



## Stage 3 Solution Analysis

California Department of Technology, SIMM 19C.2 (Rev. 3.0.6, 2/28/2022)

### 3.1 General Information

1. **Agency or State Entity Name:** **2240 - Housing and Community Development, Department of**

If Agency/entity is not in the list, then enter here. [Click or tap here to enter text.](#)

2. **Proposal Name:** **Consolidated Housing Accountability Application Procurement Project (CHAAPP)**

3. **Department of Technology Project Number (0000-000):** **2240-053**

4. **S3SD Version Number:** **Version 1.0**

5. **CDT Billing Case Number:** **CS0001328**

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

### 3.2 Submittal Information

1. **Contact Information**

Contact Name: **Bob Fantozzi**

Contact Email: **Robert.fantozzi@hcd.ca.gov**

Contact Phone: **916-820-1471**

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 updated [Procurement Assessment Form](#)** with Stage 3 information to your email submission.
5. **Conditions from Stage 2 Approval** (Enter any conditions from the Stage 2 Alternatives Analysis approval letter issued by CDT): **N/A**

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

### 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.

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? **Yes**

If “Yes,” explain:

[The previously submitted solution requirements during the S2AA are continuously being refined.](#)

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:

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

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

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

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

4. **Attach** the Statement of Work to your email submission.

### 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.

### 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.

[Project Management Plan \(Draft\):Yes](#)

Status: Utilizing the Master PMP to meet this requirement

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

Status: Utilizing the Master PMP to meet this requirement

[Issue and Action Item Management Plan \(Approved\):No](#)

Status: Utilizing the Master PMP to meet this requirement

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

Status: To be developed by Stage 4

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

Status: To be developed by Stage 4

Testing Management Plan (Approved):No

Status: To be developed by Stage 4

Security Management Plan (Approved):No

Status: To be developed by Stage 4

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

Status: To be developed by Stage 4

Other (enter name) [Click here to enter text.](#) Plan: [Choose an item.](#)

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

## 3.6 Primary Solicitation

**Attach** the Primary Solicitation document to your email submission.

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.
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:

5/2/2022

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

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

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

**Service Type:**Project Manager

If “Other,” specify: [Technical Project Management and Quality Assurance](#)

**Roles/Responsibilities or Tasks:** [Technical Project Management and Quality Assurance](#)

**Status:**Complete

**CDT STP Conducted:** No

**Procurement Type:**IT-MSA

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

**Length of Contract:** 24 months, include option to extend for one additional year

**Service Type:**Special Advisor

If “Other,” specify: [Independent Verification and Validation Vendor \(IV&V\)](#)

**Roles/Responsibilities or Tasks:** [Independent Verification and Validation Vendor \(IV&V\)](#)**Status:**Complete

**CDT STP Conducted:** No

**Procurement Type:**IT-MSA

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

**Length of Contract:** 24 months, includes option to extend for one additional year

*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. [GATE 3 Evaluation Scorecard](#)*

## Department of Technology Use Only

**Original “New Submission” Date:** 7/13/2022

**Form Received Date:** 7/13/2022

**Form Accepted Date:** 7/13/2022

**Form Status:** Completed

**Form Status Date:** 8/30/2022

**Form Disposition:** Approved

**Form Disposition Date:** 8/30/2022