



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:** 8570 - Food and Agriculture, Department of

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

8570

2. **Proposal Name:** Emerging Threats 2

3. **Department of Technology Project Number (0000-000):** 8570-089

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

5. **CDT Billing Case Number:** CS0001596

4.2 Submittal Information

1. **Contact Information**

Contact Name: Fredrick Gomez

Contact Email: Fredrick.Gomez@cdfa.ca.gov

Contact Phone: 916-279-1407

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):
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

Status: [Reviewed and approved under S3SA submission 12/06/2023](#)

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)?** [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:

All available programs under the CDFA's Animal Health and Food Safety Services Division have designated subject matter expert resources identified and assigned for business process improvement/reengineering activities

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 Delivery Framework is an iterative project management approach that marries the concepts of Scrum Agile with traditional Waterfall artifacts, methodologies, and organizational change management objectives and outcomes. We anticipate our proposed three (3) major application releases to deliver the ET2 solution. In addition, we propose organizing the delivery of each release by workstream centering in the three (3) core phases:

1. Baseline - Translate the functional and non-functional requirements into a detailed design.
2. Implementation - Incrementally build and showcase system functionality to enable iterative feedback into the build process.
3. Enable - Collaborate with both functional and non-functional stakeholders who are responsible for adopting and maintaining the system to minimize any disruption to users' day-to-day activities and workloads resulting from the integration of new functionalities.

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.

This development methodology was previously used for two other successful CDFA Salesforce implementation projects:

1. Registered Service Agencies (RSA) – Completed June 2023
2. Produce Safety Program (PSP) - Completed September 2024

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 ET2 system will be a Salesforce SaaS solution and be contained within the CDFA single instance of the Salesforce Gov Cloud Plus SaaS environment. No CDT - OTech services such as infrastructure resources or capacity planning will be required.

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.
- 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: *Provide for the ability to make minor changes to business steps/workflow, such as the changing of fees, to be done timely and without changing the software code, e.g., changes made through configuration tables.*

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: *Time to make minor changes, such as changing fee amounts.*

Baseline: *4-6 weeks*

Target Result: *1-day*

Valuation: *Measured time to make the change.*

Objective ID: 1.2

Objective: *Provide the ability to make changes to one business area/application without causing side-effects to other business areas.*

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: *Number of defects identified that are not directly related to the desired changes that were implemented.*

Baseline: *~10 defects are currently identified that are unintended side-effects of modifying the software to implement a minor change.*

Target Result: *Zero (0) defects due to side-effects.*

Valuation: *Count of number of defects that are not related to the change made.*

Objective ID: 1.3

Objective: *Standardize on a limited set of programming languages, where necessary, to enhance the ability to find, retain, and train staff to maintain the ET system applications.*

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: *Number of unique programming languages and versions.*

Baseline: *Five (5) different programming languages are currently in use and up to six (6) different version are being used, e.g., Microsoft .NET Framework from version 2.3 to current.*

Target Result: *Three (3) different with each localized to specific components/layers of the architecture that only utilizes one common framework for each.*

Valuation: *Count of programming languages and frameworks used.*

Objective ID: 2.1

Objective: *Ensure the information/data entered into the ET system is complete and consistent by implementing and enforcing business rules when any information is captured.*

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

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

Baseline: *>10,000 data elements do not adhere to required business rules*

Target Result: *Zero (0) data elements stored in the system do not adhere to required business rules.*

Valuation: *Data quality assessment of the data stored within the system*

Objective ID: 2.2

Objective: *Ensure that information collected and reported across business operations is consistent and reliable.*

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: *Number of unique business rules for individual business operations and the specific unique data elements collected.*

Baseline: *Zero (0) business rules have been intentionally standardized and each business program has unique/separate definitions for their information/data elements.*

Target Result: *All (100%) of common business rules are identified and implemented and the definitions of the information/data collected and documented is defined in a standardized AHFSS data dictionary.*

Valuation: *Analysis of business rules and review of the data dictionary to ensure all data elements are documented and standardized.*

Objective ID: 3.1

Objective: *Place tighter controls on changes to all information and data within the ET system through the establishment of a data governance process that approves all changes to the systems' data.*

