



# Stage 4 Project Readiness and Approval

California Department of Technology, SIMM 19 D.2 (Rev. 3.0.8, 2/28/2022)

## 4.1 General Information

- 1. Agency or State Entity Name:** 3600 - Fish and Wildlife, Department of  
If Agency/State entity not in the list, enter here with the [organization code](#).  
[Click or tap here to enter text.](#)
- 2. Proposal Name:** Wireless Digital Evidence Management System for ICCS
- 3. Department of Technology Project Number (0000-000):** 3600-079
- 4. S4PRA Version Number:** [Version 2](#)
- 5. CDT Billing Case Number:** CS0001472  
Don't have a Case Number? [Click here to get one.](#)

## 4.2 Submittal Information

### 1. Contact Information

Contact Name: [Stephen Adams](#)  
Contact Email: [Stephen.adams@wildlife.ca.gov](mailto:Stephen.adams@wildlife.ca.gov)  
Contact Phone: (916 )307 0898

### 2. Submission Type:

[New Submission](#)

If Withdraw, select Reason: [Choose an item.](#)

If Other, specify reason here: [Click or tap here to enter text.](#)

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

[NA](#)

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

[NA](#)

3. Attach [Project Approval Executive Transmittal](#) to your email submission.
4. Attach Final [Procurement Assessment Form](#) to your email submission.
5. **Conditions from Stage 3 Approval** (Enter any conditions from the Stage 3 Solution Analysis approval letter issued by CDT):  
[Click or tap here to enter text.](#)

## 4.3 Contract Management

The Contract Manager must be a State Employee and should not be the Project Manager. Please complete the questions below in reference to the **primary solicitation**.

Is the Contract Management Plan complete, 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.

1. [Contract Management Plan \(Approved\)](#): Yes  
Status: [Click or tap here to enter text.](#)
2. **Has the role of Contract Manager been assigned, and has the Contract Manager reviewed and gained an understanding of the scope, activities, tasks, and deliverables of the contract?** Yes  
If "No," briefly explain below why both have not been accomplished:  
[Click or tap here to enter text.](#)
3. **Does the assigned Contract Manager understand the processes for post-award contract activities, including contract amendments, contract work authorizations, terms and conditions, and contract escalation/resolution?** Yes  
If "No," briefly explain below why this has not been accomplished:  
[Click or tap here to enter text.](#)
4. **Has a post-award kickoff meeting between the Contract Manager and state project team members been scheduled to align state and contractor expectations related to contract, budget, invoicing, requirements review, and contractor incentives?** Yes  
If "No," briefly explain below why this has not been accomplished:  
[Tentative kickoff date is identified as 8/8/2023 after the contract is approved.](#)
5. **Does the Contract Manager understand the Agency/state entity and federal processes, policy, and applicable procedures?** Yes  
If "No," briefly explain below why this has not been accomplished:  
[Click or tap here to enter text.](#)

6. **Does the Contract Manager have a plan to collect and assess contractor and project performance information on a regular basis (e.g., establish meetings with Project Managers, communication techniques)?** [Yes](#)

If “No,” briefly explain below why this has not been accomplished:

[IV&V contract is in place and has been awarded to Technology Management Solutions.](#)

## 4.4 Organizational Readiness

Is the Implementation Management Plan draft complete, 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.

1. [Implementation Management Plan \(Draft\):](#) [Yes](#)

Status: [complete](#)

2. **Does the Agency/state entity currently have a mature release management process with a repeatable and scalable testing methodology that supports all stages of testing (system, integration, security, performance, interfaces, regression, user acceptance, and accessibility)?** [Yes](#)

If “No,” briefly describe below the release management process that will be used to manage, plan, schedule, and control a software release through the different phases and environments, including testing and deploying software releases:

[Click or tap here to enter text.](#)

3. **Does the project team have a clear understanding of the areas of business (identified in Stage 1) that will be impacted by the project?** [Yes](#)

If “No,” briefly explain below how the Agency/state entity plans to educate the project team to ensure all members have a clear understanding of the impacted business areas by the project:

[Click or tap here to enter text.](#)

4. **Does the Agency/state entity have processes and methodologies in place to support Organizational Change Management (OCM) activities identified in Stage 2, Section 2.9 Organizational Change Management?** [Yes](#)

If “No,” briefly describe below how the Agency/state entity will perform OCM activities for this proposal:

[Click or tap here to enter text.](#)

5. **Does the Agency/state entity have dedicated knowledge transfer resources assigned to business process improvement or business process reengineering activities resulting from the new solution?** [Yes](#)

If “Yes,” specify the areas of business process improvement:

[ICCS Train the Trainer](#)

If “No,” briefly explain below how the Agency/state entity will perform business process improvement or business process reengineering activities resulting from the new solution:

[Click or tap here to enter text.](#)

6. **Attach Updated Project Organization Chart to your email submission.**

## 4.5 Project Readiness

1. **Select the system development methodology you plan to use to design and develop the new system: Predictive**

Provide a brief description of your methodology and reason for selecting it below:

Predictive methodology follows the design, implement, test and deploy model. This process fits well with this project because deployment can be performed incrementally and repeatedly after a successful design, implementation, and test.

