



Stage 2 Alternatives Analysis

California Department of Technology, SIMM 19B.2 (Ver. 3.0.7, 04/25/2023)

2.1 General Information

1. **Agency or State Entity Name:** XXXX - Other

If Agency/State entity is not in the list, enter here with the [organization code](#).

1115 – Department of Cannabis Control

2. **Proposal Name:** Laboratory Information Management System Replacement (LIMSR)

3. **Department of Technology Project Number (0000-000):** 1115-002

4. **S2AA Version Number:** Version 1

5. **CDT Billing Case Number:** CS0064107

Don't have a Case Number? [Click here to get one.](#)

2.2 Submittal Information

1. **Contact Information**

Contact Name: Jeff Alameida

Contact Email: jeff.alameida@cannabis.ca.gov

Contact Phone: 279-217-3645

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 update or resubmission: (List all the sections that changed.)

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

Summary of Changes: (Summarize updates made.)

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

3. Attach [Project Approval Executive Transmittal](#) to your email submission.
4. Attach [Procurement Assessment Form](#) to your email submission.
5. **Conditions from Stage 1 Approval** (Enter any conditions from the Stage 1 Business Analysis approval letter issued by CDT or your AIO):

No conditions from Stage 1 Approval.

2.3 Baseline Processes and Systems

1. **Current Business Environment (Describe the current business environment of which the effort will be understood and assessed in 500 words)**

The Cannabis Testing Laboratory Branch (CTLB), a branch of the Laboratory Services Division is responsible for investigatory sample testing of cannabis and cannabis products for regulatory compliance and enforcement investigations. The branch works closely with other divisions in the Department to administer DCC's compliance and enforcement functions. This includes but is not limited to reviewing scientific literature on cannabis to inform method development and regulatory reforms, analyzing unique and novel remediation methods, and reviewing and refining method validation. CTLB also works closely with other State Labs to review testing standards and develop new methods as the science in this space evolves. CTLB currently has 13 staff consisting mainly of Research Scientists with backgrounds in microbiology and chemistry. Three Research Scientist Supervisors oversee the lab team and direct the activities of the lab. CTLB is ISO 17025 accredited and has a California and Drug Enforcement Agency (DEA) registration.

Tip: Current Environment costs will be asked for in the Financial Analysis Worksheet to be completed in Section 2.12.

Attach relevant documentation to email submission (i.e., business process, workflow, problem analysis, user/stakeholder list, research findings). If these types of documents are not available, please indicate "Not Available," and explain the reason below:

Not available reason:

2. **Technical Context (Describe the technical environment of which the effort will be understood and assessed in 500 words)**

Currently, the CTLB utilizes the StarLIMS system for laboratory testing of cannabis. The system supports sample login, data entry and generating reports. StarLIMS is licensed and operated by California Department of Public Health (CDPH) and is currently designed for blood testing and other human products and is not optimized for cannabis testing. The system is configured for testing clinical and environmental samples. As a result, each time a cannabis sample is entered, a new test, or a new report is needed, the CTLB staff must complete additional manual data entry and configuration changes, which creates inefficiency in the process. A replacement LIMS geared towards a cannabis product testing focus will offer

opportunities for substantial improvements in both the tracking of samples as well as the reporting of testing results.

Attach relevant documentation to email submission (i.e., logical system environment diagrams, system interactions, business rules, application flows, stakeholder information, data flow charts). If these types of documents are not available, please indicate “Not Available,” and explain the reason below:

Not available reason: “Not Available”. This is a CDPH Laboratory Information Management System (LIMS) and is licensed and operated for blood testing and human products. The current Business Environment attachment includes basic system information on Public Health LIMS.

3. Data Management (Enter the information to indicate the data owner and custodian of the current system, if applicable.)

Data Owner Name: Jayashree Ray

Data Owner Title: Research Scientist Supervisor II

Data Owner Business Program area: Laboratory Service Division

Data Custodian Name: Donovan Dutt

Data Custodian Title: Chief of Infrastructure and Enterprise Services Branch

Data Custodian Technical area: Infrastructure, Network, and Database Administration

Security - Data Classification and Categorization Yes

Security - Privacy Threshold & Impact Assessment. Yes

4. Existing Data Governance and Data

a) Do you have existing data that must be migrated to your new solution?

Answer (Unknown, Yes, No): Yes

If data migration is required, please rate the quality of the data.