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: *Number of information/data changes to ET approved by a data governance committee.*

Baseline: *Zero (0), not data dovernance process exists*

Target Result: *All changes to the systems information/data are controlled and approved by a data governance committee*

Valuation: *Analysis and traceability of changes to the information/data to data governance approved changes.*

Objective ID: 4.1

Objective: *Provide a standardized set of interfaces implemented through a common interface subsystem, where information can be transmitted to eternal entities, and the interface could be quickly tailored to individual stakeholder needs.*

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: *Number of unique interface subsystems*

Baseline: *~12 unique interface subsystems exist, each implementing a completely unique interface, even to common components, such as mobile devices.*

Target Result: *One (1) interface subsystem implementing a standardize set of two (2) interfaces to communicate with mobile devices and external stakeholders.*

Valuation: *Count of interface subsystems and unique interface protocols*

Objective ID: 5.1

Objective: *Ensure all information is tightly related and all changes to the information traceable to who made the change, when the change was made, and what was the change*

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: *Enforced relationships between information components and traceability of changes to the information.*

Baseline: <~10 information components have enforced relationships and there is no auditing capability when information is changed.

Target Result: All (100%) of the information components will have relationships established and auditing will be implemented.

Valuation: Review of the data model and through testing of the audit features

Objective ID: 5.2

Objective: Provide the business with the capability to track a case from initiation through completion that allows the review of related current and historical data from all programs within AHFSS.

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: Number of case management steps that can be traced and the amount of related current and historical information that can be reviewed at each step.

Baseline: Zero (0), the existing ET system has no case management functionality

Target Result: All (100%) case management steps can be traced and related current and historical data can be viewed.

Valuation: Execution of all case management steps during testing to verify they are all implemented.

Objective ID: 6.1

Objective: Provide management with management reporting capabilities to review staff workload, performance, and activities.

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: Management knowledge of staff workload, performance, and activities

Baseline: ET does not provide reliable information on staff workload, performance, or activities

Target Result: Managers can review the workload, performance, and activities of individual staff and teams of staff/an office.

Valuation: Testing of the solution

Objective ID: 6.2

Objective: Provide management with the ability to perform trend analysis on activities and active results to identify high-risk areas where actions, such as increased inspections, could be performed to lower risks

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

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

Baseline: ET does not provide trend analysis reporting, this is done outside of ETdavid

Target Result: *Each manager within their respective business area and across business areas can perform trend analysis*

Valuation: *Testing of the solution*

Objective ID: 7.1

Objective: *Allow applicants to submit applications and payment through an online service*

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: *Number of applications submitted online*

Baseline: *None*

Target Result: *50% in first year, 75% in second year*

Valuation: *Number of online application submissions*

Objective ID: 7.2

Objective: *Allow customers to review their data, inspection results, actions underway, etc. online*

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: *Number of customers reviewing their information through an online portal*

Baseline: *None, ET does not have this capability*

Target Result: *50% in first year, 75% in second year*

Valuation: *Number of customers accessing their online records*

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):
[1/5/2026](#)

Baseline Project Start Date: [Click or tap to enter a date.](#)

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

Project End Dates

Proposed Project Finish Date (from most recently approved schedule/roadmap): Click or tap to enter a date.

Baseline Project Finish Date: [6/28/2030](#)

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

2. Reason(s) for Variances

Provide reasons for any date variances: [Click or tap here to enter text.](#)

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): \$10,161,582

Baseline Cost: \$4,795,447

Variance: (\$5,366,135)

Total Project Cost (One-Time)

Estimated Proposed Cost (from most recently approved FAW): \$44,904,047

Baseline Cost: \$36,178,277

Variance: (\$8,725,770)

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

Estimated Proposed Cost (from most recently approved FAW): \$16,490,218

Baseline Cost: \$7,747,526

Variance: (\$8,742,692)

Total Cost

Estimated Proposed Cost (from most recently approved FAW): \$71,555,847

Baseline Cost: \$48,721,249

Variance: (\$22,834,598)

Annual Future Operations IT Costs (Annual M&O)

Estimated Proposed Cost (from most recently approved FAW): \$5,171,921

Baseline Cost: \$2,514,256

Variance: (\$2,657,665)

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

3. Reason(s) for Variances

Provide reasons for any cost variances: Reduction in cost attributed to formal solicitation, use of offshore resources to compliment domestic personnel, and benefit from elaboration of all cost to be actuals.

