



Stage 1 Business Analysis

California Department of Technology, SIMM 19A.3 (Ver. 3.0.9, 02/01/2022)

1.1 General Information

1. Agency or State Entity Name: XXXX - Other

If Agency/State entity is not in the list, enter here with the [7320](#).

Public Employment Relations Board

2. Proposal Name and Acronym: Driver Relations Information and Validation Environment (DRIVE)

3. Proposal Description: (Provide a brief description of your proposal in 500 characters or less.)

Assembly Bill 1340 (AB1340), the Transportation Network Company (TNC) Drivers Labor Relations Act, requires PERB to oversee collective bargaining processes for rideshare drivers. DRIVE will serve as the platform to:

- Receive, validate, and process driver data.
- Determine driver eligibility thresholds.
- Produce reports between TNCs, Union(s), and internal staff.

4. Project Planning Start Date: 10/3/2025

5. Proposed Project Execution Start Date: 12/1/2025

6. S1BA Version Number: Version 1

1.2 Submittal Information

1. Contact Information

Contact Name: Polly Vaitayanonta

Contact Email: polly.vaitayanonta@perb.ca.gov

Contact Phone: (916) 365-5632

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 this is a Submission Update: (List all sections 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 [Stage 1 Project Reportability Assessment](#) to your email submission.

1.3 Business Sponsorship

1. Executive Champion (Sponsor)

Title: [Executive Director](#)

Name: [Susan Davey](#)

Business Program Area: [Executive Office](#)

2. Business Owner

Title: [Executive Director](#)

Name: [Susan Davey](#)

Business Program Area: [Executive Office](#)

3. Product Owner

Title: [IT Manager/Chief Information Officer](#)

Name: [Polly Vaitayanonta](#)

Business Program Area: [Administrative Service / IT Unit](#)

1.4 Stakeholder Assessment

The Stakeholder Assessment is designed to give the project team an overview of communication channels that the state entity needs to manage throughout the project. More stakeholders may result in increased complexity to a project.

1. **Indicate which of the following are interested in this proposal and/or the outcome of the project. (Select 'Yes' or 'No' for each.)**

State Entity Only: **Yes**

Other Departments/State Entities: **No**

Public: **No**

Federal Entities: **No**

Governor's Office: **No**

Legislature: **No**

Media: **No**

Local Entities: **No**

Special Interest Groups: **No**

Other: **No**

2. Describe how each group marked 'Yes' will be involved in the planning process.

PERB is planning the DRIVE project through close coordination between IT and Legal. The IT team defines system and security requirements, ensures alignment with state standards, and manages vendor coordination. Program and Legal staff help define data needs and business rules to meet AB 1340 requirements. Executive leadership provides policy direction and project oversight.

1.5 Business Program

1. Business Program Name: Public Employment Relations Board

2. Program Background and Context: Provide a brief overview of the entity's business program(s) current operations.

PERB operated in a Microsoft-centric cloud-based environment, leveraging Microsoft 365, Azure, and SharePoint Online. A small Information Technology (IT) team supports all infrastructure, network operations, user support, cybersecurity, and compliance activities for the agency's 3 offices.

3. How will this proposed project impact the product or services supported by the state entity?

Although PERB's environment is modern and secure, it does not yet include a platform capable of handling the specific data collection and processing requirements of AB 1340. DRIVE will be a vendor-developed Azure-hosted solution that:

- Receives and validates TNC driver data,
- Determines eligibility thresholds for driver organizations, and
- Manages secure data exchange and reporting.

1.6 Project Justification

1. Strategic Business Alignment

Enterprise Architect

Title: IT Manager/CIO

Name: Polly Vaitayanonta

Strategic Plan Last Updated? 11/8/2024

Strategic Business Goal: Extend PERB's operations that support transparency, efficiency, and statutory compliance in labor relations processes.

Alignment: The DRIVE platform will enable PERB to tailor to requirements in AB 1340 through the specialized platform to receive and process large-scale TNC driver data securely and efficiently.

Mandate(s): State

Bill Number/Code, if applicable: AB-1340

Add the Bill language that includes system-relevant requirements:

7470.5. (a) (1) In addition to the TNC driver lists required by Section 7470.6 and 7470.9, within two weeks after the end of each calendar quarter, commencing on January 1, 2026, and at the completion of every three months thereafter, each TNC shall electronically submit to the board a single statewide total of the rides performed during the prior quarter by TNC drivers, as defined in Section 7470.2, on its online-enabled application or platform.