Select data quality rating: Few issues identified with the existing data.

b) Does the Agency/state entity have an established data governance body with well-defined roles and responsibilities to support data governance activities?

Answer (Unknown, Yes, No): No

If Yes, include the data governance organization chart as an attachment to your email submission.

c) Does the Agency/state entity have data governance policies (data policies, data standards, etc.) formally defined, documented, and implemented?

Answer (Unknown, Yes, No): No

If Yes, include the data governance policies as an attachment to your email submission.

- d) Does the Agency/state entity have data security policies, standards, controls, and procedures formally defined, documented, and implemented?

Answer (Unknown, Yes, No): **Yes**

If Yes, attach the existing documented security policies, standards, and controls used to your email submission.

- e) Does the Agency/state entity have user accessibility policies, standards, controls, and procedures formally defined, documented, and implemented?

Answer (Unknown, Yes, No): **Yes**

If Yes, attach the existing documented policies, accessibility governance plan, and standards used to the email submission.

5. Security Categorization Impact Table

Consult the [SIMM 5305-A Information Security Program Management Standard - Security Categorization Impact Table](#).

Attach a table (in PDF) that categorizes and classifies the agency/state entity's information assets related to this effort (e.g., paper and electronic records, automated files, databases requiring appropriate protection from unauthorized use, access, disclosure, modification, loss, or deletion). Each information asset for which the agency/state entity has ownership responsibility shall be inventoried and identified.

6. Security Categorization Impact Table Summary

Consult the [SIMM 5305-A Information Security Program Management Standard - Security Categorization Impact Table](#) to provide potential impact levels of the following areas:

Confidentiality: **Medium**

Integrity: **Medium**

Availability: **Low**

7. Technical Complexity Score: 0.7

(Attach a [SIMM Section 45 Appendix C](#) with Business and Technical Complexity sections completed to the email submission.)

2.4 Requirements and Outcomes

At this time in the project planning process, requirements and outcomes should be documented and indicative of how the Agency/State Entity envisions the final solution. This shall be accomplished either in the form of mid-level requirements (predictive methodology)/business capabilities or representative epics and user stories (adaptive methodology) that will become part of the product backlog. The requirements or representative epics and user stories must tie back to the Objectives

detailed in the Stage 1 Business Analysis. Regardless of which tool/method is used, an understanding of the following, at a minimum, must be clearly articulated:

- Functional requirements - identified in attached requirements.
- Expected user experience(s) - identified in attached requirements.
- Expected system outcome - identified in attached requirements.
- Expected business operations (e.g., How do you envision operations in the future?) - The new system will improve the transfer of chain of custody of the product, input of samples received by the lab, processing of the sample through the various stages of testing and reporting of testing results. Because the existing system is designed for blood sampling and not testing of products that are currently considered a Schedule 1 drug, it is inefficient, and makes tracking and retention of the chain of custody extremely onerous and inefficient. The LIMS on the market are built to adhere to Cannabis regulatory requirements out-of-the-box.
- Alignment to the project's objectives identified in Stage 1 - identified in attached requirements.
- Product ownership (e.g., Who owns these requirements?); and – Product Owner
- Verification of need(s) fulfillment (e.g., How will success be measured?) - requirements will be traced to completion throughout the project period and will be validated by the Product Owner through quality assurance and testing.

Tip: If providing requirements, the recommended range of requirements is between 50 and 100.

Attach Requirements and/or Outcomes narratives, mid-level requirements, and/or epics/user stories to submission email.

2.5 Assumptions and Constraints

Relevant assumptions and constraints help define boundaries and opportunities to shape the scope and complexity of the project.

Assumption: There are LIMS systems available on the market that align with the needs of CTLB activities. Funds are currently available within the approved budget of the Department. The Department will fund this project from its operational resources.

Description/Potential Impact: A new LIMS will increase the efficiency and effectiveness of the lab because it is geared towards cannabis product testing. The new LIMS will enable the Laboratory Branch to be independent of CDPH's system, which is utilized via an interagency agreement. DCC will be able to configure the system in a manner that is geared towards cannabis sample collection, processing, and reporting – the system is currently designed for testing clinical and environmental samples which makes it inefficient for use by the cannabis testing branch. Additionally, the existing system is owned and operated by another state Department - CDPH.

