



## Stage 3 Solution Analysis

California Department of Technology, SIMM 19C.2 (Rev. 3.0.6, 2/28/2022)

### 3.1 General Information

**1. Agency or State Entity Name:** 2740 - Motor Vehicles, Department of

If Agency/entity is not in the list, then enter here. [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. S3SD Version Number:** Version 1

**5. CDT Billing Case Number:** CS0054833

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

### 3.2 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:** 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 update or resubmission:** (List all the sections that 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 updated [Procurement Assessment Form](#) with Stage 3 information to your email submission.
5. **Conditions from Stage 2 Approval** (Enter any conditions from the Stage 2 Alternatives Analysis approval letter issued by CDT):

N/A

### 3.3 Detailed Solution Requirements and Outcomes

1. **Attach detailed** Requirements and Outcomes documents including traceability matrix to the email submission. Include any changed or updated requirements.
2. **Stage 2 Requirements and Outcomes Changes**

Since approval of the Stage 2 Alternatives Analysis, has the agency/state entity developed or modified any requirements and/or outcomes that were not represented in Stage 2? **Yes**

If “Yes,” explain:

The recommended solution remains the same: to collaborate with DXP project team and selected system integrator vendor for the Phase 3 Driver’s License (DL) scope of work. Due to the timing of the required changes, AB 796 New Motor Voter Program requirements were included in the DXP Phase 3 DL solicitation. The new spreadsheet includes the specific requirements included in the DXP DL solicitation as well as new requirements related to quality reporting of Motor Voter data to Secretary of State (SOS).

If “Yes,” please describe the nature and scope of the change(s) and how the requirements and/or outcomes align with the business objectives established in the Stage 1 Business Analysis:

New requirements are primarily related identity management and quality reporting which align with the objectives below:

**Objective ID: 1.1:**

Effective July 2025, modify DMV IT systems and processes to transmit voter registration information to SOS once identity documentation has been verified, regardless of payment of fees or additional DL/ID application requirements.

**Objective ID: 1.2:**

Effective July 2025, create a system that prevents and monitors duplicate voter registration information submission to SOS.

**Objective ID: 1.5:**

Modify existing identity verification process and technologies to prevent the transmission of a complete voter registration when the Department has not approved the applicant's identity documentation and continues existing provisions that prohibit the transmission of data on AB 60.

**3. Attach** the updated To-Be Workflow(s) to your email submission.

If To-Be business process workflow(s) is not attached, explain why:

To-Be business process workflow(s) are currently under draft and will be utilized by the incoming DXP DL vendor.

The purpose of the AB 796 Primary Solicitation will be to acquire a contractor to assist DMV with enhancing the online identity validation process for the DMV Website Infrastructure (WSI), and Security and Secure Access Infrastructure (SAI) applications and various SaaS (Software as a Service) and partner applications.

**4. Attach** the Statement of Work to your email submission.

Note: The Statement of Work is being provided to CDT under a separate cover.

## 3.4 Project and Procurements Roadmap

**Attach** a Project and Procurements Roadmap or Summary to the submission.

The roadmap or summary should include both the primary and all ancillary procurements.

## 3.5 Project Planning

Are the following Project Management Plans or artifacts completed to the required level, 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.

[Project Management Plan \(Draft\):Yes](#)

Status: Draft attached

[Risk Management Plan \(Approved\):Yes](#)

Status: attached as a subsidiary of PMP plan

[Issue and Action Item Management Plan \(Approved\):Yes](#)

Status: attached as a subsidiary of PMP plan

[Change Control Management Plan \(Approved\):Yes](#)

Status: attached

[Quality Management Plan \(Approved\):Yes](#)

Status: attached as a subsidiary of PMP plan

[Testing Management Plan: \(Approved\):No](#)

Status: Draft attached. The plan will need to be updated once discussions with the primary contract and DXP DL vendors commence.

[Security Management Plan \(Approved\):Yes](#)

Status: attached as a subsidiary of PMP plan

[Contract Management Plan \(Updated Draft\):Yes](#)

Status: attached as a subsidiary of PMP plan

Other (enter name) [Click here to enter text.](#) Plan: [Choose an item.](#)

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

## 3.6 Primary Solicitation

**Attach** the Primary Solicitation document to your email submission.

For a standard procurement, please attach a copy of your IFB, RFP, or RFO.