4. Budget Change Proposal (BCP) Summary

Budget Request ID: [8570-403-BCP-2019-MR](#)

Budget Request Year: [2019-20](#)

Requested Amount (specific to the project):

[2019-20: \\$2,500,000 GF](#)

Status: [Supported](#)

Budget Bill Language (if supported): [Budget Act of 2019 \(AB 74\) Stats. 2019, ch. 23, § 2.00, Item 8570-001-0001](#)

Budget Request ID: [8570-060-BCP-2022-A1](#)

Budget Request Year: [2022-23](#)

Requested Amount (specific to the project):

[2022-23: \\$1,954,000 \(\\$1,231,000 GF and \\$723,000 AF\)](#)

[2023-24: \\$904,000 \(\\$570,000 GF and \\$334,000 AF\)](#)

Status: [Supported](#)

Budget Bill Language (if supported): [Budget Act of 2022 \(SB 154\) Stats. 2022, ch. 43, § 2.00, Item 8570-001-0001 & 001-0111](#)

Budget Request ID: [8570-013-BCP-2023](#)

Budget Request Year: [2023-24](#)

Requested Amount (specific to the project):

[2023-24: \\$6,685,000 \(\\$4,212,000 GF and \\$2,473,000 AF\)](#)

[2024-25: \\$12,138,000 \(\\$7,647,000 GF and \\$4,491,000 AF\)](#)

[2025-26: \\$12,138,000 \(\\$7,647,000 GF and \\$4,491,000 AF\)](#)

[2026-27: \\$6,672,000 \(\\$4,204,000 GF and \\$2,468,000 AF\)](#)

[Ongoing: \\$5,073,000 \(\\$3,196,000 GF and \\$1,877,000 AF\)](#)

Status: [Supported](#)

Budget Bill Language (if supported): [Budget Act of 2023 \(SB 101\) Stats. 2023, ch. 12, § 2.00, Item 8570-001-0001 & 001-0111](#)

Budget Request ID: [8570-071-BCP-2024-MR](#)

Budget Request Year: [2024-25](#)

Requested Amount (specific to the project): [2023-24: \\$6,685,000 \(\\$4,212,000 GF and \\$2,473,000 AF\)](#)

Status: [Supported](#)

Budget Bill Language (if supported): [Budget Act of 2024 \(AB 107\) Stats. 2024, ch. 22, § 2.00, Item 8570-490](#)

Budget Request ID: [8570-087-BCP-2025-MR](#)

Budget Request Year: [2025-26](#)

Requested Amount (specific to the project): [\\$2,971,000 \(Reappropriation\)](#)

Status: [Supported](#)

Budget Bill Language (if supported): [Budget Act of 2025 \(AB102\) Stats. 2025, ch. 5 § 225, Item 8570-490](#)

Budget Request ID:

Budget Request Year: [2026-27](#)

Requested Amount (specific to the project): [\\$691,946 \(Reappropriation\)](#)

Status: [Pending](#)

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.

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:** [StackNexus Inc.](#)
5. **Contract Number:** [25-0105](#)
 - a. Contract Start Date: [12/4/2025](#)
 - b. Contract End Date: [12/3/2028](#)
6. **Total Contract Cost (without optional years):** [\\$11,463,634](#)
 - a. Optional Years (Number of Months): [24](#)
7. **Total Cost of Optional Years:** [\\$2,523,724 \(M&O\)](#)
8. **Total Contract Cost (with optional years):** [\\$13,987,358](#)

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: [Pending CDT Review and Approval](#)
2. [Data Management Plan \(Draft\)](#): Yes
Status: [Pending CDT Review and Approval](#)
3. [Maintenance and Operations Transition Management Plan \(Draft\)](#): Yes
Status: [Pending CDT Review and Approval](#)

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: 10/23/2025

Form Received Date: 10/23/2025

Form Accepted Date: 10/23/2025

Form Status: Complete

Form Status Date: 11/21/2025

Form Disposition: Approved

Form Disposition Date: 11/21/2025