



Stage 3 Solution Analysis (S3SA)

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

3.1 General Information

1. Agency or State Entity Name: 2740 - Motor Vehicles, Department of

If Agency/entity is not in the list, then enter here. Click or tap here to enter text.

2. Proposal Name: Enterprise Content Management (ECM)

3. Department of Technology Project Number (0000-000): 2740-230

4. S3SA Version Number: Version 2

5. CDT Billing Case Number: CS0048267

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

3.2 Submittal Information

1. Contact Information

Contact Name: [James \(Jim\) Woodward](#)

Contact Email: James.Woodward@dmv.ca.gov

Contact Phone: (916) 657-8052

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

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.

[See Attachment](#)

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 scope was developed during Stage 3 activities. The scope originally began with one system used throughout the department.

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:

The scope was expanded to include additional divisional systems and programs to encompass an enterprise department-wide solution. The S3SA requirements have been aligned with an objective from within the S1BA objectives based on solution performance, functionality, or subject of solution.

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

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

To-Be business process workflow(s) have not been drafted due to the massive scope change from S2AA to S3SA. S3SA experienced a tight turnaround time and resources for the project were limited. To-Be business process workflows will be provided when additional resources are onboarded.

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

Note: The Statement of Work is being provided to CDT 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: [Draft Attached](#)

Risk Management Plan (Approved):[Yes](#)

Status: [Attached](#)

Issue and Action Item Management Plan (Approved):[Yes](#)

Status: [Attached](#)

Change Control Management Plan (Approved):[Yes](#)

Status: [Attached](#)

Quality Management Plan (Approved):[Yes](#)

Status: [Attached](#)

Testing Management Plan (Approved):[Yes](#)

Status: [Attached](#)

Security Management Plan (Approved):[Yes](#)

Status: [Attached](#)

Contract Management Plan (Updated Draft):[Yes](#)

Status: [Attached](#)

Configuration Management Plan (Approved):[Yes](#)

Status: [Part of the Change Control Management Plan](#)

Not applicable

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.

Primary Solicitation - System Integrator (SI)

Roles/Responsibilities or Tasks: Contractor will provide expertise in system integration to design, develop, and implement an industry leading software platform for the ECM Project. The SI will be responsible for coordinating the software and implementation consultant teams, setting up required IT environments (such as Integration, development, testing, training, production), and all other products and services to ensure the implementation of the software solution is successful in scope, budget, schedule and meeting the stakeholders and DMV customers' needs.

The SI solicitation SOW will include the scope and tasks for the following services:

Solution & Technology Architecture Services: The contractor will provide expertise in development of an ECM Architecture vision and roadmap (or master blueprint) to proactively identify and analyze DMV's execution of change toward its desired business vision and outcomes. This will create alignment of business planning, operations, automation aspects and the technological infrastructure to avoid siloed data and systems.

Data Migration Services: The contractor will provide a Data Migration specialist that will provide needed expertise to analyze, plan, strategize the extraction and migration of the records or images data from existing content/cased management systems to the new ECM system. The Data Migration specialist will collaborate with DMV and the Enterprise Architecture and Application Developers consultants to determine the best strategy to migrate the data in order to reduce the risks of data loss, corruption, stability, security and compatibility issues.

Status:In-Progress

CDT STP Conducted: No

Procurement Type:IT-MSA

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

Length of Contract: 21 months, with two 1 year options to extend

Note: The primary solicitation package is being provided to CDT 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:

6/1/2023

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:Other

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

Roles/Responsibilities or Tasks: The IV&V consultant will provide independent support and guidance to the 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. Normally, CDT requires the IV&V consultant to be onboard from PAL Stage 4 approval to until project close-out. It is a conflict of interest for the IV&V vendor to be the awarded vendor on any other contracts related to the project.

Status:In-Progress

CDT STP Conducted: No

Procurement Type:IT-MSA

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

Length of Contract: 24 months, with two 6 month options to extend

Service Type:Other

If “Other,” specify: Project Manager/OCM & Business Analyst/Testing Consultant

Roles/Responsibilities or Tasks: Project Manager consultant will provide services in support of the initialization, planning, execution and control of the project, including managing project activities; plan and designate project resources, project schedule, prepare budgets, monitor progress, identify and track project risks and issues, and present regular project status updates to stakeholders and the DMV Directorate; act as a Contract Manager by managing the

onboarding/off boarding of vendors, managing deliverables, and is responsible for validation and verification activities.

The Project Manager will conduct the identified OCM tasks and will focus on the people side of project changes, including changes to business processes, systems and technology, along with how the project impacts job duties, roles and organization structures.

The Business Analyst will draft and complete business/system requirements for the PAL and planning documentation, analyze and define the existing business process workflows, document the high-level “as-is” and “to-be” workflows, and identify process improvements; provide testing 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: Awarded on 4/20/2022 - 24 months, with two 6-month options to extend

Service Type:Other

If “Other,” specify: **Acquisition Services**

Roles/Responsibilities or Tasks: Acquisition Specialist will facilitate discussions, elicit solicitation requirements to complete the statement of work (SOW), create PAL supporting documents, and solicitation documents such as, Request for Offer (RFO) to obtain a vendor to implement the proposed solution. This resource is needed to supplement DMV Acquisition support services for the DMV project planning team.

Status:Complete

CDT STP Conducted: No

Procurement Type:IT-MSA

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

Length of Contract: Awarded on 12/30/2021 – 8 months, with two 6-month options to extend

Service Type:Other

If “Other,” specify: **Business Process Reengineering (BPR)**

Roles/Responsibilities or Tasks: The Business Process Reengineering consultants act as a neutral party to review As-Is requirements, policies, workflows, define To-Be and establish standards such as, document retention policies and requirements for the three (3) types of documents (personal, vehicle/assets, and commercial/corporate). The “As-Is” and “To-Be” business workflows are developed in collaboration with DMV business and stakeholders. The BPR consultants will facilitate sharing the BPR documentation with the SI vendor to assist in the solution architecture and development.

Status:Complete

CDT STP Conducted: No

Procurement Type:IT-MSA

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

Length of Contract: Awarded on 11/14/2022 - 12 months, with two 6-month options to extend

Service Type:Application Development

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

Roles/Responsibilities or Tasks: The Application Developer contractors will provide expertise in each content or case management systems to assist with the integration with that system or migration to the new ECM system. This team of consultants will have individual expertise in, but not limited to, IBM FileNet, ProLaw, FairFax Quick Web, OpenText Capture, Oracle, and Salesforce. The Application Developers will have expert level experience in the proprietary systems to analyze, define and determine the best process to either integrate or migrate the existing legacy systems and applications.

Status:Planned

CDT STP Conducted: No

Procurement Type:IT-MSA

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

Length of Contract: 24 months, with two 6-month options to extend

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.

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: 4/28/2022

Form Received Date: 3/15/2023

Form Accepted Date: 3/15/2023

Form Status: Completed

Form Status Date: 3/15/2023

Form Disposition: Approved with Conditions

Form Disposition Date: 4/7/2023