) working with an Agile team, estimating, planning, and managing tasks.  | <Please describe related experience and years of experience> |
| Experience (1+ years) in developing and managing staging and deployment environments and mastering techniques for independently releasing elements of the solution.   | <Please describe related experience and years of experience> |
| Public Sector Agile Experience. Experience applying agile development practice in a large public sector environment.  | <Please describe related experience and years of experience>  |

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| **Key Position:**  | **Developer #1** |
| **Name of Consultant:** |  |
| **GitHub User Account** |  |
| **Title or Position in Firm:** |  |
| **Consultant’s Primary Office Address:** |  |
| **Degrees, Certificate, and Diplomas Earned:** | **Degrees, Certificate or Diploma** | **Issuing Institution** | **Date Conferred** |
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| **Relevant Professional Designations, Other Designations and Qualifications Held:** | **Designation / Qualification** | **Issuing Institute or Association** | **Date Awarded** |
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| **Skills and Experience (address each of the identified elements below citing demonstrated experience)** |
| **Hyperledger Experience.** Experience integrating Hyperledger Aries frameworks into mobile or web applications. | <Please describe related experience and years of experience> |
| **Cloud-Native Development Experience.**Experience with developing and maintaining high availability cloud-native applications by applying “12 Factor App” principles (see https://12factor.net/) or similar approaches. | <Please describe related experience and years of experience> |
| **Open-Source Experience.** Experience developing and contributing to open-source projects, as shown through GitHub user profile and repo references. | <Please describe related experience and years of experience> |
| **Public Sector Agile Experience.** At least one (1) year experience applying agile development mindset, including iterative software development, in a large public sector environment. | <Please describe related experience and years of experience> |

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| **Key Position:**  | **Developer #2** |
| **Name of Consultant:** |  |
| **GitHub User Account** |  |
| **Title or Position in Firm:** |  |
| **Consultant’s Primary Office Address:** |  |
| **Degrees, Certificate, and Diplomas Earned:** | **Degrees, Certificate or Diploma** | **Issuing Institution** | **Date Conferred** |
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| **Skills and Experience (address each of the identified elements below citing demonstrated experience)** |
| **Hyperledger Experience.** Experience integrating Hyperledger Aries frameworks into mobile or web applications. | <Please describe related experience and years of experience> |
| **Cloud-Native Development Experience.** Experience with developing and maintaining high availability cloud-native applications by applying “12 Factor App” principles (see https://12factor.net/) or similar approaches. | <Please describe related experience and years of experience> |
| **Open-Source Experience.** Experience developing and contributing to open-source projects, as shown through GitHub user profile and repo references. | <Please describe related experience and years of experience> |
| **Public Sector Agile Experience.** At least one (1) year experience applying agile development mindset, including iterative software development, in a large public sector environment. | <Please describe related experience and years of experience> |

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| **Key Position:**  | **Hyperledger-Focused Developer #1** |
| **Name of Consultant:** |  |
| **GitHub User Account** |  |
| **Title or Position in Firm:** |  |
| **Consultant’s Primary Office Address:** |  |
| **Degrees, Certificate, and Diplomas Earned:** | **Degrees, Certificate or Diploma** | **Issuing Institution** | **Date Conferred** |
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| **Relevant Professional Designations, Other Designations and Qualifications Held:** | **Designation / Qualification** | **Issuing Institute or Association** | **Date Awarded** |
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| **Skills and Experience (address each of the identified elements below citing demonstrated experience)** |
| **Hyperledger Contribution.**Proven contribution to Hyperledger Aries, Indy or Ursa framework projects | <Please describe related experience and years of experience> |
| **Software development.** Shown through GitHub individual contributions to specific open-source projects with number of years and number of commits (or lines of code). | <Please describe related experience and years of experience> |
| Supporting specification implementation advice for RFCs | <Please describe related experience and years of experience> |
| **Systems Design and Implementation**. Experience in design, development, and architecture of Hyperledger Aries, Ursa or Indy system implementations. Experience with Hyperledger Aries controllers enabling line of business application integrations. | <Please describe related experience and years of experience> |
| Ten (10) or more years of experience in software development.  | <Please describe related experience and years of experience> |
| Three (3) or more years' experience in “12 Factor App” principles of software development or similar approaches | <Please describe related experience and years of experience> |
| Three (3) or more years’ experience in continuous integration/continuous delivery (CI/CD) practice. | <Please describe related experience and years of experience> |

