



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: 2740 - Motor Vehicles, Department of

If Agency/entity is not on the list, then enter here with the organization code.

Click or tap here to enter text.

2. Proposal Name: State to State Verification (S2S)

3. Department of Technology Project Number (0000-000): 2740-229

4. S3SD Version Number: Version 2

5. CDT Billing Case Number: CS0068543

Don't have a Case Number? Login to the CDT IT Services Portal to get one. If you need assistance with a login, contact your Account Lead.

3.2 Submittal Information

1. Contact Information

Contact Name: [Nakisha Howard](#)

Contact Email: Nakisha.Howard@DMV.ca.gov

Contact Phone: [916-657-5691](tel:916-657-5691)

2. Submission Type: Updated Submission (Post-Approval)

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.)

Section 3.3.1 – Updated Detailed Requirements

Section 3.3.2 – Updated To-Be Workflow

Section 3.5 – All Project Plans have been updated

Summary of Changes: Sections 3.3 & 3.5 have changed, since Version 1 (approved on 11/30/2021) was completed using SIMM 19B template version 2.5, revision 2.5 July/2021.

3. **Attach Project Approval Executive Transmittal** to your email submission. [See Attachment](#)
4. **Attach updated Procurement Assessment Form** with Stage 3 information to your email submission. [See Attachment](#)
5. **Conditions from Stage 2 Approval** (Enter any conditions from the Stage 2 Alternatives Analysis approval letter issued by CDT):

Upon approval of Stage 2, no conditions identified by CDT.

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. **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:

Click or tap here to enter text.

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.

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

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

[See Attachment](#)

Attach the Statement of Work to your email submission. [Statement of Work is being provided to CDT and STP under a separate cover.](#)

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.

[See Attachment](#)

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: **See Attachment.**

Risk Management Plan (Approved):Yes

Status: **See Attachment.**

Issue and Action Item Management Plan (Approved):Yes

Status: **See Attachment.**

Change Control Management Plan (Approved):Yes

Status: **See Attachment.**

Quality Management Plan (Approved):Yes

Status: **See Attachment.**

Testing Management Plan (Approved):Yes

Status: **See Attachment.**

Security Management Plan (Approved):Yes

Status: **See Attachment.**

Contract Management Plan (Updated Draft):Yes

Status: **See Attachment.**

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.

Statement of Work for the primary solicitation is being provided to CDT and STP under a separate cover.

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:

7/1/2025

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

Provide the following information for each of your ancillary procurements:

Service Type:Other

If “Other,” specify: Independent Verification & Validation (IV&V) Services

Roles/Responsibilities or Tasks: The IV&V consultant will provide independent support and guidance to the Department of Motor Vehicles (DMV) team regarding the verification and validation involving the software development and implementation, in addition to possibly participating in the project’s planning and design phases. The IV&V consultant will conduct technical assessments of the system’s development to ensure the requirements, quality, and customer needs are met.

Status:In-Progress

CDT STP Conducted: Yes

Procurement Type:CMAS

If “Other,” specify: Click or tap here to enter text.

Length of Contract: Twenty (20) months, two (2) twelve (12) months optional extensions.

Service Type:Other

If “Other,” specify: Project Manager, Deliverable Manager, Scheduler Manager, OCM, Quality Manager & Enterprise Architect.

Roles/Responsibilities or Tasks:

Project Manager - Manage, support, contribute to and coordinate all activities related to project management for the S2S project.

Deliverables Manager - Manage, support, contribute to and coordinate all activities related to deliverables management for the S2S project.

Scheduler Manager - Manage, support, contribute to and coordinate all activities related to project scheduling activities for the S2S project.

Organizational Change Management (OCM) - Focus on preparing, equipping, and supporting individuals to successfully adopt change in order to drive project success. OCM is responsible for identifying and addressing the impacts of project-related changes on stakeholders, ensuring effective communication, engagement, and training strategies are in place. The OCM includes assessing organizational readiness, developing change management plans, fostering stakeholder involvement, mitigating resistance, and ensuring smooth transitions for affected individuals and groups. The goal is to maximize adoption and minimize disruptions, ultimately supporting the achievement of the project's objectives.

Quality Manager - In-depth knowledge of software quality management (QM), including quality assurance processes, quality control, testing tools and methodologies, to ensure that quality assurance strategies are represented in the Information Technology (IT) processes and standards. Participate in and assist in the quality management activities related to project management and testing processes for the S2S project.

Enterprise Architect - Manage, support, contribute to and coordinate all activities related to enterprise architecture services for the project. The contractor assists in the development of action plans and strategies.

Status:Planned

CDT STP Conducted: No

Procurement Type:IT-MSA

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

Length of Contract: Eighteen (18) months, two (2) twelve (12) months optional extensions.

Service Type:Other

If "Other," specify: Senior Business Analyst, Senior Technical Lead, Senior Programmer

Roles/Responsibilities or Tasks:

Senior Business Analyst – Draft and complete system requirements, and to participate in development and testing activities for the S2S project.

Senior Technical Lead – Create system design documents, create system requirements specification documents, create application developer and support guides, recommend modern architecture for existing applications, incorporate DMV's containment strategy, and implement enterprise application development process improvements for the S2S project.

Senior Programmer - Produce and write new code or modify existing code for the integration of applications. They will also transition code through various application environments and write automated tests to validate code functionality and coverage for the S2S project.

Status:Planned

CDT STP Conducted: [No](#)

Procurement Type:[IT-MSA](#)

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

Length of Contract: [Twenty \(20\) months, two \(2\) twelve \(12\) months optional extensions.](#)

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.

Department of Technology Use Only

Original "New Submission" Date: [4/8/2025](#)

Form Received Date: [4/8/2025](#)

Form Accepted Date: [4/8/2025](#)

Form Status: [Completed](#)

Form Status Date: [7/17/2025](#)

Form Disposition: [Approved](#)

Form Disposition Date: [7/17/2025](#)