(2) The information required by paragraph (1) shall be produced in a manipulable electronic format, such as a spreadsheet program consisting of cells organized by lettered columns and numbered rows with each data point in a separate cell that allows users to sort and perform calculations and analysis. The board may require that the information be provided in a specified software program.

(b) (1) Within 14 days after the deadline in subdivision (a), the board shall total all rides reported pursuant to that subdivision.

(2) The board shall rank all TNCs by rideshare volume in descending order. The board shall begin with the highest ranked TNC and continue down the list until the board has identified the TNCs whose rides collectively equal or exceed 95 percent of the statewide total for the preceding quarter. These TNCs shall be deemed "covered TNCs" for purposes of this chapter.

7470.6. (a) (1) Within two weeks after the end of each calendar quarter, commencing with the quarter ending on March 31, 2026, each covered TNC shall submit to the board the name, driver's license number, and, to the extent known by a TNC, the most recent email address, local residence and mailing addresses, cellular telephone number, as well as the TNC driver's first date joining the platform and the number of rides the TNC driver completed in the previous six months for each TNC driver who has completed at least 20 rides within the State of

California within the prior six months.

(2) The list required by paragraph (1) shall be produced in a manipulable electronic format, such as a spreadsheet program consisting of cells organized by lettered columns and numbered rows with each data point in a separate cell that allows users to sort and perform calculations and analysis. The board may require that the list be provided in a specified software program.

(b) Within 14 days of the deadline for submission of the information set forth in subdivision (a) and until a TNC driver organization has been certified as the certified driver bargaining organization, the board shall combine the data provided by covered TNCs and calculate the median number of rides provided by all TNC drivers whose information has been submitted under subdivision (a) and shall prepare a list of all TNC drivers who have completed the median number of rides or more in the past six months. Any TNC driver who completed the median number of rides or more shall be deemed an active TNC driver. The list shall include the information set forth in subdivision (a) and shall designate the covered TNC or covered TNCs the TNC driver has driven for during the prior six months. The board shall take appropriate steps to ensure that TNC drivers who drive for multiple covered TNCs are not listed multiple times but are listed a single time with the relevant covered TNCs designated. An individual covered TNC's failure to submit the required information shall not relieve the board of its responsibility to timely provide the list required by this subdivision. These records shall not be considered public records under any applicable law.

2. Business Driver(s)

Financial Benefit: No

Increased Revenue: No

Cost Savings: No

Cost Avoidance: No

Cost Recovery: No

Will the state incur a financial penalty or sanction if this proposal is not implemented? Yes

If the answer to the above question is "Yes," please explain:

PERB would face statutory noncompliance risks and operational exposure that carry serious consequences equivalent to fiscal and legal impact. AB1340 mandates PERB to administer collective bargaining rights for TNC drivers. Without DRIVE, PERB would not be able to receive and process data that's required and ensure timely response. Failing to meet these deadlines will be viewed as failure to perform statutory duties, exposing PERB to legal challenges and legislative oversight actions.

Improvement

Better Services to the People of California: Yes

Efficiencies to Program Operations: Yes

Improved Equity, Diversity, and/or Inclusivity: No

Improved Health and/or Human Safety: No

Improved Information Security: Yes

Improved Business Continuity: No

Improved Technology Recovery: No

Technology Refresh: No

Technology End of Life: No

1.7 Business Outcomes Desired

Executive Summary of the Business Problem or Opportunity:

The gap was identified after the enactment of Assembly Bill 1340 (AB 1340), which mandates PERB to regulate and oversee collective bargaining rights for Transportation Network Company (TNC) drivers. Internal assessment showed the absence of a centralized, secured mechanism to intake and validate large-scale data as well as processing them timely.

Objective ID: 01

Objective: Establish method of processing TNC driver eligibility determination through automated data validation and reporting accurately and timely.

Metric: Average time between data submission and eligibility determination report.

Baseline: Manual review by 2 data analysts and 1 IT specialist using email submissions and spreadsheets, estimated to take 14 business days per submission cycle with possible error rate of 15-20%.