For a challenge-based procurement, please attach a copy of the solicitation.

The purpose of the Primary Solicitation will be to acquire a contractor to assist DMV with enhancing the online identity validation process for the DMV Website Infrastructure (WSI), and Security and Secure Access Infrastructure (SAI) applications and various SaaS (Software as a Service) and partner applications.

Note: The Primary Solicitation is being provided to CDT under a separate cover.

## 3.7 Ancillary Procurements

1. **Attach** all in-progress and completed ancillary procurement documents to your email submission.
2. Has the project begun procurement activities for Independent Verification and Validation (IV&V) services per the State Administrative Manual Section 4940.3? [Yes](#)

If "Yes," indicate the planned start date for IV&V services below:

7/3/2023

If “No” or “Not applicable,” provide a brief explanation below:

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

3. Provide the following information for each of your ancillary procurements:

**Service Type:**Other

If “Other,” specify: Project Manager / Organizational Change Management

**Roles/Responsibilities or Tasks:** Provide Project Management, Business Analysis, and Organizational Change Management services to the DMV in support of the Project Approval Lifecycle (PAL) process, project initiation, planning, execution and control, along with closing activities for the AB 796 project.

Under the direction of the AB 796 Project Director or designee, the Contractor shall handle the AB 796 Project Management activities; including but not limited to, delivery of effective organizational change management and ushering the project through the entire project lifecycle, including clear communications of project status, risks, issues, decisions, and remediation plans to executives and other stakeholders. The Contractor will be responsible for maintaining all project documentation, including the Microsoft project master schedule. The Contractor will work closely and collaboratively with the DMV Business and Technical staff, other State organizations, Project Stakeholders and other AB 796 project vendors

**Status:**Complete

**CDT STP Conducted:** No

**Procurement Type:**IT-MSA

If “Other,” specify: [Click or tap here to enter text.](#)

**Length of Contract:** 32 months with two six-month options to extend

**Service Type:**Other

If “Other,” specify: Business Process Reengineering (BPR) and Business Analysis (BA)

**Roles/Responsibilities or Tasks:** Under the direction of the AB 796 Project Director or designee, the Contractor shall perform expert BPR and BA services in support of the Project Approval Lifecycle (PAL) process, project initiation, planning, execution, and control and closing activities for the AB 796 New Motor Voter Program project (AB 796). The Contractor shall improve process efficiency, effectiveness, quality, and customer satisfaction of the AB 796 functions and impacted processes or systems, as well as recommend approaches for improvements. The Contractor shall also manage the AB 796 BPR Project Management activities, delivering effective management through the entire project lifecycle, including clear communications of project status, risks, issues, decisions, and remediation plans to executives and other stakeholders. The Contractor will be responsible for maintaining all BPR project documentation, including the project

schedule. The Contractor shall be directly responsible for ensuring the accuracy, timeliness, and completeness of all approved tasks and deliverables. The Contractor will work closely and collaboratively with the DMV business and technical staff, other State organizations, project stakeholders, and other AB 796 project vendors.

**Status:**In-Progress

**CDT STP Conducted:** No

**Procurement Type:**IT-MSA

If "Other," specify: [Click or tap here to enter text.](#)

**Length of Contract:** 27 months plus two six-month extensions

*TIP: Copy and paste or click the + button in the lower right corner of the ancillary procurement items to add Services (for different Service Types or Lengths of Contract) with all additional information as needed.*

**End of agency/state entity document.**

**Please ensure ADA compliance before submitting this document to CDT.**

**When ready, submit Stage 3 and all attachments in an email to [ProjectOversight@state.ca.gov](mailto:ProjectOversight@state.ca.gov).**

*TIP: Review the Gate 3 Project Management Planning Evaluation Scorecard to ensure a complete submission. [GATE 3 Evaluation Scorecard](#)*

**Department of Technology Use Only**

**Original "New Submission" Date:** 2/17/2023

**Form Received Date:** 2/17/2023

**Form Accepted Date:** 2/17/2023

**Form Status:** Completed

**Form Status Date:** 08/31/2023

**Form Disposition:** Approved

**Form Disposition Date:** 08/31/2023