Assumption: CDPH will provide access to the LIMS Legacy System while executing project.

Description/Potential Impact: CDPH owns and operates the current LIMS system utilized by CTLB. Support is provided by CDPH through an interagency agreement. While the new LIMS is being procured, developed, and implemented CDPH will make the legacy LIMS available for in-flight tests and data investigation and conversion.

Assumption: Subject Matter Experts will participate as testers and provide validation of functionality.

Description/Potential Impact: While contractors will be completing the work to configure and implement the solution, CTLB subject matter experts will be needed to complete testing and perform validation that the solution meets business requirements.

Constraint: Adequate developer resources

Description/Potential Impact: Through market research it's proven that there are several LIMS products available to procure. The success of the project will also rely on experienced developer resources to complete project scope within schedule.

Constraint: Schedule management

Description/Potential Impact: To meet key project delivery dates, sub-optimal workarounds will be considered as project risks and issues arise.

TIP: Copy and paste to add Assumptions/Constraints with Descriptions/Impacts as needed.

2.6 Dependencies

Dependencies are elements or relationships in a project reliant on something else occurring before the function, service, interface, task, or action can begin or continue.

Dependency Element: Purchase of LIMS software and implementation services.

Dependency Description: To begin implementation of the solution, the successful purchase of a LIMS software tool will need to be executed. Prior to implementation, minimal configuration may be necessary based on business requirements and will be evaluated against chosen solution.

Dependency Element: Client Supported Training

Dependency Description: Vendor will provide user system training.

Dependency Element: Cloud hosted solution uptime/downtime

Dependency Description: Cloud solutions are generally reliable, and vendors will be held to service level agreements. The Programs will be dependent on the service provider and have an action plan in place to address possible compromises or failure of the system.

Dependency Element: User Authentication

Dependency Description: The new system will be dependent on Active Directory for User ID and authentication purposes. System will be accessible securely through DCC infrastructure.

TIP: Copy and paste to add Dependency Elements and Descriptions as needed.

2.7 Market Research

Market Research ([CDT Market Research Guidelines](#)) determines whether products or services available in the marketplace can meet the business needs identified in this proposal. Market

Research can also determine whether commercial practices regarding customizing/modifying products or tailoring services are available, or even necessary, to meet the business needs and objectives of the business.

Before undertaking a Market Research approach. Contact your PAO Manager to schedule a collaborative review to review planning to date and discuss the procurement approach.

1. **Project Management Methodology:** Hybrid
2. **Procurement approach recommended:** Standard Procurement
3. **Market Research Approach**

During market research Departmental staff reached out to vendors to obtain pricing, conduct demos, and consulted with organizations who have LIMS solutions of a similar nature to that which the Department aspires. In general, our research showed that a robust set of products were available, and many of them were built to support testing of cannabis product samples with a few already operational in the market. Market research was conducted from May, 2023 – January, 2024.

Technical and business experts reviewed laboratory information management software via a variety of demonstrations from industry leading products. Prior to the demonstrations, technical experts shared the specifics of the use case with standard list of features and goals and objectives of the effort with the software companies to ensure the software demonstrated was well suited to the Department's purpose.

The Department received demonstrations from the following LIMS providers:

1. Accelerated Technology Laboratories – December 7th, 2023
2. Excelis Labs (SmpITrax) – December 11th, 2023
3. LockBox (Thirdwave Analytics) – December 12th, 2023
4. Qbench – December 12th, 2023
5. LabGuru – December 12th, 2023
6. TagLeaf LIMS – December 14th, 2023
7. Confident Cannabis – December 15th, 2023
8. SLIMS (Agilent) – December 19th, 2023
9. Clinisys (Promium) – December 20th, 2023
10. SciNote – December 21st, 2023
11. Labware LIMS – January 2nd, 2024
12. StarLIMS – January 16th, 2024
13. SampleManager (ThermoFisher) – January 24th, 2024

In addition, Departmental staff held discussions with State Departments utilizing LIMS products (CDPH, California Department of Food and Agriculture, Florida Department of Health, Utah Public Health, Texas Department of State Health Services) to gather information on the products in operation. Costing and implementation discussions were conducted with all vendors outside of the demonstrations. During market research, technical and business users identified ISO standards, sample management needs, integration, cloud-based solution, and customer service as key differentiators between different software alternatives.

Artifacts reflecting cost and solution options are provided as supplemental market research artifacts.