Target Result: Short-term target (within 6 months post-launch): 50% of submissions validated within 72 hours; manual error correction rate less than 25%; average processing time less than 2 weeks. Long-term target (within 18 months post-launch): 90% of submissions validated within 72 hours; manual error correction rate less than 10%; average processing time less than 5 business days. These measurable results will confirm whether the project is meeting its objective of accuracy, timeliness, and compliance efficiency.

1.8 Project Management

1. Project Management Risk Score: 0.3

Follow the instructions in [Statewide Information Management Manual \(SIMM\) Section 45 Appendix B Project Management Risk Assessment Preparation Instructions](#).

Attach a completed [Statewide Information Management Manual \(SIMM\) Section 45 Appendix A Project Management Risk Assessment Template](#) to the email submission.

2. Project Approval Lifecycle Completion and Project Execution Capacity Assessment

Does the proposal development or project execution anticipate sharing resources (state staff, vendors, consultants, or financial) with other priorities within the Agency/state entity (projects, PALs, or programmatic/technology workload)?

Answer: Yes

Does the Agency/state entity anticipate this proposal will result in the creation of new business processes or changes to existing business processes?

Answer (No, New, Existing, or Both): Both New and Existing Processes

1.9 Initial Complexity Assessment

1. Complexity Assessment (Business Score): 3.1

Follow the instructions in the [Statewide Information Management Manual \(SIMM\) Section 45 Appendix D Complexity Assessment Instructions](#).

Attach a completed [Statewide Information Management Manual \(SIMM\) Section 45 Appendix C Complexity Assessment Template](#) to the email submission.

NOTE: Business complexity is initially completed in PAL Stage 1. Technical complexity is initially completed in PAL Stage 2.

2. Noncompliance Issues: Indicate if your current operations include noncompliance issues and provide a narrative explaining how the business process is non-compliant.

Programmatic regulations: Yes

HIPAA/CIIS/FTI/PII/PCI: Yes

Security: Yes

ADA: No

Other: No

Not Applicable: No

Noncompliance Description:

Manual intake and validation of TNC driver data would be noncompliant with AB 1340 requirements for secure and timely data processing and does not conform to State of California security standards for PII protection, including data encryption, auditable access control, and availability requirements. The DRIVE project addresses these deficiencies by getting a secure Azure-based data environment with role-based access and continuous monitoring.

3. Additional Assessment Criteria

If there is an existing Privacy Threshold Assessment/Privacy Information Assessment, include it as an attachment to your email submission.

How many locations and total users is the project anticipated to affect?

Number of locations: 1

Estimated Number of Transactions/Business Events (per cycle): 25,000-50,000 TNC driver records per quarterly submission cycle.

Approximate number of internal end-users: 10

Approximate number of external end-users: 20

1.10 Funding

Planning

1. Does the Agency/state entity anticipate requesting additional resources through a budget action to **complete planning** through the project approval lifecycle framework? [Yes](#)

If Yes, when will a budget action be submitted to your Agency/DOF for planning dollars?

[10/3/2025](#)

2. Please provide the Funding Source(s) and dates funds for planning will be made available:

[General Fund \(0001\) for fiscal years 2025-2026 and 2026-2027.](#)

Project Implementation Funding

1. Has the funding source(s) been identified for **project implementation**? [Yes](#)

If known, please provide the Funding Source(s) and dates funds for implementation will be made available:

[The anticipated funding is up to \\$650,000 in FY 2025-2026 and up to \\$650,000 in FY 2026-2027.](#)

Will a budget action be submitted to your Agency/DOF? [Yes](#)

If "Yes" is selected, specify when this BCP will be submitted: November 7, 2025

2. Please provide a rough order of magnitude (ROM) estimate as to the total cost of the project: [Less than \\$10 Million](#)

End of agency/state entity document.

Please ensure ADA compliance before submitting this document to CDT.

When ready, submit Stage 1 and all attachments in an email to ProjectOversight@state.ca.gov.

Department of Technology Use Only

Original "New Submission" Date: [11/12/2025](#)

Form Received Date: [11/12/2025](#)

Form Accepted Date: [11/12/2025](#)

Form Status: [Completed](#)

Form Status Date: [11/12/2025](#)

Form Disposition: [Approved](#)

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

Form Disposition Date: [11/12/2025](#)

Department of Technology Project Number (0000-000): [7320-001](#)