



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

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

2667 – Office of the Inspector General, High-Speed Rail

2. **Proposal Name:** [OIG-HSR Audits and Reviews Software \(ARS\)](#)

3. **Department of Technology Project Number (0000-000):** [2667-001](#)

4. **S4PRA Version Number:** [Version 1](#)

5. **CDT Billing Case Number:** [RZX](#)

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

## 4.2 Submittal Information

1. **Contact Information**

Contact Name: [Deputy Inspector General – Amanda Millen](#)

Contact Email: [Amanda.Millen@oig.hsr.ca.gov](mailto:Amanda.Millen@oig.hsr.ca.gov)

Contact Phone: [\(916\) 908-0922](#)

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.)

[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 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):

N/A

## 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?** [No](#)

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

[OIG-HSR will schedule the kickoff meeting when Stage 4 is approved and CDT approves the contract.](#)

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:

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

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

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:

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

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: Adaptive**

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

This project will use an Adaptive (Agile/Iterative) methodology to configure and install the ARS SaaS. This approach is segmented by sprints and allows time for the vendor and OIG-HSR to collaborate with each other in an iterative way to proceed through the configuration tasks.

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.

To address this, the OIG-HSR is bringing on an experienced project manager through an ancillary contract to supplement the teams experience and to guide the staff throughout the implementation.

2. **Has the Agency/state entity engaged the Office of Technology Services (OTech) for capacity planning and the development of the solution delivery timeline?**

[Not applicable](#)

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:

[N/A](#)

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:

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: [Transition documentation of audit work to an audit management software by the end of fiscal year 2024-25.](#)

Change and Reason for Change from Stage 1: [Objective remains unchanged but timeline has shifted.](#)

Metric: [Time to Completion](#)

Baseline: [No current audit management software, audit work is conducted in Microsoft Word & Excel.](#)

Target Result: [All audit and review work conducted in audit management software by the end of fiscal year 2024-25.](#)

Valuation: [25%](#)

Objective ID: 1.2

Objective: [Develop procedures for leveraging audit management software for documenting compliance with professional standards from the Association of Inspectors General and the Government Accountability Office by the end of fiscal year 2024-25.](#)

Change and Reason for Change from Stage 1: [Objective remains unchanged but timeline has shifted .](#)

Metric: [Time to Completion](#)

Baseline: [No current audit management software](#)

Target Result: [Procedures for documenting audit work in compliance with standards completed by end of fiscal year 2024-25.](#)

Valuation: [25%](#)

Objective ID: 1.3

Objective: Develop and implement procedures for tracking and reporting on the status of all audit and review recommendations within the audit management software by the end of fiscal year 2024-25.

Change and Reason for Change from Stage 1: Objective remains unchanged but timeline has shifted.

Metric: Time to Completion

Baseline: *No current software solution for tracking and analyzing data on status of recommendations.*

Target Result: *Development and implementation of procedures for tracking and reporting on the status of recommendations completed by end of fiscal year 2024-25.*

Valuation: 25%

Objective ID: 1.4

Objective: *By the end of fiscal year 2024-25, develop and begin implementing procedures for tracking and reporting on Audit & Review division performance measures, including compliance with continuing professional education requirements and adherence to audit budgets and schedules.*

Change and Reason for Change from Stage 1: Objective remains unchanged but timeline has shifted.

Metric: Time to Completion

Baseline: *No current software solution for tracking and analyzing these performance metrics*

Target Result: 25%

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

*TIP: Copy and paste or click the + in the lower right corner of the above seven fields to add multiple objectives.*

## 4.7 Schedule Baseline

### 1. Schedule Summary

#### Project Execution Start Dates

Proposed Project Start Date (from most recently approved schedule/roadmap, most likely Stage 2): [7/1/2026](#)

Baseline Project Start Date (Stage 4): Upon CDT approval of Stage 4, estimated [3/9/2026](#)

Variance between most recently approved schedule most likely Stage 2), and Baseline Cost (Stage 4): The approved projected start date was July 1, 2026; however, the project will start immediately upon Stage 4 approval by CDT. Estimated CDT Stage 4

approval timeline is February – March 2026. The FY2025-26 budget provides implementation funding to OIG-HSR, provisional upon Stage 4 approval. To access that funding OIG-HSR must obtain Stage 4 approval and begin project implementation before the end of FY2025-26.

