



Stage 4 Project Readiness and Approval

California Department of Technology, SIMM 19 D.2 (Rev. 3.0.9, 2/28/2022)

4.1 General Information

1. Agency or State Entity Name: **7100 - Employment Development Department**

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

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

2. Proposal Name: **California Job Opening Browse System (CalJOBS) Modernization**

3. Department of Technology Project Number (0000-000): **7100-234**

4. S4PRA Version Number: **Version 1**

5. CDT Billing Case Number: **CS0037484**

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](#).

4.2 Submittal Information

1. Contact Information

Contact Name: [Nicole Laktash](#)

Contact Email: Nicole.Laktash@edd.ca.gov

Contact Phone: [916-288-4004](#)

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.)

- [Attachment 4.4.1 Implementation Management Plan](#)
- [4.8 Cost Baseline](#)
- [Attachment 4.8.5 FAWs](#)

Summary of Changes (Summarize updates made.)

- Updated Implementation Management Plan per CDT comments.
- Updated cost summary baseline and variance amounts to match updates to FAWs based on review and feedback from Department of Finance.

3. Attach [Project Approval Executive Transmittal](#) to your email submission.

4. Attach Final [Procurement Assessment Form](#) to your email submission. Attachment 4.2.4

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

N/A

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 Attachment 4.3.1

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

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:

N/A

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:

N/A

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 CalJOBS Modernization Contract Manager will be scheduling this meeting closer to contract award.

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:

[N/A](#)

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:

[N/A](#)

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](#) [Attachment 4.4.1](#)

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

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:

[N/A](#)

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:

[N/A](#)

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 - The team is preparing staff, the EDD organization, and critical partners for new processes and technology through activities that will educate stakeholders about the change and how they will successfully perform their responsibilities in the new system.](#)

[Additionally, the CalJOBS Modernization Organizational Change Management \(OCM\) Plan is a vendor deliverable as described in the RFP:](#)

The Contractor must provide the OCMP which must include the following:

- Organizational change management methodology used for defining and evaluating the organizational changes resulting from system implementation at each implementation release and the procedures and processes used to prepare the organization to implement and accept the system at each implementation release.
- Processes and techniques for creating an organizational change management strategy (readiness assessments), engaging senior managers as change leaders (sponsorship), building awareness of the need for change (communications), developing skills and knowledge to support the change (education and training), helping CalJOBS Modernization project stakeholders move through the transition (coaching by managers and supervisors), and methods to sustain the change (measurement systems, rewards, and reinforcement).
- Roles and Responsibilities of both Contractor and State personnel in all aspects of transitioning users impacted by the CalJOBS Modernization Project from the current way of doing business to the future way of doing business.
- Approach to preparing and educating external users (e.g., customers) regarding CalJOBS, including types and descriptions of materials to be developed.
- Approach to preparing and educating external stakeholders (e.g., advocacy groups, legislators, and America's Job Centers of California partners).
- Key Performance Indicators (KPI) to measure the benefits of OCM efforts.

The RFP also requires the vendor to provide the key staff position of an Organizational Change Management (OCM) Lead who shall be responsible for serving as the Contractor's OCM expert for the proposed CalJOBS solution.

If "No," briefly describe below how the Agency/state entity will perform OCM activities for this proposal:

N/A

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:

The CalJOBS Modernization Project aims to enhance the following business processes identified in the S2AA:

- System Registration, including:
 - Streamlining the registration process for users
 - Self-service password reset
- Profile Building Supporting Processes, including:
 - Streamlining the profile building process
 - User-friendly self-assessment tools
- Labor Exchange Supporting Processes, including:
 - Configurable job order templates
 - Configurable workflows

- Accurate translations for job orders
- User-friendly labor exchange features and tools
- Improved communication/messaging tools
- Case Management Supporting Processes, including:
 - Updated Eligible Training Provider List (ETPL) process and workflows
 - Configurable forms and workflows
 - Improved communication and referrals between partner programs
 - User friendly document management
 - Improved communication/messaging tools
 - Refined business rules and real-time data validation in program applications
- Events Supporting Processes, including:
 - Improved calendar features for tracking events (like workshops and job fairs)
 - Features to support virtual events
- Financial Management Supporting Processes, including:
 - User-friendly tools to manage grants, subgrant funds, and tracking of fiscal data
- Data Storage and Reports, including:
 - Flexible and comprehensive reporting tools (like drag and drop capability, data dashboards)
 - EDD hosting and access to system data via CDT Tenant Managed Services (TMS)

These business process updates will help achieve the following business objectives and business process improvements, as listed in the S1BA:

- Increase the number of repeat individuals (job-seekers) and employers.
- Easy to use and highly customizable reporting capability
- Streamline data collection requirements and enhance data accuracy for programs, including for training providers and programs
- Solution shall have less downtime, fewer security breaches, and be more agile

Additionally, EDD has identified the following staffing levels, from the project org chart, that will be supporting knowledge transfer for each of the business processes listed above:

- System Registration, Profile Building, Labor Exchange, Case Management, Events, and Financial Management Supporting Processes – Supervisor II, Supervisor I, and various Analyst IIs and EPRs from the Workforce Services Branch (WSB), including the WSB’s Statewide Training Unit and Process and Risk Oversight Unit.
- Data Storage and Reports – Supervisor II, Supervisor I, and Analyst IIs from the Program and Data Reporting Group, IT Specialist II from Infrastructure Services Division (ITB), including the WSB’s Statewide Training Unit

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:

N/A

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:

The EDD Hybrid Agile Framework (HAF) methodology is a combination of Agile and Waterfall System Development Lifecycle (SDLC) models. The HAF is an alternative approach to conducting IT development projects that are best suited to an iterative/incremental approach and allows the Project teams the flexibility to get more done in less time.