Describe below the Agency/state entity’s past project experience using the system development methodology selected. If this methodology has never been used before, describe the training and staff development that will be provided to prepare staff to utilize this methodology.

RMS, Radio Refresh used the same methodology. Radio Refresh consists of software design, implementation and test, while the hardware part consists of design, installation and testing. Radio Refresh and this project also has similar component structure: hardware and software. RMS on the other hand is all software but follows the same concept of design, implementation and test prior to deployment.

2. **Has the Agency/state entity engaged the Office of Technology Services (OTech) for capacity planning and the development of the solution delivery timeline? No**

If “No,” and data center capacity planning and alignment services are needed, explain below the reason OTech has not been engaged and what is the alternative plan:

It is a vendor-managed Cloud Solution, hence no data center capacity planning and alignment services are needed and hence OTech has not been engaged. The video evidence shall be uploaded to the cloud solution through CDFW’s 4G and 5G cellular modem (PepWave Devices) during the officer’s shift and then once the vehicle is within CDFW’s Wi-Fi range, the modem will detect the Wi-Fi signal and switch from the cellular transmission method to the faster Wi-Fi method to either continue to upload directly to the cloud or upload any remaining videos on the local in-car storage directly to the cloud storage solution.

The system will also not be interfaced with other systems in the vehicle.

3. **Have resource commitments been obtained for all those identified in the Resource Management Plan? Yes**

If “No,” explain below why commitments have not been obtained and the plan to mitigate this risk:

[Click or tap here to enter text.](#)

4. Does the Resource Management Plan ensure resources are sufficiently committed to perform project activities if they are also committed to other responsibilities? **Yes**

If “No,” explain below how sufficient resource levels will be maintained for all project activities:

[Click or tap here to enter text.](#)

5. Have all identified project leads received at a minimum basic project management training? **Yes**

If “No,” explain how the Agency/state entity will educate the project team leads on project management basics:

[Click or tap here to enter text.](#)

## 4.6 Business Objective Valuation

1. **Attach** the Requirements/Backlog Baseline and/or Deliverables Baseline to your email submission.
2. **Insert your Objectives (ID, Objective, Metric, Baseline, and Target Result) from Stage 1 Section 1.7, along with changes and reason for changes, and assign a percent score value to each. The total of all scores should be 100%.**

Objective ID: 1.1

Objective: *Decrease in citizens' complaints, increase in public trust with increased transparency and increase in perceived legitimacy and sense of procedural justice.*

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: [Number of Citizen Complaints](#)

Baseline: [Number of Complaints before implementation of ICCS \(getting this information\)](#)

Target Result: [10% reduction of complaints one year after ICCS is deployed](#)

Valuation: [Data gathered by LED.](#)

Objective ID: 2.1

Objective: [Increase in use-of-force related video/audio documentation.](#)

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: [Number of in-car camera recordings of UOF incidents](#)

Baseline: [0](#)

Target Result: [Increased recorded video from the baseline of zero.](#)

Valuation: [Recorded incidents that the in-car cameras uploaded to the cloud](#)

Objective ID: 3.1

Objective: [Identify potential training opportunities for LED staff based on video gathered from incidents.](#)

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: [Number of training modules developed based on evaluated training.](#)

Baseline: 0

Target Result: [Increase from zero trainings identified through recorded evidence](#)

Valuation: [Evaluation of videos and trainings developed by LED](#)

## 4.7 Schedule Baseline

### 1. Schedule Summary

#### Project Execution Start Dates

Proposed Project Start Date (from most recently approved schedule/roadmap):  
[9/6/2022](#)

Baseline Project Start Date: [7/17/2023](#)

Variance: 44 Weeks

#### Project End Dates

Proposed Project Finish Date (from most recently approved schedule/roadmap):  
[3/1/2024](#)

Baseline Project Finish Date: [12/6/2025](#)

Variance: [92 Weeks](#)

### 2. Reason(s) for Variances

Provide reasons for any date variances: [The project took longer to get through Stage 3 than anticipated. As a result, the Project Start date was moved into FY 23/24 to ensure the greatest degree of success for the project. Contract is anticipated to be signed on or before 07/17/2023 and to be executed through Fi\\$Cal by August 1, 2023.](#)

### 3. Master Schedule and Key Milestones

**Attachment:** See attached [4.7 ICCS Implementation High Level Schedule updated 06.30.2023.xlsx](#)

## 4.8 Cost Baseline

Is the Cost Management Plan complete, 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.

