Stage 2 Alternatives Analysis

California Department of Technology, SIMM 19B.2 (Ver. 3.0.7, 02/28/2022)

2.1 General Information

1. **Agency or State Entity Name:** Choose an item.

   If Agency/State entity is not in the list, enter here with the organization code.

   1115 – Department of Cannabis Control

2. **Proposal Name:** Cannabis Law Enforcement Activity Tracking System (CLEATS)

3. **Department of Technology Project Number (0000-000):** 1115-003

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

5. **CDT Billing Case Number:** CS0064108

   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 Department of Cannabis Control's (Department) Law Enforcement Division (LED) is the law enforcement arm of the Department. LED conducts criminal investigations into illegal commercial cannabis activity and works with local, state, and federal partners in combatting the unlicensed cannabis market in California. LED's investigations are extremely complex because of the widespread and sophisticated nature of crimes associated with unlicensed cannabis businesses. Many of these cases involve unlicensed individuals who have ties to organized crime. These efforts protect public safety and the environment while mitigating the illegal cannabis market. Currently, the Department must utilize a legacy law enforcement tracking system that is maintained and designed for the use of the Department of Consumer Affairs (DCA), which does not conduct law enforcement activity for the cannabis industry. The Department seeks to transition to a more robust law enforcement activity tracking system.

   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)**

   The current system, Case Administration Tracking System (CATS), was designed for DCA Division of Investigations and is utilized primarily for time-tracking purposes, which is not the core business need of the Department. Additionally, CATS is based on customized coding that presents maintenance and operations challenges for the 87 LED staff tracking over 2,000 cases. The Department is seeking a modern modifiable off-the-shelf/low code software solution with a preference for cloud-based technologies. A cloud solution offers government certified hosting, continuous maintenance and enhancement support, and security compliance. This software will be utilized by Departmental users to track, manage, and enhance activities associated with law enforcement actions.

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". The CATS database is 20 years old and is minimally supported by DCA. All business and technical needs for a new solution are represented in the requirements document.

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

Data Owner Name: Bill Jones

Data Owner Title: Deputy Director

Data Owner Business Program area: Law Enforcement 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): No

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

Select data quality rating: Not Applicable

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: Medium

7. **Technical Complexity Score: 0.9**

(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 track and manage cases, evidence and arrest and search warrants. It will streamline report writing, case assignments and statistical reporting, which is currently done manually. Additionally, the system will allow for crime analysis and geographic information system mapping.
- 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 case management systems available on the market capable of providing tracking and reporting data necessary for operational needs. The Division funding will come from redirected operational costs.

> **Description/Potential Impact**: The new case management system will dramatically increase the Division's ability to track and maintain Division data as well as significantly increase analytical and statistical reporting functions for law enforcement cases. The new system will no longer require dependency on our legacy Department, DCA.

Assumption: Adherence to a Hybrid Software Development Lifecycle

> **Description/Potential Impact**: There will be a hybrid development approach focusing on sequential design and development (i.e., waterfall) and iterative and incremental development and configuration (i.e., agile) of the software solution and system extensions (i.e., interfaces, reports, etc.) planned and executed according to master project plan.

Assumption: Business users 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, business users will be needed to complete testing and perform validation that the solution meets business requirements.

Constraint: Remote workplace environment

> **Description/Potential Impact**: Due to the COVID-19 pandemic, remote work is a standard in today's workplace. Resource availability and internet connection are necessary with a remote-

centered project. The project will use Microsoft Teams, online meetings, emails, and other tools to serve as adequate communication methods to support the project.

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 case management solution with configuration and implementation services

Dependency Description: To begin implementation of the solution, the successful purchase of the case management solution 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 Department will be dependent on the service provider and have an action plan in place to address possible compromises or failure of the system.

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**

   Provide a concise narrative description of the approach used to perform market research.

   The LED has conducted research on multiple case management options. The Department reached out to local and state law enforcement agencies to obtain recommendations of available solutions. Contacts included the Department of Consumer Affairs, Department of Fish & Wildlife, California Governor's Office of Emergency Services (CalOES), Department of Alcoholic Beverage Control, Salinas Police Department, and Santa Clara County Sheriff's Office. Prior to obtaining recommendations on case management solutions, the LED identified fifty-seven (57) features necessary for a new enforcement database. When conducting market research, four products were evaluated based on the applicability to LED's features. The four products included Cyrun, Kaseware Inc., EFORCE, and Sundance: RMS. In-depth evaluation, alongside the requested features, narrowed the selection down to two options, Cyrun and Kaseware Inc. Both solutions represented the business processes the LED performs and were financially feasible. Demonstrations of each software option were presented during the 3rd quarter of 2023 and aided the LED in determining viability, suitability, efficiency, reliability, and ease of use. The Department's Information Technology Services Division (ITSD) asked for and received informal software and licensing costs associated with the two viable system solutions. Based on the research conducted, it has been concluded that suitable options are available, and the Department will proceed with a competitive procurement to decide best fit.

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 Enforcement Activity Tracking 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 enforcement activity tracking needs.

Why is this a viable solution? Please explain:

During market research, several products (Kaseware and Cyrun) fit the Department's business requirements and are being utilized by other State agencies and law enforcement organizations. Kaseware is currently used by CalOES and was recommended. Cyrun is used by several local law enforcement organizations and was recommended. During market research it was also determined that these products supported a list of features the Department is seeking in a new enforcement activity tracking software, including cloud service, reporting with editing, notifications and document imaging, records management and automated retention, data sharing, remote access, file encryption, evidence tracking, and mobile friendly. In addition to these features, both software products provide link analysis and geospatial mapping which will provide the Department with a real-time flow of information to all levels.

