



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:** 4265 - Public Health, 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:** CDPH Future Disease Surveillance System (FDSS)

3. **Department of Technology Project Number (0000-000):** 4265-076

4. **S4PRA Version Number:** [Version 2](#)

5. **CDT Billing Case Number:** [CS0052371](#)

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

4.2 Submittal Information

1. **Contact Information**

Contact Name: [Leanne Smith](#)

Contact Email: Leanne.Smith@cdph.ca.gov

Contact Phone: [\(279\) 667-1386](#)

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

None

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: [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:

[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?** Yes

If "No," briefly explain below why this has not been accomplished:

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

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: [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)?** [No](#)

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:

During the project, as part of the plan for implementing the FDSS, the DD&I contractor will provide a release management plan that describes the release process and procedures, including naming conventions, release type, release cadence, release calendar, release management tools, release validation process, release communications, release notes, and an escalation process for release issues.

The vendor will also provide:

- [A comprehensive Test Plan for the FDSS solution addressing all types of testing, including unit, integration, interfaces, system, end-to-end, load capacity, stress, regression, production simulation, accessibility, security, white hat, and penetration testing.](#)
- [A plan to prepare for, facilitate, and support user acceptance testing.](#)
- [Release Test Plans for each release.](#)

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? No

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

The Department has highly skilled resources who are experienced in implementing changes in the legacy disease surveillance environment. Additionally, the DD&I contract includes OCM services. State staff will lead the FDSS organizational change initiative and will partner with the DD&I contractor to assess needs, develop strategies, and plan and execute FDSS OCM activities.

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 CDPH staff who are experienced in implementing changes in the legacy disease surveillance environment will partner with the DD&I contractor on FDSS business process improvement. At a minimum, areas for business process improvement include:

- Incident Reporting Process
- Electronic Reporting Process
- Incident Creation Process
- FDSS Data Exchange Process
- Incident/Case Management and Investigation Process
- Outbreak Management Process
- Reporting and Analytics Process
- Administrative Functions Process

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.

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 FDSS Project will use the agile Scrum framework while also accommodating various non-system development activities like procurement, oversight agency reporting, training, and organizational change management through a hybrid approach. Non-development tasks will be documented in a traditional project schedule with defined start and finish dates. Agile development activities will be planned and managed using Scrum's release plan, sprint

backlogs, and velocity measurements. Detailed development tasks will be elaborated upon and tracked in Scrum tools during the sprints. High-level milestones from the development activities will be integrated and tracked in a traditional Gantt-style project schedule called the Semi-Integrated Master Schedule (SIMS).

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.

CDPH has used the hybrid method described above as a standard to complete numerous CDPH projects successfully. The integration of Agile/Scrum scheduling concepts with the traditional Gantt chart used in this approach provides a comprehensive overview of planned project activities and progress.

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:

CDPH staff will implement the FDSS solution, with application support from the DD&I contractor, in the CDPH CDT Tenant Managed Services Basic (TMSB) environment.

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:

Yes

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.
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: Upon implementation, reduce the time it takes for public health staff to access and analyze surveillance data used to identify new or emerging infections, and evaluate transmission risk sooner.

Change and Reason for Change from Stage 1: For greater specificity, we revised the wording for the Baseline entry for Objective 1.1 from “*days*” to “*calendar days*”.

Metric: The elapsed time to implement a change in the data captured (e.g., add a new data field to the disease surveillance system) for an emerging infection and have the resulting data available to public health staff via a system report for data analysis.

Baseline: 48.3 calendar days (for COVID-19, measured between 10/20 and 5/21)

Target Result: *72 hours*

Valuation: *40%*

Objective ID: 2.1

Objective: To learn of and respond to emerging outbreaks, by one year after implementation, reduce LA and SD median lag time between earliest onset date for an emerging outbreak and CDPH having access to the associated outbreak data.

Change and Reason for Change from Stage 1: For greater specificity, we revised the wording for the Baseline and Target Result entries for Objective 2.1 from “*days*” to “*calendar days*”.

Metric: The lag time to receive LA and SD data, which is the median elapsed time from earliest onset date to when public health staff have access to the associated data, for a selected disease type.

Baseline: *137 calendar days*

Target Result: *19 calendar days*

Valuation: *30%*

Objective ID: 3.1

Objective: Within one year of implementation, avoid 90% of likely personnel costs (COVID-19 estimated personnel costs) to respond to major disease surveillance system issues in order to ensure continuously available disease data and information to maintain business continuity during a public health emergency.

Change and Reason for Change from Stage 1:

To make Objective 3.1 more specific, we changed wording for the Metric from "...in response to major system issues..." to "...in response to priority 1 incidents...". Priority 1 incidents are defined in the FDSS RFP.