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.

The EDD has developed a comprehensive HAF training curriculum that will be provided to CalJOBS team members prior to project initiation.

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:

The CalJOBS solution will be hosted in the EDD instance of the AWS cloud within the OTech tenant managed services environment. The EDD AWS subject matter experts will be supporting the CalJOBS AWS implementation.

3. **Have resource commitments been obtained for all those identified in the Resource Management Plan?** [Yes – as represented in the Project Org Chart.](#)

If "No," explain below why commitments have not been obtained and the plan to mitigate this risk:

[N/A](#)

4. **Does the Resource Management Plan ensure resources are sufficiently committed to perform project activities if they are also committed to other responsibilities?** [Yes – as represented in the Project Chart.](#)

If "No," explain below how sufficient resource levels will be maintained for all project activities:

[N/A](#)

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:

4.6 Business Objective Valuation

1. **Attach** the Requirements/Backlog Baseline and/or Deliverables Baseline to your email submission. [Attachment 4.6.1](#)
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: [Increase the number of repeat individuals \(job seekers\) by 15% within three years of implementation.](#)

Change and Reason for Change from Stage 1: [No Change from Stage 1](#)

Metric: [Number of repeat individual users.](#)

Baseline: [580,000](#)

Target Result: [667,000 \(15% increase\)](#)

Valuation: [16%](#)

Objective ID: 1.2

Objective: [Increase the number of repeat employers by 15% within three years of implementation.](#)

Change and Reason for Change from Stage 1: [No Change from Stage 1](#)

Metric: [Number of repeat employer users.](#)

Baseline: [11,000](#)

Target Result: [12,650 \(15% increase\)](#)

Valuation: [16%](#)

Objective ID: 2.1

Objective: [New functionality can be added, or existing functionality can be changed within three months of the formal request.](#)

Change and Reason for Change from Stage 1: [No Change from Stage 1](#)

Metric: [Average time in weeks.](#)

Baseline: [35 weeks \(average from 1/1/16 – 04/15/23\)](#)

Target Result: [12 weeks](#)

Valuation: 16%

Objective ID: 3.1

Objective: The solution will have reporting capability that is easy to use, simply and highly customizable at the end user level (e.g., drag and drop functionality).

Change and Reason for Change from Stage 1: No Change from Stage 1

Metric: Time

Baseline: 54 Weeks

Target Result: Less than 1 week

Valuation: 16%

Objective ID: 3.2

Objective: The solution will streamline data collection processes and enhance data accuracy for programs, including reducing data collection requirements for training providers and training programs to adhere to federal and state requirements, produce timely reports, and improve report accuracy.

Change and Reason for Change from Stage 1: Updated to include data collection and accuracy for all programs, not just ETPL.

Metric: 3.2.1 -Time and accuracy for ETPL

Baseline: 30 min for data collection and report accuracy at 59% for ETPL

Target Result: 10 min for data collection and report accuracy is within 1% for ETPL

Metric: 3.2.2 – Time and accuracy to complete program application with Wagner-Peyser eligibility

Baseline: 12 min for data collection and report accuracy at 78%

Target Result: 8 min for data collection and report accuracy is within 5%

Metric: 3.2.3 – Time and accuracy to complete program application with Title I Youth eligibility

Baseline: 14 min for data collection and report accuracy at 84%

Target Result: 10 min for data collection and report accuracy is within 5%

Metric: 3.2.4 – Time to enter an activity code/service (basic service, not training)

Baseline: 2 minutes

Target Result: 1 minute

Valuation: 16%

Objective ID: 4.1

Objective: The solution shall have less downtime, fewer security breaches and be more agile.

Change and Reason for Change from Stage 1: [No Change from Stage 1](#)

Metric: [Amount of time addressing critical items related to both system functionality and security.](#)

Baseline: [16 days](#)

Target Result: [72 hours](#)

Valuation: [20%](#)

TIP: Copy and paste or click the + in the lower right corner of the above seven fields to add multiple objectives.