4. Market Research Artifacts

Market Research Artifacts can include internet research, collaboration with other governmental entities, or other documentation.

Attach Market Research artifacts to the email submission.

2.8 Viable Alternative Solutions

The CDT expects Agencies/state entities to conduct a thorough analysis of all feasible alternatives that will meet the proposal’s objectives and requirements. Agencies/state entities should provide at minimum the three (3) most viable solutions, one (1) of which could be leveraging and/or enhancing the existing solution (if applicable).

1. Viable Alternative Solution #1

Name: **Competitive Procurement of LIMS Solution**

Description: The Department will engage in a competitive procurement process to obtain a modifiable-off-the-shelf cloud-hosted software solution to meet its laboratory information management needs.

Why is this a viable solution? Please explain:

During market research, several products (Clinisys LIMS and ThermoFisher Scientific) fit the Department’s business requirements and are currently being utilized by other State agencies and laboratories in operation in California. Clinisys is currently in operation in 19 laboratories across California with 4 dedicated to cannabis testing and sample reporting. ThermoFisher Scientific is considered the industry standard and has created a cannabis LIMS called SampleManager. During market research it was also determined that these products supported a list of features the Department is seeking in a new LIMS, including cloud service, sample login, analytical batch and quality control, results analysis, report generation, quality control charts, instrument data import, adding analytes to existing assay, and search/query functions. In addition to these features, both software products provide a customer portal for sample submission and results reporting for chain of custody which will provide the CTLB with a real-time flow of information between the lab team and clients requesting tests.

Approach

Increase staff – new or existing capabilities: **No**

Modify the existing business process or create a new business process: **No**

Reduce the services or level of services provided: **No**

Utilize new or increased contracted services: **Yes**

Enhance the existing IT system: **No**

Modify Statute/Policy/Regulations: [No](#)

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

Create a new IT system: [Yes](#)

Other: [Choose Yes or No.](#) Specify: [Click or tap here to enter text.](#)

Architecture Information

Business Function(s)/Process(es): [The CTLB will utilize the LIMS system to log in samples, assign tests to the received samples, enter data after the sample is analyzed, review data and approve the results, and generate reports.](#)

TIP: Copy and paste or click the + button in the lower right corner to add business processes with the same application, system, or component; COTS/Cloud Technology or custom solution; runtime environment; system interfaces, data center location; and security.

Conceptual Architecture

Attach a copy of the conceptual architecture to your email submission.

COTS/SaaS/Cloud Technology or Custom: [COTS/SaaS/Cloud Technology](#)

Name/Primary Technology: [Competitive procurement of LIMS will determine technology.](#)

TIP: Copy and paste or click the + button in the lower right corner to add system software information if the application, system, or component uses additional system software.

Explain Existing System Interfaces: [None](#)

Explain New System Interfaces: [Requirements identify instrument integrations along with the ability to replicate to a reporting only database for future reporting needs. The latter requirement is a capability being sought in the new LIMS but would be considered optional-mandatory until we've fully configured and implemented the LIMS and are operating current business processes.](#)

Data Center Location of the To-be Solution: [Commercial data center](#)

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

Security Access

Public: [Yes](#)

Internal State Staff: [Yes](#)

External State Staff: [No](#)

Other: [Choose Yes or No.](#) Specify: [Click or tap here to enter text.](#)

Type of Information (Select Yes or No for each to identify the type of information that requires protection. See the SAM Section 5305.5 for more information.)

Personal: [Yes](#)

Health: No

Tax: No

Financial: No

Legal: No

Confidential: Yes

Other: Yes Specify: [Sample information and data](#)

Protective Measures (Select Yes or No to identify the protective measures used to protect information.)

Technical Security: Yes

Physical Security: Yes

Backup and Recovery: Yes

Identity Authorization and Authentication: Yes

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

Total Viable Alternative #1 Solution Cost (copy from FAW – Executive Cost Summary tab, cells E7 through E11):

Planning Costs: \$459,242

One-Time (Project) Costs: \$1,247,744

Total Future Ops. IT Staff OE&E Costs: \$129,039

Total Proposed Cost: \$1,836,025

Annual Future Ops. Costs (M&O): \$118,340

2. Viable Alternative Solution #2

Name: [Status Quo: CDPH's LIMS \(Current System\)](#)

