



# 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:** [2740 - Motor Vehicles, Department of](#)

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

Click or tap here to enter text.

2. **Proposal Name:** [AB 796 New Motor Voter Program](#)

3. **Department of Technology Project Number (0000-000):** [2740-232](#)

4. **S4PRA Version Number:** [Version 3](#)

5. **CDT Billing Case Number:** [CS0054833](#)

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

## 4.2 Submittal Information

1. **Contact Information**

Contact Name: [Samuel Rasmussen](#)

Contact Email: [samuel.rasmussen@dmv.ca.gov](mailto:samuel.rasmussen@dmv.ca.gov)

Contact Phone: [916-549-2958](#)

2. **Submission Type:** [Updated Submission \(Pre-Approval\)](#)

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.)

4.3 Contract Management #5

4.5 Project Readiness #1

4.6 Business Objective Valuation, Objective 1.2

4.7 Schedule Baseline

4.8 Cost Baseline

4.9 Primary Solicitation Results

**Summary of Changes** (Summarize updates made.)

4.3 – Updated response for when the post-award kickoff meeting will occur.

4.5 -- Reference to Kiosk was removed as it is no longer a part of the AB796 Project Scope.

4.6 – Secretary of State replaced with acronym “SOS.”

4.7 – Schedule baseline, and variance justification included

4.8 – Cost baseline, variance justification, and BCP Budget Bill Language included.

4.9 – Primary vendor and awarded contract information included.

3. Attach **Project Approval Executive Transmittal** to your email submission. See Attachment

4. Attach Final **Procurement Assessment Form** to your email submission. See Attachment

5. **Conditions from Stage 3 Approval** (Enter any conditions from the Stage 3 Solution Analysis approval letter issued by CDT):

N/A – no conditions

## 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: This is a subsidiary plan of the Project Management Plan. See Attachment

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:

[The post-award kickoff will be scheduled after the primary contract has been awarded and executed. Contract execution is pending CDT’s review and approval of PAL Stage 4.](#)

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: [See Attachment](#)

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:

[AB 796 will have BPR/BA consultants throughout the project life cycle to identify business process improvements and communicate to business and IT project teams. Training and knowledge transfer tasks are included in the BPR/BA SOW.](#)

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. [See Attachment](#)**

## **4.5 Project Readiness**

**1. Select the system development methodology you plan to use to design and develop the new system: [Hybrid](#)**

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

[Remittance, Field Office, and Identity Management \(IDM\) changes to web applications will likely use a hybrid approach of both Agile and Waterfall methodologies.](#)

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.

[DMV is experienced in both Agile and Waterfall methodologies.](#)

**2. Has the Agency/state entity engaged the Office of Technology Services (OTech) for capacity planning and the development of the solution delivery timeline? No**

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:

Solution will have minimal impact to capacity.

**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:

Click or tap here to enter text.

**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. [See Attachment](#)
- 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: Effective July 2025 or upon completion of the DXP project (whichever is earlier), modify DMV information technology systems, verify online customer identity through enhanced identity management, and transmit voter registration information to Secretary of State (SOS) once completed voter registration application has been received and identity documentation has been verified, regardless of payment of fees or additional DL/ID application requirements.

Change and Reason for Change from Stage 1: Included enhanced IDM

Metric: Number of voter registration records that are transmitted to SOS for incomplete DL/ID applications.

Baseline: 0

Target Result: 100%

Valuation: 20

**Objective ID: 1.2**

Objective: Effective July 2025 or upon completion of the DXP project (whichever is earlier), create a system that prevents and monitors during the DMV transaction flow for duplicate voter registration information prior to being submitted to SOS.

Change and Reason for Change from Stage 1: N/A

Metric: Number of duplicate records prevented from being sent to SOS

Baseline: 0

Target Result: 100%

Valuation: 20

**Objective ID: 1.3**

Objective: Effective January 1, 2022, enhance the existing reporting mechanism to provide performance metrics and trends related to the California New Motor Voter program and submit to SOS.

Change and Reason for Change from Stage 1: N/A

Metric: Number of voter registration applications submitted.

Baseline: 100%

Target Result: 100% eligible records submitted to SOS.

Valuation: 20

**Objective ID: 1.4**

Objective: Effective July 1, 2025, create a mechanism for the Business Program area to make ad-hoc modifications to the system in response to task force oversight recommendations or other minor change requests.

Change and Reason for Change from Stage 1: N/A

Metric: Number of voter registration records that are transmitted to SOS for incomplete DL/ID applications.

