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:** 7350 - Industrial Relations, 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:** *Labor Enforcement Task Force Project (LETF project)*

3. **Department of Technology Project Number (0000-000):** *7350-095*

4. **S4PRA Version Number:** v1

5. **CDT Billing Case Number:** CS0066993

    Don't have a Case Number? Click here to get one.

4.2   Submittal Information

1. **Contact Information**

    Contact Name: Benjamin Bonte.

    Contact Email: Click or tap here to enter text.

    Contact Phone: Click or tap here to enter text.

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 updated or resubmission *(List all the sections that have 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 Final **Procurement Assessment Form** to your email submission. **DONE – current draft contract sent and completed selection report sent by Ben 6/14.**

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

   No Condition from Stage 3.

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: **PMP updated to include Contract Management Plan section; provided copy to CDT.**

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:

   We are in the process of hiring a Project Analyst who will also take the role of Contract Manager. In the interim, Michael Jovero will have this role.

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:

   See above.

4. **Has a <u>post-award kickoff meeting</u> between the Contract Manager and state project team members been scheduled to <u>align state and contractor expectations</u> related to contract, budget, invoicing, requirements review, and contractor incentives?** Yes

   If "No," briefly explain below why this has not been accomplished: **This is planned to be scheduled as soon as possible right after the contract has been awarded.** DIR will include PAO Manager.

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:

The PM and the to-be assigned Contract Manager have the necessary experience.

6. Does the Contract Manager have a <u>plan to collect and assess contractor</u> 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: **PMP has been updated to include Contract Management Plan section and provided copy.**

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):** No

    Status: In-progress. The document will be submitted after 30 days of project start.

2. Does the Agency/state entity currently have a <u>mature release management process</u> 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:

    Existing DIR release management attached. SI may also have their own release management specific for their solution that will be adapted.

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:

    Project team and stakeholders were involved in the development of the PAL artifacts and have clear understanding of the areas of business that will be impacted.

4. Does the Agency/state entity have <u>processes and methodologies in place</u> to support Organizational Change Management (OCM) activities identified in Stage 2, Section 2.9 Organizational Change Management? No

    If "No," briefly describe below how the Agency/state entity will perform OCM activities for this proposal: **The vendor has the responsibility to implement Change Management as per SOW (Deliverable 6). DIR will work with the vendor to develop the OCM process.**

5. Does the Agency/state entity have <u>dedicated knowledge transfer resources</u> assigned to <u>business process improvement</u> or business process reengineering activities resulting from the new solution? Yes

    If "Yes," <u>specify the areas of business process improvement</u>: **Contractor to provide**

transformation services per SOW (Deliverable 6), positions have been allocated at DIR and will participate in the knowledge transfer.

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:

6. **Attach** Updated Project Organization Chart to your email submission. **New Org Chart includes AIO, IVV and CDT oversight.**

4.5   Project Readiness

1. **Select the system development methodology you plan to use to design and develop the new system: Adaptive**

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

    Agile SDLC which is industry standard.

    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 department has been using Agile SDLC for last several years including Human Centered Design Approach to deliver projects.

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:

    Department will adopt Cloud first principles.

3. **Have resource <u>commitments</u> 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:

    Project Sponsorship has identified and committed Business Owners and SMEs for this project. DIR OIS created a new Technical Unit to assist in the implementation and provide continuing support for the solution. Vendor will provide resources in accordance to RFO.

4. **Does the <u>Resource Management Plan</u> ensure resources are sufficiently committed to perform project activities if they are <u>also</u> committed to other responsibilities?** Yes

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

    See PMP (p. 22).

