Stage 3 Solution Analysis

California Department of Technology, SIMM 19C.2 (Rev. 3.0.7, 2/28/2022)

3.1 General Information

1. **Agency or State Entity Name: 5225 - Corrections and Rehabilitation, Department of**

   If Agency/entity is not in the list, then enter here. Click or tap here to enter text.

2. **Proposal Name: BIS Migration to S/4 HANA (BIS-2-S4)**

3. **Department of Technology Project Number (0000-000): 5225-180**

4. **S3SD Version Number: Version 1**

5. **CDT Billing Case Number: CS0052773**

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

3.2 Submittal Information

1. **Contact Information**

   Contact Name: Tammy Cason

   Contact Email: tammy.cason@cdcr.ca.gov

   Contact Phone: (916) 628-6216

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. <B.5-STP-Procurement-Assessment-Form,docx>

5. **Conditions from Stage 2 Approval (Enter any conditions from the Stage 2 Alternatives Analysis approval letter issued by CDT):**

The California Department of Technology (CDT) has approved the Stage 2 Alternatives Analysis (S2AA), within the Project Approval Lifecycle (PAL) for the California Department of Corrections and Rehabilitation (CDCR) BIS Migration to S4 Hana (BIS-2-S4) effort, subject to the following condition(s):

1. Continue to work with appropriate control agencies for FI$Cal integration for certain business functions.

2. The CDCR will procure Independent Verification and Validation (IV&V) services for the project in accordance with State Administrative Manual (SAM) Section 4940.3 prior to onboarding the System Integrator (SI) team.

According to the State Administrative Manual (SAM) Section 4819.37, the BIS-2-S4 effort is likely a non-delegated project and oversight will be provided by the CDT through the remaining PAL planning stages. The CDT has reviewed the effort's complexity assessment, and it is Zone III and high criticality

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.**

<C.3-Stage-3-Solution-Requirements-Template.xlxm>

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? No

If "Yes," explain:

Click or tap here to enter text.

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:

Click or tap here to enter text.

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

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

The affected business processes documentation will be updated during the migration effort by running the reports again to capture the most current state of the processes. Affected business processes will be identified at the application code module level using the Systems Applications and Products (SAP) Readiness Report and the SAP Process Discovery Report. Then, Fit-Gap Work-Streams conducted with the business SME's and Functional teams will be used to map the current processes onto the new system processes and configurable business workflows.
•   The business processes, code and data elements that must change in order to migrate can be found in **<BIS2S4 CDCR Analysis Overview.pdf>** with the condition "Mandatory". And in document **<Team RC2 Overview PDF.pdf>.**
•   The business services that BIS SAP system provides can be found in document **<CDCR BIS SAP Business Services.xlsx>.**
•   Process improvement opportunities are identified in document: **<BIS2S4 Process_Discovery_Summary_State_of_California_Department_of_Corrections_Rehabil itation_ECP_16830_20210804.pdf>**

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

< SOW 2.16.2024.docx>

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.

<Project Procurements Roadmap.docx>

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: In progress

Risk Management Plan (Approved):Yes

Status: Click or tap here to enter text.

Issue and Action Item Management Plan (Approved):Yes

Status: Click or tap here to enter text.

Change Control Management Plan (Approved):Yes

Status: Click or tap here to enter text.

Quality Management Plan (Approved):Yes

Status: Click or tap here to enter text.

Testing Management Plan (Approved):No

Status: Plan will be reviewed and finalized after vendor onboarding.

Security Management Plan (Approved):Yes

Status: Click or tap here to enter text.

Contract Management Plan (Updated Draft):Yes

Status: Click or tap here to enter text.

Other (enter name) Click here to enter text. Plan:Not applicable

Status: Click or tap here to enter text.

3.6 Primary Solicitation

Attach the Primary Solicitation document to your email submission.

< RFO C5611309 2.15.2024.docx><Exhibit B-1 Cost Workbook.xlxm><ECP-Z Prog List.xlxm><BPML Z T-Code.xlxm>

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.

3.7 Ancillary Procurements

1. **Attach all in-progress and completed ancillary procurement documents to your email submission. <Ancillary Procurements - IV&V.docx> <Ancillary Procurements - Software.docx>**

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:

4/30/2024

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: IV&V

>   **Roles/Responsibilities or Tasks:** IV&V Tasks

>   **Status:**Complete

>   **CDT STP Conducted:** No

>   **Procurement Type:**Other

>>   If "Other," specify: Leveraged existing CDCR InfoTech contract.

>   **Length of Contract:** April 30, 2024 through April 29, 2026

Service Type: Goods

>   If "Other," specify:

>   **Roles/Responsibilities or Tasks:** SaaS hosting and Software

>   **Status:**Planned

>   **CDT STP Conducted:** No

>   **Procurement Type:**Other

>>   If "Other," specify: SLP

>   **Length of Contract:** Initial procurement, then subsequent licensing renewals quarterly.

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.

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: 5/2/2024

Form Received Date: 5/2/2024

Form Accepted Date: 5/2/2024

Form Status: Completed

Form Status Date: 6/11/2024

Form Disposition: Approved

Form Disposition Date: 6/11/2024