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| **Key Position:**  | **Hyperledger-Focused Developer #2** |
| **Name of Consultant:** |  |
| **GitHub User Account** |  |
| **Title or Position in Firm:** |  |
| **Consultant’s Primary Office Address:** |  |
| **Degrees, Certificate, and Diplomas Earned:** | **Degrees, Certificate or Diploma** | **Issuing Institution** | **Date Conferred** |
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| **Relevant Professional Designations, Other Designations and Qualifications Held:** | **Designation / Qualification** | **Issuing Institute or Association** | **Date Awarded** |
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| **Skills and Experience (address each of the identified elements below citing demonstrated experience)** |
| **Hyperledger Contribution.**Proven contribution to Hyperledger Aries, Indy or Ursa framework projects | <Please describe related experience and years of experience> |
| **Software development.** Shown through GitHub individual contributions to specific open-source projects with number of years and number of commits (or lines of code). | <Please describe related experience and years of experience> |
| Supporting specification implementation advice for RFCs | <Please describe related experience and years of experience> |
| **Systems Design and Implementation**. Experience in design, development, and architecture of Hyperledger Aries, Ursa or Indy system implementations. Experience with Hyperledger Aries controllers enabling line of business application integrations. | <Please describe related experience and years of experience> |
| Ten (10) or more years of experience in software development.  | <Please describe related experience and years of experience> |
| Three (3) or more years' experience in “12 Factor App” principles of software development or similar approaches | <Please describe related experience and years of experience> |
| Three (3) or more years’ experience in continuous integration/continuous delivery (CI/CD) practice. | <Please describe related experience and years of experience> |

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| **Key Position:**  | **Hyperledger-Focused Developer #3** |
| **Name of Consultant:** |  |
| **GitHub User Account** |  |
| **Title or Position in Firm:** |  |
| **Consultant’s Primary Office Address:** |  |
| **Degrees, Certificate, and Diplomas Earned:** | **Degrees, Certificate or Diploma** | **Issuing Institution** | **Date Conferred** |
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| **Relevant Professional Designations, Other Designations and Qualifications Held:** | **Designation / Qualification** | **Issuing Institute or Association** | **Date Awarded** |
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| **Skills and Experience (address each of the identified elements below citing demonstrated experience)** |
| **Hyperledger Contribution.**Proven contribution to Hyperledger Aries, Indy or Ursa framework projects | <Please describe related experience and years of experience> |
| **Software development.** Shown through GitHub individual contributions to specific open-source projects with number of years and number of commits (or lines of code). | <Please describe related experience and years of experience> |
| Supporting specification implementation advice for RFCs | <Please describe related experience and years of experience> |
| **Systems Design and Implementation**. Experience in design, development, and architecture of Hyperledger Aries, Ursa or Indy system implementations. Experience with Hyperledger Aries controllers enabling line of business application integrations. | <Please describe related experience and years of experience> |
| Ten (10) or more years of experience in software development.  | <Please describe related experience and years of experience> |
| Three (3) or more years' experience in “12 Factor App” principles of software development or similar approaches | <Please describe related experience and years of experience> |
| Three (3) or more years’ experience in continuous integration/continuous delivery (CI/CD) practice. | <Please describe related experience and years of experience> |