4.7 Schedule Baseline

1. Schedule Summary

Project Execution Start Dates

Proposed Project Start Date (from most recently approved schedule/roadmap):
[9/1/2025](#)

Baseline Project Start Date: [6/2/2026](#)

Variance: [9 months](#)

Project End Dates

Proposed Project Finish Date (from most recently approved schedule/roadmap):
[8/31/2027](#)

Baseline Project Finish Date: [7/31/2028](#)

Variance: [10 months](#)

2. Reason(s) for Variances

Provide reasons for any date variances: [The S2AA project start date was revised and approved by the Executive Steering Committee following an assessment of the schedule feasibility for RFP tasks such as bidder questions responses and evaluations. The CalJOBS Project Team also took into consideration lessons learned from the Integrated Claims Management System \(ICMS\) Project in regard to the durations that the RFP tasks required and this resulted in the revised project start date. CalJOBS Modernization will remain as a 2-year project.](#)

3. Master Schedule and Key Milestones

Attach Master Schedule with highlighted Key Milestones to your email submission.

[Attachment 4.7.3](#)

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 Attachment 4.8.1

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

2. **Cost Summary**

Total Planning Cost (One-Time)

Estimated Proposed Cost (from most recently approved FAW): \$4,915,103

Baseline Cost: \$5,062,984

Variance: \$147,881

Total Project Cost (One-Time)

Estimated Proposed Cost (from most recently approved FAW): \$37,519,209

Baseline Cost: \$28,576,204

Variance: -\$8,943,005

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

Estimated Proposed Cost (from most recently approved FAW): \$22,837,021

Baseline Cost: \$20,247,928

Variance: -\$2,589,093

Total Cost

Estimated Proposed Cost (from most recently approved FAW): \$65,271,332

Baseline Cost: \$53,887,116

Variance: -\$11,384,216

Annual Future Operations IT Costs (Annual M&O)

Estimated Proposed Cost (from most recently approved FAW): \$12,168,870

Baseline Cost: \$12,149,791

Variance: -\$19,079

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

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

Provide reasons for any cost variances: [The overall cost decreased due to the following:](#)

- [In Stage 2 market research, some vendors proposed the use of Salesforce which requires the purchase of Salesforce licenses. Since we couldn't rule out the use of Salesforce in Stage 2, we included the cost in the Stage 2 FAWs. The licenses added](#)

\$12 million to the project costs and \$6 million per year in future M&O costs. Since the chosen vendor does not use Salesforce, the software licenses line item was removed in Stage 4 FAWs, and overall project costs reduced.

- The estimated primary vendor cost was higher in Stage 2 because the market research showed a wide range of costs and we reflected the median. The range of vendor costs in market research was due to differences in prices of software, project timelines, and whether or not the proposed solution contains all software components within a package offering, uses third party software, or a combination of both. In market research, there were vendors who proposed already built workforce services solutions that would require fewer customizations for the State, and vendors who proposed building workforce solutions from their list of software. The cost varied depending on the amount of the workforce solution that still needed to be built. The chosen vendor cost fell at the low end of the market research collected because they have an already built workforce solution.

There has been no reduction in project scope, deferral to future phases, or shifting of costs to M&O.

4. Budget Change Proposal (BCP) Summary

Budget Request ID: [N/A](#) – there is no BCP for this project. It is funded internally by EDD's Workforce Service Branch funds.

Budget Request Year (0000-00): [N/A](#)

Requested Amount (specific to the project): [N/A](#)

Status: [Choose an item](#).

Budget Bill Language (if supported): [N/A](#)

TIP: Copy and paste or click the + button in the lower right corner to add BCPs as needed (e.g., Planning and Project related).

5. Financial Analysis Worksheets (Baseline)

Attach Final FAWs to your email submission. [Attachment 4.8.5](#)

4.9 Primary Solicitation Results

1. **Attach** the approved Evaluation and Selection Report for the primary solicitation to your email submission. [Attachment 4.9.1](#)
2. **Attach** the proposed contract resulting from the primary solicitation to your email submission. [Attachment 4.9.2](#)
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:** [Geographic Solutions, Inc.](#)
5. **Contract Number:** [TBD](#)
 - a. Contract Start Date: [5/25/2026](#)
 - b. Contract End Date: [5/24/2029](#)
6. **Total Contract Cost (without optional years):** [\\$8,646,000.00](#)
 - a. Optional Years (Number of Months): [84 months](#)
7. **Total Cost of Optional Years:** [\\$38,404,368.00](#)
8. **Total Contract Cost (with optional years):** [\\$47,050,368.00](#)

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 Attachment 4.9.9.1](#)
Status: [Click or tap here to enter text.](#)
2. **Data Management Plan (Draft):** [Yes Attachment 4.9.9.2](#)
Status: [Click or tap here to enter text.](#)
3. **[Maintenance and Operations Transition Management Plan](#) (Draft):** [Yes Attachment 4.9.9.3](#)
Status: [Click or tap here to enter text.](#)

4.10 Risk Register

Attach Risk Register to your email submission. [Attachment 4.10.1](#)

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.

Department of Technology Use Only

Original "New Submission" Date: [5/6/2026](#)

Form Received Date: [5/27/2026](#)

Form Accepted Date: [5/27/2026](#)

Form Status: [Completed](#)

Form Status Date: [6/30/2026](#)

Form Disposition: [Approved](#)

Form Disposition Date: [6/30/2026](#)