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 new system will track and manage cases, evidence and arrest and search warrants. It will streamline report writing, case assignments and statistical reporting, which is currently done manually. Additionally, the system will allow for crime analysis and geographic information system mapping.

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 enforcement activity tracking solution 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: N/A

Explain New System Interfaces: Non-functional requirement identifies replication to reporting only database for future reporting needs.

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: Yes

Health: No

Tax: No

Financial: Yes

Legal: Yes

Confidential: Yes

Other: No Specify: Click or tap here to enter text.

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: $419,008

One-Time (Project) Costs: $1,539,834

Total Future Ops. IT Staff OE&E Costs: $405,567

Total Proposed Cost: $2,364,408

Annual Future Ops. Costs (M&O): $243,340

2. **Viable Alternative Solution #2**

Name: Status Quo: DCA’s Case Administration Tracking System (Current System)

Description: The current system tracks cases and case assignments with a primary focus on billing and time management, which are not the core business needs of the LED. The system has limited reporting capabilities which require manual tracking of statistical data and evidence. This DCA hosted system has no ongoing support or updates and that presents maintenance and operations challenges.

Why is this a viable solution? Please explain:

This option would be the status quo which would allow for basic case tracking and would require continued manual statistical reporting and evidence tracking in workaround spreadsheets. This system does have cost benefits but does not meet the current operational demands and is not capable of providing the analytical, statistical, or enforcement data that is being requested.

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: No Specify: Click or tap here to enter text.

Architecture Information

Business Function(s)/Process(es): The current system will track cases and case assignments. With the current system arrest and search warrant tracking, most statistical reporting and evidence management will all continue to be done manually outside of system in workaround spreadsheets. This system does some statistical reporting but does not meet the department's needs.

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: Custom

Name/Primary Technology: Virtual Server hosted by DCA

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: N/A

Explain New System Interfaces: N/A

Data Center Location of the To-be Solution: Choose an item.

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

Security

Access:

Public: No

Internal State Staff: Yes

External State Staff: No

Other: 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: Yes

Confidential: Yes

Other: No Specify: Click or tap here to enter text.

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 AL50):

Total Proposed Cost: $272,529

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 (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 and Contracts Team (CDT & ITSD) - The procurement and contracts team will include CDT and ITSD staff and management. The procurement team will develop the procurement in accordance with CDT and Department guidelines and will facilitate approval. The 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. Upon award, the contracts team will participate in procurement and contract meetings, monitor contractor deliverables, and monitor, analyze, and mitigate procurement-related risks and issues.

   3. IT Support Team (ITSD) – The IT support will include experts from ITSD that will assist the PM throughout the project and advise on infrastructure and enterprise implementation, as necessary. During the implementation of the case management system, workload will not be impacted.

2. Business Program

The LED will designate a Product Owner (PO). The PO will team with the PM during project development and 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, the Department 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.

3. Information Technology

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

4. Testing

Testing of the system will be conducted by vendor and business end users 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

The existing data does not need to be migrated to the new system. Noncritical operational data can be manually keyed in or transferred through an Excel upload.

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 LED 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

This narrative should include the experience level and quantity of procurement, contract management, and budget staff who will be responsible for the 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): Yes

Status: Included in master project management plan.

Communication Management Plan (Approved): Yes

Status: Included in master project management plan.

Schedule Management Plan (Approved) : Yes

Status: Included in master project management plan.

Procurement Management Plan (Approved): Not Applicable

Status: Click or tap here to enter text.

Requirements Management Plan (Approved): Not Applicable

Status: Click or tap here to enter text.

Stakeholder Management Plan (Draft): Not Applicable

Status: Click or tap here to enter text.

Governance Plan (Draft): Yes

Status: Included in master project management plan

Contract Management Plan (Draft): Not Applicable

Status: Click or tap here to enter text.

Resource Management Plan (Draft): Not Applicable

Status: Click or tap here to enter text.

Change Control Management Plan (Draft): Not Applicable

Status: Click or tap here to enter text.

Risk Management Plan (Draft + Risk Log): Yes

Status: Included in master project management plan.

Issue and Action Item Management Plan (Draft + Issue Log): Yes

Status: Included in master project management plan.

Cost Management Plan (Approved if planning BCP approved): Not Applicable

Status: Click or tap here to enter text.

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: 12/1/2022

b) Estimated Planning End Date: 9/16/2024

c) Estimated Project Start Date: 9/19/2024

d) Estimated Project End Date: 10/16/2025

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: Not Applicable**

   Enforcement data is manually inputted into the current system and can be retrieved via archived files, if necessary. The current system also includes historically inaccurate or bad data and it's not conducive to project success to convert over data to the new system.

2. **Data Migration Plan: Not Applicable**

   See response to item #1.

3. **Data Profiling: Not Applicable**

   See response to item #1.

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

   See response to item #1.

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

   See response to item #1.

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

   See response to item #1.

7. **Data Dictionaries: Not Applicable**

   See response to item #1.

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

   See response to item #1.

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: 2/15/2024

Form Received Date: 2/15/2024

Form Accepted Date: 2/15/2024

Form Status: In Analysis

Form Status Date: 2/15/2024

Form Disposition: Choose an item.

Form Disposition Date: Click or tap to enter a date.