Baseline: 90 days

Target Result: 5 days

Valuation: 20

**Objective ID: 1.5**

Objective: Prevent the transmission of a complete voter registration when the DMV has not approved the applicant's identity documentation and continue existing provisions that prohibit the transmission of data on AB 60 applicants.

Change and Reason for Change from Stage 1: N/A

Metric: Voter registration applications passing DMV's identity verification process.

Baseline: 0

Target Result: 100% Identification

Valuation: 20

## 4.7 Schedule Baseline

### 1. Schedule Summary

#### Project Execution Start Dates

Proposed Project Start Date (from most recently approved schedule/roadmap):  
6/30/2023

Baseline Project Start Date: 4/15/2024

Variance: 45%

#### Project End Dates

Proposed Project Finish Date (from most recently approved schedule/roadmap):  
6/30/2025

Baseline Project Finish Date: 6/30/2025

Variance: 0

### 2. Reason(s) for Variances

Provide reasons for any date variances: The Project schedule has been extended due to the Primary solicitation process taking longer than anticipated. The solicitation had to be re-advertised twice due to no viable bids received.

### 3. Master Schedule and Key Milestones

**Attach** Master Schedule with highlighted Key Milestones to your email submission. [See Attachment](#)

## 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: This is a subsidiary plan of the Project Management Plan.

**2. Cost Summary**

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

Estimated Proposed Cost (from most recently approved FAW): \$1,768,869

Baseline Cost: \$4,002,171

Variance: 126%

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

Estimated Proposed Cost (from most recently approved FAW): \$11,029,542

Baseline Cost: \$8,623,329

Variance: 22%

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

Estimated Proposed Cost (from most recently approved FAW): \$2,825,408

Baseline Cost: \$2,253,763

Variance: 20%

**Total Cost**

Estimated Proposed Cost (from most recently approved FAW): \$15,623,819

Baseline Cost: \$14,879,263

Variance: 5%

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

Estimated Proposed Cost (from most recently approved FAW): \$2,825,408

Baseline Cost: \$2,253,763

Variance: 20%

*TIP: Baseline costs should match the submitted Financial Analysis Worksheet for Stage 4.*

**3. Reason(s) for Variances**

Provide reasons for any cost variances: CDT rate increase and staff salary increases contributed to the overall cost variance.

**4. Budget Change Proposal (BCP) Summary**

Budget Request ID: 2740-042-BCP-2022-GB

Budget Request Year (0000-00): 2022-23

Requested Amount (specific to the project): \$1,575,000

Status: Supported

Budget Bill Language (if supported): There are no specified provisions for AB 796 in the FY 22/23 Budget bill.

Budget Request ID: 2740-102-BCP-2023-MR

Budget Request Year (0000-00): 2023-24

Requested Amount (specific to the project): \$4,503,000

Status: Supported

Budget Bill Language (if supported): Notwithstanding any other law, \$4,503,000 of the amount included in this item shall be allocated upon approval of the Department of Finance for the Ch. 314, Stats. 2021 (AB 796) project. Stage 4 of the Project Approval Lifecycle Process shall be approved by the Department of Technology prior to the release of these funds.

#### 5. Financial Analysis Worksheets (Baseline)

Attach Final FAWs to your email submission. See Attachment

## 4.9 Primary Solicitation Results

1. **Attach** the approved Evaluation and Selection Report for the primary solicitation to your email submission. See 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:** Elegant Enterprise-Wide Solution, Inc.
5. **Contract Number:** TA23-086
  - a. Contract Start Date: 4/8/2024
  - b. Contract End Date: 4/7/2026
6. **Total Contract Cost (without optional years):** \$350,000.00
  - a. Optional Years (Number of Months): Two (2) six (6) month options to extensions
7. **Total Cost of Optional Years:** \$0.00
8. **Total Contract Cost (with optional years):** \$350,000.00

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: **See Attachment**

2. **Data Management Plan (Draft):** Yes

Status: **See Attachment**

3. **Maintenance and Operations Transition Management Plan (Draft):** Yes

Status: **See Attachment**

## 4.10 Risk Register

**Attach** Risk Register to your email submission. **See Attachment**

**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:** 4/2/2024

**Form Received Date:** 4/2/2024

**Form Accepted Date:** 4/2/2024

**Form Status:** Completed

**Form Status Date:** 5/24/2024

**Form Disposition:** Approved

**Form Disposition Date:** 05/24/2024