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| **Key Position:**  | **User Experience (UX) & Documentation Specialist**  |
| **Name of Consultant:** |  |
| **GitHub User Account** |  |
| **Title or Position in Firm:** |  |
| **Consultant’s Primary Office Address:** |  |
| **Degrees, Certificate, and Diplomas Earned:** | **Degrees, Certificate or Diploma** | **Issuing Institution** | **Date Conferred** |
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| **Relevant Professional Designations, Other Designations and Qualifications Held:** | **Designation / Qualification** | **Issuing Institute or Association** | **Date Awarded** |
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| **Skills and Experience (address each of the identified elements below citing demonstrated experience)** |
| **Technical Documentation.** Experience representing technical information for a technical audience such as developers. This may be in the form of architecture diagrams or reference documentation for example. | <Please describe related experience and years of experience> |
| **Non-technical Documentation.** Experience creating documentation representing various viewpoints such as the business need, user flow, and organizational responsibility. | <Please describe related experience and years of experience> |
| **Self-Sovereign Identity (SSI) Understanding.** Experience conveying concepts and principles of SSI and Verifiable Credentials, such as authoring white papers, presentations, and diagrams, for various and diverse audiences. | <Please describe related experience and years of experience> |
| **User Experience Design.** Ten (10) years’ experience in the field of User Experience Design with consumer and business facing applications. | <Please describe related experience and years of experience> |
| **Web Publishing.** Experience with creating and publishing web content, writing content and designing information architecture. | <Please describe related experience and years of experience> |
| Experience (2+ years) using an Agile/iterative approach to software and product development. | <Please describe related experience> |

**Consultant References**

Respondents are requested to submit at minimum 1 reference and maximum 2 references for the each of the resources proposed for Key Personnel.

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| **References for Consultant** |
| **Name of Consultant:**  |
| **First Client Reference:** | Name of Client: |  |
| Title or Position: |  |
| Firm Name: |  |
|  | Telephone Number: | ( ) - | City: |  |
|  | Nature of Services Provided: |  |
| Date(s) Services Provided: |  |
| **Second Client Reference:** | Name of Client: |  |
| Title or Position: |  |
| Firm Name: |  |
|  | Telephone Number: | ( ) - | City: |  |
|  | Nature of Services Provided: |  |
| Date(s) Services Provided: |  |

**Part 4: PRICE**

Respondents are requested to submit a schedule of hourly rates, based on a single rate for all hours worked, for each Consultant. Rates quoted, are to remain in effect during each of the initial term is in effect.

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| --- | --- | --- |
| Key Personnel | Name | Hourly Rate |
| Senior Architect & Open Community Lead |  | $ |
| Senior Site Reliability Specialist |  | $ |
| Senior Test Developer |  | $ |
| Mobile Developer |  | $ |
| Developer #1 |  | $ |
| Developer #2 |  | $ |
| Hyperledger-Focused Developer #1 |  | $ |
| Hyperledger-Focused Developer #2 |  | $ |
| Hyperledger-Focused Developer #3 |  | $ |
| User Experience (UX) & Documentation Specialist |  | $ |
| TOTAL HOURLY COST FOR ALL Key Personnel |  | $ |

Note 1: At no time can the Contractor charge overtime rates for any Contractor Personnel.

Note 2: The all-inclusive Total Hourly Cost will be calculated by adding the Hourly Rate of each Key Personnel.

The total of the all-inclusive Hourly Rates (A) will be added for the Key Personnel.

These hourly rates will be fixed for the Initial Term to September 30, 2023. For the possible Renewal Term the Contractor may receive no more than the lesser of the change in the Consumer Price Index for British Columbia in the year immediately preceding the applicable Renewal or a 3% increase in its hourly rates as described in Section 3.1 (b) Schedule “D” \_(Fees and Payment) of the Draft Contract.

Prices quoted will be deemed to be:

1. in Canadian dollars;
2. Without any OT premium
3. inclusive of duty, FOB destination, travel expenses, and delivery charges where applicable; and
4. exclusive of any applicable taxes.

**Part 5: Corporate References**

Respondents are requested to submit corporate references. Please provide at least one Public Sector reference. Corporate Reference can be the same as the project references.

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| **Corporate References for Respondent (at least one Public Sector Reference)** |
| **First Client Reference:** | Name of Client: |  |
| Title or Position: |  |
| Firm Name: |  |
| **(at least one Public Sector)** | Telephone Number: | ( ) - | City: |  |
|  | Nature of Services Provided: |  |
| Date(s) Services Provided: |  |
| **Second Client Reference:** | Name of Client: |  |
| Title or Position: |  |
| Firm Name: |  |
|  | Telephone Number: | ( ) - | City: |  |
|  | Nature of Services Provided: |  |
| Date(s) Services Provided: |  |