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. **Mid-Level Requirements accepted by CDT at this time. DIR will submit copy of Backlog within 60 days of S.I. on-boarding. See Exhibit H item 2 from Vendor response which states "First set approximately 60 days after agreed program start".**

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: PW-1

Objective: *To combine all individual systems into 1 master database. To create automated flagging/mining in terms of specific areas of strategic enforcement such as completed projects (pwc100), unregistered/unrenewed/lapsed contractors, unregistered apprentices, noncompliant eCPRs or nonsubmission of eCPRs (AB1023).*

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

Metric: *To combine the data from separate public works systems (eCPR, PWC-100, public works contractor registration, apprenticeship, and two prevailing wage systems) and have the the system check the external user inputs from public works employers against the internal inputs in the other modules which contain public works requirements data to identify potential compliance issues.*

Baseline: *Currently, none of the systems are combined and none of the reports in any system are used by the eCPR system to check for compliance with public works requirements. eCPRs are not currently checked in an automated manner.*

Target Result: *Combine all six systems into one system*

Valuation: 25%

Objective ID: PW-2

Objective: *To have the PWC100 system contain algorithms that prompt an automation for strategic lead enforcement such as notifications to internal staff regarding project completions for prioritizing investigative case statutes, unregistered/lapsed contractors for strategic enforcement of levying penalties for such violations, and noncompliant eCPR submissions from the listed contractors on the PWC100s in the strategic enforcement of Labor Code 1776 And/or AB1023.*

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

Metric: *The data entered into the PWC100 system would allow for automated checks once all of the project information, contractor registration information, and eCPR information is*

captured in a system in a structured manner that can be exported, sorted or delivered by spreadsheet, email, message, or other means.

Baseline: *Data is currently entered into system but does not have functionality beyond storage of info as it is not exportable, manipulatable.*

Target Result: *To combine each system into one master system that reconciles compliance requirements and gathers, filters, exports data to lists, direct messages, or other forms of communication to streamline targeted enforcement and compliance.*

Target Result: *Combine all six systems into one system*

Valuation: 25%

Objective ID: PW-3

Objective: To have the system contain code/algorithms that prompt an automation for strategic lead enforcement for noncompliant/lapsed/unregistered contractors that are currently working on projects listed on the PWC100.

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

Metric: *The data currently is keyed by users and stored in system. However, there is no functionality beyond the storing of information.*

Baseline: *Information is recorded into system database currently. None of the data is exportable, transferable, deliverable to internal staff*

Target Result: *All information in system should be combined with other systems as each system needs to cross reference data for compliance rules. All data should have an automated review for compliance measures, that can be exported, transferred, delivered in a format such as excel, word, direct message, or list format to utilize for targeted compliance and enforcement.*

Valuation: 25%

Objective ID: PW-4

Objective: *To combine two prevailing wage databases for journey level specialty trades and for apprentices and to enhance future database to accommodate wage determinations for basic trades and residential projects which are not currently captured as structured data in either of the two existing prevailing wage databases.*

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

Metric: *The data from the prevailing wage module would allow for automated checks once all of the prevailing wage data is captured in a system in a structured manner.*

Baseline: *Journey level specialty trade and apprentice wage data is captured in a database currently. None of the prevailing wage data is used by the eCPR system to check for compliance in an automated manner.*

Target Result: *Specialty trade, basic trade, apprentice and residential project wage determinations will be captured in a single database. Measurement Method: All of the above referenced wage determinations will be captured in a single system in a structured manner*

that will make compliance checks possible (eCPR).

Valuation: 25%

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

➢ **Added all remaining items above. Note that PW 2 to 4 did not have Metric, Target and Baseline from S1BA but were added here from the PMP. Valuation is set to 25% for each objective.**

4.7 Schedule Baseline

1. **Schedule Summary**

   Project Execution Start Dates

   Proposed Project Start Date (from most recently approved schedule/roadmap): 6/1/2023

   Baseline Project Start Date: **6/26/2023**

   Variance: **Less than one month.**

   Project End Dates

   Proposed Project Finish Date *(from most recently approved schedule/roadmap)*: 6/30/2024

   Baseline Project Finish Date: 6/30/2025

   Variance: 1 Year

   Done – Timeline chart extended through 06/30/25 to account for Release 2 FY 24/25.