Description: [The current system supports sample login, data entry and generating reports. It is currently designed for blood testing and other human products and is not optimized for cannabis testing. This CDPH hosted system has ongoing support and updates that would require an interagency agreement to be executed to support ongoing maintenance and operations. Additionally the system would continue to be updated based on CDPH needs that are not always aligned with DCC's investigatory and compliance needs further reducing the effectiveness and efficiency of the CTLB.](#)

Why is this a viable solution? Please explain:

[StarLIMS provides the function that CTLB needs for sample login, data entry, results review and results reporting but is not optimized for cannabis testing. The system is configured for testing](#)

clinical and environmental samples. As a result, each time a cannabis sample is entered, a new test, or a new report is needed, the CTLB staff must complete additional manual data entry and configuration changes, which creates inefficiencies in the process and increases the risk of error for sample testing and reporting. A replacement LIMS geared towards a cannabis product testing focus will offer opportunities for substantial improvements in the processing of samples as well as the efficacy of the data and chain of custody of the samples received.

Approach

Increase staff – new or existing capabilities: No

Modify the existing business process or create a new business process: No

Reduce the services or level of services provided: No

Utilize new or increased contracted services: No

Enhance the existing IT system: No

Modify Statute/Policy/Regulations: No

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

Create a new IT system: No

Other: [Choose Yes or No. Specify: Click or tap here to enter text.](#)

Architecture Information

Business Function(s)/Process(es): The CTLB will utilize the CDPH LIMS system to log in samples, assign tests to the received samples, enter data after the sample is analyzed, review data and approve the results, and generate reports. The system does not offer a graphical user interface for sample login and cannabis test and report templates making it very inefficient.

TIP: Copy and paste or click the + button in the lower right corner to add business processes with the same application, system, or component; COTS/Cloud Technology or custom solution; runtime environment; system interfaces, data center location; and security.

Conceptual Architecture

Attach a copy of the conceptual architecture to your email submission.

COTS/SaaS/Cloud Technology or Custom: [COTS/SaaS/Cloud Technology](#)

Name/Primary Technology: [StarLIMS PH11 business version, and Version 12 Technology XFDRuntime.](#)

TIP: Copy and paste or click the + button in the lower right corner to add system software information if the application, system, or component uses additional system software.

Explain Existing System Interfaces: [None.](#)

Explain New System Interfaces: [None](#)

Data Center Location of the To-be Solution: [Commercial data center](#)

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

Security

Access:

Public: [No](#)

Internal State Staff: [Yes](#)

External State Staff: [No](#)

Other: [Choose Yes or No. Specify: Click or tap here to enter text.](#)

Type of Information (Select Yes or No for each to identify the type of information that requires protection. See the SAM Section 5305.5 for more information.)

Personal: [No](#)

Health: [No](#)

Tax: [No](#)

Financial: [No](#)

Legal: [No](#)

Confidential: [Yes](#)

Other: [Yes](#) Specify: [Sample information and data](#)

Protective Measures (Select Yes or No to identify the protective measures used to protect information.)

Technical Security: [Yes](#)

Physical Security: [Yes](#)

Backup and Recovery: [Yes](#)

Identity Authorization and Authentication: [Yes](#)

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

Total Viable Alternative #2 Solution Cost (copy from FAW – Summary tab, cell AL33):

Total Proposed Cost: [\\$310,470](#)

2.9 Project Organization

Project planning includes the process of identifying how and when specific labor skill sets are needed to ensure that the proposed project has sufficient staff with the appropriate knowledge and experience by the time the project moves into execution. All staff identified in the following sections should be included in the Financial Analysis Worksheet to be completed in Section 2.12.

1. Project Organization Chart:

Attach the Project Organization Chart to your email submission.

2. Is the department running this project as a matrixed or projectized organization?

Projectized

In each of the following sections, provide a concise description of the approach to staffing the proposed project including contingencies for business/program, IT, or administrative areas to maintain ongoing operations in conjunction with the proposed project.

1. Administrative

The Department will provide the following staff for the administrative needs of the project.

1. Project Manager (DCC ITSD) -The project manager (PM) will have experience with project implementation and will manage the project from initiation to closing. The PM will ensure that the project team completes the project for their designated functions. The PM will facilitate the development of project plans, manage the contractor's performance of project tasks, and communicate with control agencies. The PM secures acceptance of deliverables from the project sponsor and stakeholders. The PM is responsible for communication, including status reporting, risk management, and escalation of issues that cannot be resolved by the project team.