1. **Cost Management Plan (Approved):** Yes

Status: Complete

2. **Cost Summary**

**Total Planning Cost (One-Time)**

Estimated Proposed Cost (from most recently approved FAW): **\$627,216**

Baseline Cost: **\$1,208,419**

Variance: **\$581,203**

**Total Project Cost (One-Time)**

Estimated Proposed Cost (from most recently approved FAW): **\$5,427,607**

Baseline Cost: **\$4,716,770**

Variance: **\$710,837**

**Total Future Operations IT Staff and OE&E Cost (Continuing)**

Estimated Proposed Cost (from most recently approved FAW): **\$459,420**

Baseline Cost: **\$994,012**

Variance: **\$534,592**

**Total Cost**

Estimated Proposed Cost (from most recently approved FAW): **\$6,514,243**

Baseline Cost: **\$6,919,201**

Variance: **\$404,958**

**Annual Future Operations IT Costs (Annual M&O)**

Estimated Proposed Cost (from most recently approved FAW): **\$106,020**

Baseline Cost: **\$472,704**

Variance: **\$366,684**

*TIP: Baseline costs should match the submitted Financial Analysis Worksheet for Stage 4.*

3. **Reason(s) for Variances**

Provide reasons for any cost variances:

The variance was due to the knowledge gained from the RFP and taking into account all the risk and contingencies that would occur.

#### 4. Budget Change Proposal (BCP) Summary

Budget Request ID: 3600-061-BCP-2022-MR

Budget Request Year (0000-00): 22/23

Requested Amount (specific to the project): \$3,309,000

Status: Supported

Budget Bill Language (if supported): The Department of Fish and Wildlife (DFW) and Department of Parks and Recreation (Parks) request one-time funding of \$5.5 million from General Fund in Fiscal Year (FY) 2022-23, to purchase 1,037 in-car camera systems. Of the \$5.5 million, DFW is requesting \$3.3 million and Parks is requesting \$2.2 million. Additionally, Parks is requesting \$1.6 million ongoing to purchase in-car camera systems for peace officers. The use of in-car cameras has made law enforcement agencies more transparent and accountable to the public and has helped agencies evaluate officer professionalism and training needs.

#### 5. Financial Analysis Worksheets (Baseline)

Attach Final FAWs to your email submission.

## 4.9 Primary Solicitation Results

1. **Attach** the approved Evaluation and Selection Report for the primary solicitation to your email submission.
2. **Attach** the proposed contract resulting from the primary solicitation to your email submission.
3. **Was one of the viable solutions in Stage 2 selected for final contract award? Yes**  
If "No", please describe:  
[Click or tap here to enter text.](#)
4. **Selected Vendor Name: PCN Strategies**
5. **Contract Number: TBD**
  - a. Contract Start Date: 7/17/2023
  - b. Contract End Date: 7/16/2026
6. **Total Contract Cost (without optional years): \$3,470,753**
  - a. Optional Years (Number of Months): 24
7. **Total Cost of Optional Years: \$750,994**
8. **Total Contract Cost (with optional years): \$4,221,747**

Are the following Project Management Plan Drafts 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. These plans may be completed with the selected primary vendor.



1. [Configuration Management Plan \(Draft\)](#): Not applicable  
Status: Click or tap here to enter text.
2. [Data Management Plan \(Draft\)](#): Not applicable  
Status: Click or tap here to enter text.
3. [Maintenance and Operations Transition Management Plan \(Draft\)](#): No  
Status: Created by Vendor

## 4.10 Risk Register

Attach Risk Register to your email submission.

**End of Stage 4 Project Readiness and Approval Document.**

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

**When ready, submit Stage 4 and all attachments in an email to [ProjectOversight@state.ca.gov](mailto:ProjectOversight@state.ca.gov).**

*TIP: Use the Gate 4 Project Readiness and Approval Evaluation Scorecard ([SIMM Section 19-D](#)) as an internal tool to ensure a quality submission.*

## Department of Technology Use Only

**Original “New Submission” Date:** 5/26/2023

**Form Received Date:** 7/17/2023

**Form Accepted Date:** 7/17/2023

**Form Status:** Completed

**Form Status Date:** 7/24/2023

**Form Disposition:** Approved

**Form Disposition Date:** 7/24/2023