



# Stage 3 Solution Analysis

California Department of Technology, SIMM 19C.2 (Rev. 3.0.7, 2/28/2022)

## 3.1 General Information

1. **Agency or State Entity Name:** **7350 - Industrial Relations, Department of**  
If Agency/entity is not in the list, then enter here.
2. **Proposal Name:** **Labor Enforcement Task Force Project (LETF project)**
3. **Department of Technology Project Number (0000-000):** **7350-095**
4. **S3SD Version Number:** **Version 1**
5. **CDT Billing Case Number:** **CS0066993**  
Don't have a Case Number? [Click here to get one.](#)

## 3.2 Submittal Information

### 1. Contact Information

Contact Name: **Benjamin Bonte**

Contact Email:

Contact Phone:

### 2. Submission Type: **New Submission**

If Withdraw, select Reason: **Choose an item.**

If Other, specify reason here:

**Sections Changed if an update or resubmission:** (List all the sections that changed.)

**Summary of Changes:** (Summarize updates made.)

3. Attach Project Approval Executive Transmittal to your email submission.

A. LETF Project Approval Executive Transmittal (submitted with Stage 2)

4. Attach updated Procurement Assessment Form with Stage 3 information to your email submission. Not necessary for this project per CDT PAO.

5. Conditions from Stage 2 Approval (Enter any conditions from the Stage 2 Alternatives Analysis approval letter issued by CDT):

None.

### 3.3 Detailed Solution Requirements and Outcomes

1. Attach detailed Requirements and Outcomes documents including traceability matrix to the email submission. Include any changed or updated requirements.

B. LETF Requirements/Outcomes matrix: This does not exist today but will be created at the time of product backlog creation based on the mid-level requirements with the vendor.

2. Stage 2 Requirements and Outcomes Changes

Since approval of the Stage 2 Alternatives Analysis, has the agency/state entity developed or modified any requirements and/or outcomes that were not represented in Stage 2? **No**

If "Yes," explain:

If "Yes," please describe the nature and scope of the change(s) and how the requirements and/or outcomes align with the business objectives established in the Stage 1 Business Analysis:

3. Attach the updated To-Be Workflow(s) to your email submission.

If To-Be business process workflow(s) is not attached, explain why:

Because the LETF project modernizes the current technology, there is no change to the business process workflows. As such no To-Be business process workflow has been created.

Attach related SOW: **N/A**

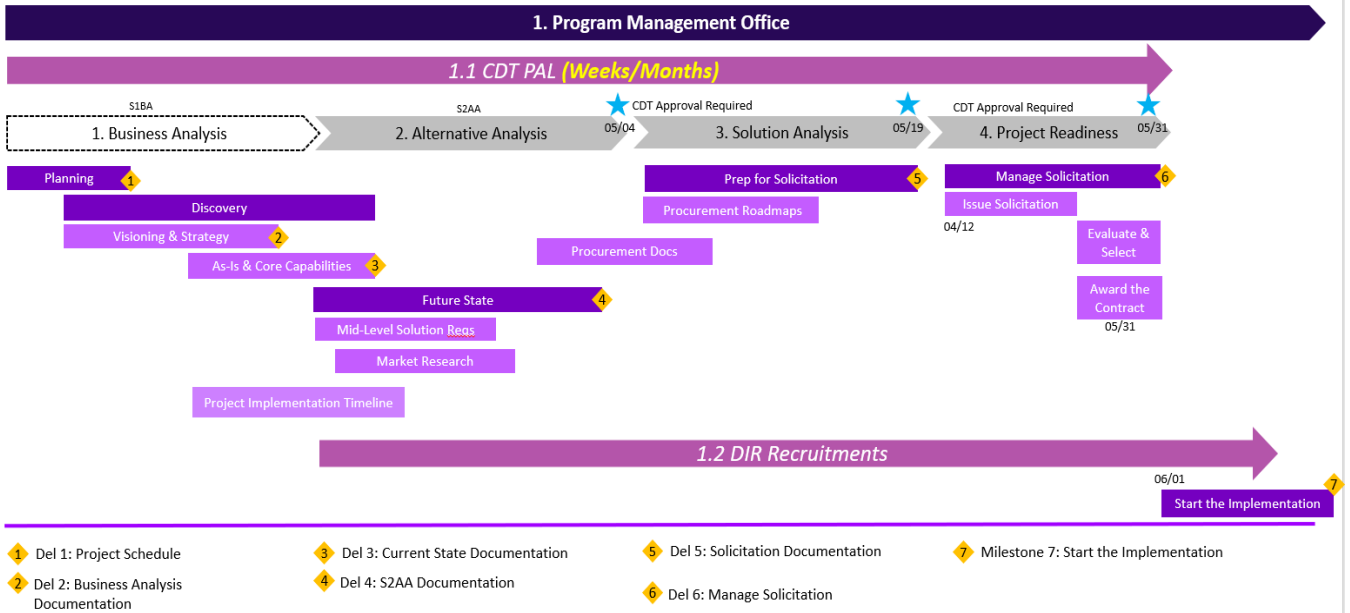
### 3.4 Project and Procurements Roadmap

Attach a Project and Procurements Roadmap or Summary to the submission.