2. Procurement Team (DCC Budgets, Procurement, and ITSD) - The procurement team will include DCC Contract experts, DCC ITSD experts, and management from CTLB. The procurement team will develop the procurement plan in accordance with DCC guidelines and will facilitate approval. The procurement team will review the solicitation document(s) and submit the final version(s), as appropriate, based on the procurement vehicle being utilized. The procurement team will facilitate the evaluation of supplier proposals/offers and will develop the evaluation and selection report and submit it for procurement documentation and to support contract(s) award.

3. Contracts Manager (DCC Procurement, ITSD) -The contract manager is responsible for the oversight of the software solution, System Integrator contracts, and any other contracts supporting the project. The individual will participate in contractor performance reviews by reviewing and evaluating deficiencies, provide interpretation of project contracts to project team, recommend course of action on contractual issues, participate in procurement and contract meetings, monitor contractor deliverables, and monitor, analyze, and mitigate procurement-related risks and issues.

4. IT Support Team (ITSD) – The IT support will include experts from ITSD that will assist the PM throughout the project and facilitate hardware and software implementation. The IT Support team will provide legacy system support through the development and implementation of this project to facilitate a successful transition. During the implementation of the case management system workload will not be impacted.

2. Business Program

The CTLB will designate a Product Owner (PO). The PO will team with the PM during project development and ensure delivery of functional requirements. The PO will support the development of project plans, manage the contractor's performance of project tasks, and communicate with control agencies. The PO supports acceptance of deliverables from the project sponsor and stakeholders. The PO supports responsible communication, including status reporting, risk management, and escalation of issues that cannot be resolved by the project team. The PO will act as the key decision maker on system functionality and will work closely with the PM and vendor team daily through the project phase.

Additionally, CTLB will dedicate SMEs as needed throughout the process. The SMEs will work with the selected vendor and the PM to implement the solution. The SMEs will be dedicated to the project and will also serve as the system's user acceptance testers and execute testing at the direction of the PM and PO. The Division will redirect work as needed to allow the SMEs time to facilitate this project current workload will be minimally impacted and can be absorbed into current workload.

3. Information Technology

Information Technology resources will be engaged throughout the planning and project processes to ensure the selected solution integrates securely into the DCC's infrastructure and network. Project management resources will provide guidance on best practices.

4. Testing

Testing of the system will be conducted by vendor and CTLB program staff predominantly with guidance from IT staff. Under guidance of the PM and informed by the vendor's expertise, the testers will participate in software requirements meetings, as needed, to understand the business and functional requirements that the software must meet. They will perform testing based on the test plan and document any issues. Once the issue has been resolved, the testers will re-test and declare it fixed or report it again until the requirement has been successfully tested.

5. Data Conversion/Migration

Data stored in the current legacy system will be converted, evaluated, cleansed, and migrated based on need. Market research identifies that vendors have migration approaches to ensure continuity. CTLB is currently identifying data and confirming operational data and historical data to ensure only the most appropriate is converted over to the new LIMS.

6. Training

The vendor will work with the PO and/or SMEs and PM to train program staff on how to utilize the software. This includes initial training to the CTLB as well as ongoing support. The products selected as viable options have online training resources to assist with day-to-day functions.

7. Organizational Change Management

The Department will supplement the vendor provided training, within resource levels, and provide on-site support as necessary to mitigate any business process change issues.

8. Resource Capacity/Skills/Knowledge for Stage 3 Solution Development

For Stage 3 Solution Development, the procurement staff who will participate in the development of the solicitation and evaluation of responses have participated in multiple State-level project procurements, including those led by CDT staff. The staff will have past samples to draw from, and recent guidance received from CDT to empower their effectiveness in serving in their role.

2.10 Project Planning

1. Project Management Risk Assessment

Updated Project Management Risk Score: 0.8

Attach Updated PM Risk Assessment to your email submission. [SIMM Section 45A](#)

2. Project Charter

Is your project charter 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.

[Project Charter \(Approved\):](#) Yes

Status:

Attach a copy of the Project Charter to your email submission.

3. Project Plans

Are the following project management plans or project artifacts 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.

Note: For Low to medium complexity and cost projects, discuss with your PAO manager the option of submitting a Master Project Management Plan in place of individual plans.