We also revised the Target Result for Objective 3.1. The FDSS Project Schedule includes a 6-month stabilization period after the solution goes live and before final solution acceptance. We revised the Target Result wording from "...over a 5-month period during the first year following system Go-Live" to "...over a 5-month period during the first year following final system acceptance", thereby ensuring the measurement uses the final solution accepted by the state.

Metric: Cost incurred for personnel to staff Incident Rooms in response to priority 1 incidents that risk loss of business continuity.

Baseline: \$785,000, over a five-month period

Target Result: \$78,500, over a 5-month period during the first year following final system acceptance.

Valuation: 30%

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):
1/1/2026

Baseline Project Start Date: 4/1/2026

Variance: Three months.

Project End Dates

Proposed Project Finish Date (from most recently approved schedule/roadmap):
6/30/2027

Baseline Project Finish Date: 9/30/2027

Variance: Three months.

2. Reason(s) for Variances

Provide reasons for any date variances: The schedule variance was primarily driven by factors outside the project team's control during PAL Stage 3. Statewide budget issues delayed anticipated funding approval, resulting in a pause to PAL S3 and the cancellation of the in-progress Challenge-Based Procurement. Subsequently, CDPH revised requirements and its recommended solutions and CDT determined those changes required resubmission of PAL

S2, which involved significant time and rework and prevented forward progress on S3. After the revised S2 was approved and S3 resumed, CDT OSTP guidance to transition the DD&I procurement approach from a Challenge-Based Procurement to a Modern RFP required substantial rework and extended the timeline to restart DD&I procurement activities. In addition, the DD&I procurement itself required more time than originally anticipated, further contributing to the schedule variance.

3. Master Schedule and Key Milestones

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

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

2. Cost Summary

Total Planning Cost (One-Time)

Estimated Proposed Cost (from most recently approved FAW): \$10,719,718

Baseline Cost: \$7,629,978

Variance: -\$3,089,740

Total Project Cost (One-Time)

Estimated Proposed Cost (from most recently approved FAW): \$24,746,106

Baseline Cost: \$25,163,693

Variance: + \$417,587

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

Estimated Proposed Cost (from most recently approved FAW): \$10,611,752

Baseline Cost: \$12,923,090

Variance: +\$2,311,338

Total Cost

Estimated Proposed Cost (from most recently approved FAW): \$46,077,576

Baseline Cost: \$45,716,671

Variance: -\$360,905

Annual Future Operations IT Costs (Annual M&O)

Estimated Proposed Cost (from most recently approved FAW): \$10,611,752

Baseline Cost: \$7,409,883

Variance: -\$3,201,869

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

3. Reason(s) for Variances

Provide reasons for any cost variances: Since the last approved FAW in PAL Stage 2, we now have actual contract amounts for all three vendors that will provide services during the DD&I phase of the project which replaced the estimates that were previously included. Additionally, we were requesting four new staff for this project and that has been reduced to two new staff. This project has taken extraordinary precautions to meet all the requirements for the PAL and procurement processes leading to some delays in the execution of the procurement, which subsequently has shifted the DD&I and M&O phases by three months thereby changing where and when costs are incurred. Lastly, actual planning and consulting expenditures have been verified for all prior fiscal years.

4. Budget Change Proposal (BCP) Summary

Budget Request ID: 265-081-BCP-2026-GB

Budget Request Year (0000-00): 2026/27

Requested Amount (specific to the project): \$19.2 million

Status: Pending

Budget Bill Language (if supported): Pending

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.

4.9 Primary Solicitation Results

1. **Attach** the approved Evaluation and Selection Report for the primary solicitation to your email submission.
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: Deloitte Consulting LLP**
5. **Contract Number: 25-10052**
 - a. Contract Start Date: 4/1/2026
 - b. Contract End Date: 10/1/2028
6. **Total Contract Cost (without optional years): \$16,828,754.70**
 - a. Optional Years (Number of Months): 48 months
7. **Total Cost of Optional Years: \$9,324,336.00**
8. **Total Contract Cost (with optional years): \$26,153,090.70**

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)**: Choose an item.
Status: Yes
2. **Data Management Plan (Draft)**: Choose an item.
Status: Yes
3. **Maintenance and Operations Transition Management Plan (Draft)**: Choose an item.
Status: Yes

4.10 Risk Register

Attach Risk Register to your email submission.

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.

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: 3/6/2026

Form Received Date: 3/6/2026

Form Accepted Date: 3/6/2026

Form Status: Completed

Form Status Date: 3/27/2026

Form Disposition: Approved

Form Disposition Date: 3/27/2026