The roadmap or summary should include both the primary and all ancillary procurements.

- Reference **LABOR ENFORCEMENT TASK FORCE (LETF) PROJECT TIMELINE** in chart below.

# LABOR ENFORCEMENT TASK FORCE (LETF) PROJECT TIMELINE



## C. LETF Procurements Roadmap: (Primary RFO Key Action Dates)

EVENT	DATE / TIME
RFO Release Date	April 12, 2023
Respondent Questions Due	April 21, 2023 at 10:00 AM PT
Last day to request offer upload instructions	May 1, 2023
RFO Responses Due	May 10, 2023 at 12:00 (noon) PT
Proposed Contract Start Date	June 1, 2023

## 3.5 Project Planning

Are the following Project Management Plans or artifacts completed to the required level, approved by the designated agency/state entity authority, and available for the Department of Technology to

review? **Choose:** 'Yes,' 'No,' or 'Not Applicable.' If 'No' or 'Not Applicable;' provide the artifact status in the space provided.

GENERAL NOTE: The Stage 3 Project Management Plan is sufficient for Stage 3. The Stage 4 required PM plans are under discussion with the CDT PAO.

Project Management Plan (Draft):**Yes**

Status:

Risk Management Plan (Approved):No

Status:

Issue and Action Item Management Plan (Approved):No

Status:

Change Control Management Plan (Approved):No

Status:

Quality Management Plan (Approved):No

Status:

Testing Management Plan (Approved):No

Status:

Security Management Plan (Approved):No

Status:

Contract Management Plan (Updated Draft):No

Status:

Other (enter name) [Click here to enter text.](#) Plan:No

Status:

## 3.6 Primary Solicitation

Attach the Primary Solicitation document to your email submission.

**D. Primary Solicitation RFO Statement of Work** (*entire RFO*)

*For a standard procurement, please attach a copy of your IFB, RFP, or RFO.  
For a challenge-based procurement, please attach a copy of the solicitation.*

## 3.7 Ancillary Procurements

1. Attach all in-progress and completed ancillary procurement documents to your email submission.

**E. IV&V SOW – This project does not have IV&V budget. We will initiate the process if the budget is available.**

2. Has the project begun procurement activities for Independent Verification and Validation (IV&V) services per the State Administrative Manual Section 4940.3? **Yes**

If “Yes,” indicate the planned start date for IV&V services below:

**Start date: TBD**

If “No” or “Not applicable,” provide a brief explanation below:

**See #1 above.**

3. Provide the following information for each of your ancillary procurements:

**Service Type: Goods**

If “Other,” specify:

**Roles/Responsibilities or Tasks: Software Licenses**

**Status: Planned**

**CDT STP Conducted: No**

**Procurement Type: Other**

If “Other,” specify: **SLP**

**Length of Contract: 12 months**

**Service Type: Other**

If “Other,” specify: **IV&V**

**Roles/Responsibilities or Tasks: Technical Verification & Validation**

**Status: Planned**

**CDT STP Conducted: No**

**Procurement Type: CMAS**

If “Other,” specify:

**Length of Contract: 12 months**

**Service Type: Other**

If “Other,” specify: **ServiceNow & GCP**

**Roles/Responsibilities or Tasks: Software Licenses**

**Status:Planned**

**CDT STP Conducted: No**

**Procurement Type:Other**

If "Other," specify: **SLP**

**Length of Contract: 12 months**

*TIP: Copy and paste or click the + button in the lower right corner of the ancillary procurement items to add Services (for different Service Types or Lengths of Contract) with all additional information as needed.*

### **End of agency/state entity document.**

**Please ensure ADA compliance before submitting this document to CDT.**

**When ready, submit Stage 3 and all attachments in an email to [ProjectOversight@state.ca.gov](mailto:ProjectOversight@state.ca.gov).**

*TIP: Review the Gate 3 Project Management Planning Evaluation Scorecard to ensure a complete submission.*

## Department of Technology Use Only

**Original “New Submission” Date:** [4/18/2023](#)

**Form Received Date:** [5/16/2023](#)

**Form Accepted Date:** [5/16/2023](#)

**Form Status:** [In Analysis](#)

**Form Status Date:** [5/16/2023](#)

**Form Disposition:** [Choose an item.](#)

**Form Disposition Date:** [Click or tap to enter a date.](#)