[Scope Management Plan \(Approved\):](#) No

Status: Plan will be drafted in advance of closeout of Stage 3.

[Communication Management Plan \(Approved\):](#) No

Status: Plan will be drafted in advance of closeout of Stage 3.

[Schedule Management Plan \(Approved\) :](#) No

Status: Plan will be drafted in advance of closeout of Stage 3.

[Procurement Management Plan \(Approved\)](#): No

Status: Plan will be drafted in advance of closeout of Stage 3.

[Requirements Management Plan \(Approved\)](#): No

Status: Requirements will be managed through the statement of work.

[Stakeholder Management Plan \(Draft\)](#): No

Status: Plan will be drafted in advance of closeout of Stage 3.

[Governance Plan \(Draft\)](#): No

Status: Plan will be drafted in advance of closeout of Stage 3.

[Contract Management Plan \(Draft\)](#): No

Status: Plan will be drafted in advance of closeout of Stage 3.

[Resource Management Plan \(Draft\)](#): No

Status: Plan will be drafted in advance of closeout of Stage 3.

[Change Control Management Plan \(Draft\)](#): No

Status: Plan will be drafted in advance of closeout of Stage 3.

[Risk Management Plan \(Draft + Risk Log\)](#): No

Status: Plan will be drafted in advance of closeout of Stage 3

[Issue and Action Item Management Plan \(Draft + Issue Log\)](#): No

Status: Plan will be drafted in advance of closeout of Stage 3.

[Cost Management Plan \(Approved if planning BCP approved\)](#): No

Status: Plan will be drafted in advance of closeout of Stage 3Cur.

4. Project Roadmap (High-Level)

Attach a high-level Project Roadmap showing remainder of planning phase and transition into execution phase to the email submission.

- a) Planning Start Date: 10/3/2022
- b) Estimated Planning End Date: 12/6/2024
- c) Estimated Project Start Date: 12/9/2024
- d) Estimated Project End Date: 11/21/2025

2.11 Data Cleansing, Conversion, and Migration

If in Section 2.3 (above) the answer to the question “Do you have existing data that must be migrated to your new solution?” was marked “Yes,” please complete this section.

The California Department of Technology recommends having a Data Consultant start data cleansing, conversion, and migration activities as soon as possible.

Identify the status of each of the following data activities. If “Not Applicable” is chosen, explain why the activity is not applicable or if “Not Started” is chosen, explain when the activity will start and its anticipated duration:

1. Current Environment Analysis: **Completed**

DCC is currently running StarLIMS PH11 business version, and Version 12 Technology XFDRuntime. System usage includes 2.8 gigabytes (GB) for the LIMS web application and another 30 GB’s used for database storage. The total space available is 180 GB’s for web application and 330 GB’s for database storage.

2. Data Migration Plan: **In Progress**

Data migration as a project task has been discussed during vendor demonstrations. Vendors offer multiple options for data migration, including but not limited to, manual migration, flat file download/upload, secure file transfer protocol, and interfacing. A data migration plan will be finalized prior to solicitation release to be included in the statement of work. The vendor shall respond to data migration requirements as a bid response and determine best fit for project success.

3. Data Profiling: **Not Started**

Performed by the CTLB post current environment analysis.

4. Data Cleansing and Correction: **Not Started**

Performed by the CTLB in coordination with CDPH as they will extract and share data from the legacy system.

5. Data Quality Assessment: **Not Started**

Performed by the vendor.

6. Data Quality Business Rules: **Not Started**

Performed by the vendor.

7. Data Dictionaries: **Not Started**

Delivered by the vendor as a requirement in the agreement.

8. Data Conversion/Migration Requirements: **Not Started**

Delivered by the vendor as a requirement in the statement of work.

2.12 Financial Analysis Worksheets

Attach [F.2 Financial Analysis Worksheet\(s\)](#) to the email submission.

End of agency/state entity document.

Please ensure ADA compliance before submitting this document to CDT.

When ready, submit Stage 2 and all attachments in an email to ProjectOversight@state.ca.gov.

Department of Technology Use Only

Original "New Submission" Date: 3/26/2024

Form Received Date: 3/26/2024

Form Accepted Date: 3/26/2024

Form Status: In Analysis

Form Status Date: 3/26/2024

Form Disposition: Approved

Form Disposition Date: 5/14/2024