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

   Provide reasons for any date variances: **Updated to reflect Release 2 FY 24/25 activities.**

3. **Master Schedule and Key Milestones**

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

   Agreed to provide MPP artifact within 30 days of on-boarding of the S.I.

   The scope for the Minimum Viable Product (MVP) to be implemented in Release 1 of the Project will be identified during the detailed requirements elicitation. Requirements that are deemed not part of the MVP will be addressed in Release 2 which will be funded via BCP for FY 24/25.

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: **See PMP (p.29)**

2. **Cost Summary**   *[FOR ESTIMATED PROPOSED COSTS, <u>USE STAGE 2 APPROVAL LETTER $ AMOUNTS</u>]*

   Total Planning Cost (One-Time)

   Estimated Proposed Cost *(from most recently approved FAW)*: $3,208,566

   Baseline Cost: **$ 179,008**   **Updated**

   Variance: -$3,029,558

   Total Project Cost (One-Time)

   Estimated Proposed Cost *(from most recently approved FAW)*: $27,492,619

   Baseline Cost: **$33,635,759**

   Variance: $6,143,140

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

   Estimated Proposed Cost *(from most recently approved FAW)*: $7,245,260

   Baseline Cost: **$6,477,708**

   Variance: -$767,552

   Total Cost

   Estimated Proposed Cost *(from most recently approved FAW)*: $37,946,445

   Baseline Cost: **$ 40,292,475** **Updated**

   Variance: $2,346,030 (This amount equals a 6.2% increase; less than both 20% and $5M thresholds.)

   Annual Future Operations IT Costs (Annual M&O)

   Estimated Proposed Cost *(from most recently approved FAW)*: $7,245,260

   Baseline Cost: **$6,477,708**

   Variance: -$767,552

   TIP: Baseline costs should match the submitted Financial Analysis Worksheet for Stage 4 WHICH IS DERIVED FROM THE PROPOSED S.I. CONTRACT.

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

   Provide reasons for any cost variances: **Planning cost variance due to completion of planning in 22/23 and not continuing into 23/24 when new positions phase in.**

One time project cost variance due to updated estimates for licensing costs, delays in project approval, and start of project execution resulting in need to extend release 2 into 2024/25, and addition of CDT oversight costs.

Future Operations cost variance due to changes in assumptions about future program staffing levels.

4. **Budget Change Proposal (BCP) Summary** *NO BCP REQUIRED FOR FY22/23.*

   Budget Request ID: Click or tap here to enter text.

   Budget Request Year (0000-00): Click or tap here to enter text.

   Requested Amount (specific to the project): Click or tap here to enter text.

   Status: Choose an item.

   Budget Bill Language (if supported): Click or tap here to enter text.

   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.

   Attached.

4.9   Primary Solicitation Results

1. **Attach** the approved Evaluation and Selection Report for the primary solicitation to your email submission.   **Attached.**

2. **Attach** the proposed contract resulting from the primary solicitation to your email submission.

   Draft contract provided. Final contract pending Stage 4 approval.

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: Intueor Consulting**

5. **Contract Number: 11496**

   a. Contract Start Date: 6/1/2023 or approval by CDT STP
   b. Contract End Date: 6/30/2024

6. **Total Contract Cost (without optional years): $9,985,000**

   a. Optional Years (Number of Months): N/A

7. **Total Cost of Optional Years: N/A**

8. **Total Contract Cost (with optional years): N/A**

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: **Done – included in the PM Plan**

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

   Status: **Done – included in the PM Plan**

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

   Status: In-progress. The document will be submitted after 30 days of project start.

4.10 Risk Register

Attach Risk Register to your email submission.   **ATTACHED**.

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: 6/5/2023

Form Received Date: 6/5/2023

Form Accepted Date: 6/5/2023

Form Status: Completed

Form Status Date: 6/27/2023

Form Disposition: Approved with Conditions

Form Disposition Date: 6/27/2023