### Project End Dates

Proposed Project Finish Date (from most recently approved schedule/roadmap, most likely Stage 2): 6/30/2027

Baseline Project Finish Date: 6/30/2027

Variance between most recently approved schedule (most likely Stage 2), and Baseline Cost (Stage 4): The target completion date for project implementation remains June 30, 2027, after which maintenance and operations will begin.

### 2. Reason(s) for Variances Provide reasons for any date variances:

OIG-HSR is on track to complete PAL before the end of FY2025-26. Actual dates for project start and end dates are dependent on the timing of CDT's approval of Stage 4 documents. Regardless of start date, the OIG-HSR's target completion date is June 30, 2027.

### 3. Master Schedule and Key Milestones

Attach Master Schedule with highlighted Key Milestones to your email submission.

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

### 2. Cost Summary

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

Estimated Proposed Cost (from most recently approved FAW, most likely Stage 2): \$433,974

Baseline Cost (Stage 4 FAW): \$435,618

Variance between most recently approved FAW (most likely Stage 2), and Baseline Cost (Stage 4): (\$1,644)

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

Estimated Proposed Cost (from most recently approved FAW, most likely Stage 2): \$721,724

Baseline Cost (Stage 4 FAW): \$670,225

Variance between most recently approved FAW (most likely Stage 2), and Baseline Cost (Stage 4): \$51,499 (less than expected)

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

Estimated Proposed Cost (from most recently approved FAW, most likely Stage 2): \$235,000

Baseline Cost (Stage 4 FAW): \$164,486

Variance between most recently approved FAW (most likely Stage 2), and Baseline Cost (Stage 4): \$70,514 (less than expected)

### **Total Cost**

Estimated Proposed Cost (from most recently approved FAW, most likely Stage 2): \$1,390,698

Baseline Cost (Stage 4 FAW): \$1,270,329

Variance between most recently approved FAW (most likely Stage 2), and Baseline Cost (Stage 4): \$120,369 (less than expected)

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

Estimated Proposed Cost (from most recently approved FAW, most likely Stage 2): \$100,000

Baseline Cost (Stage 4 FAW): \$83,040

Variance between most recently approved FAW (most likely Stage 2), and Baseline Cost (Stage 4): \$16,960 (less than expected)

*TIP: Baseline costs match the Stage 4 Financial Analysis Worksheet (FAW).*

Reason(s) for Variances

**Provide reasons for any cost variances:** Soliciting competitive offers from LPA agreement holders allowed OIG-HSR to secure several goods and services at slightly lower rates than established in the LPA price schedules, resulting in lower-than-expected costs.

Budget Change Proposal (BCP) Summary

### **3. Budget Request ID: 2667-001-BCP-2026-GB**

Budget Request Year (0000-00): 2026-27

Requested Amount (specific to the project): \$654,000

Status: Supported

Budget Bill Language (if supported):

The FY 2026-27 Governor's Budget includes the one-time funding for the project, including the following provisional language:

Of the amount appropriated in Schedule (1), \$654,000 shall be made available for implementation activities of the Audits and Reviews Software project upon project approval or project delegation approval by the California Department of Technology.

*TIP: Copy and paste or click the + button in the lower right corner to add BCPs as needed (e.g., Planning and Project related).*

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.

Primary solicitation was conducted via a leveraged procurement agreement – a CMAS. Because the primary solicitation is SaaS, the chosen evaluation and selection method was lowest cost. Bid Quote Worksheet is attached.

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:** [Vertosoft LLC](#)
5. **Contract Number:** [HSR25-19](#)
  - a. Contract Start Date: Upon approval by CDT, estimated 2/17/2026.
  - b. Contract End Date: Three (3) years after contract execution, estimated 2/16/2029.
6. **Total Contract Cost (without optional years): \$186,307.10**
  - a. Optional Years (Number of Months): [36 months](#)
7. **Total Cost of Optional Years: \$117,785.04**
8. **Total Contract Cost (with optional years): \$304,092**

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 \(Draft\):](#) Yes**

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

2. **[Data Management Plan \(Draft\):](#) Yes**

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

3. [Maintenance and Operations Transition Management Plan \(Draft\)](#): Yes

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

## 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:** [1/28/2026](#) **Form**

**Received Date:** [1/28/2026](#)

**Form Accepted Date:** [1/28/2026](#)

**Form Status:** [Completed](#)

**Form Status Date:** [3/19/2026](#)

**Form Disposition:** [Approved](#)

**Form Disposition Date:** [3/19/2026](#)