



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: XXXX - Other

If Agency/entity is not on the list, then enter here with the [organization code](#).

2670 Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun, Board of

2. Proposal Name: BOPC Information Technology Modernization Project

3. Department of Technology Project Number (0000-000): 2670-002

4. S3SD Version Number: Version 1

5. CDT Billing Case Number: CS0002768

Don't have a Case Number? [Login](#) to the CDT IT Services Portal to get one. If you need assistance with a login, contact your [Account Lead](#).

3.2 Submittal Information

1. Contact Information

Contact Name: [Matthew Millspaugh](#)

Contact Email: matthew.millspaugh@bopc.ca.gov

Contact Phone: [415-397-2253](#)

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.)

[N/A](#)

Summary of Changes: (Summarize updates made.)

[N/A](#)

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):

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

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. **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:

[We developed detailed requirements from the mid-level requirements developed in Stage 2.](#)

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:

[We built out the mid-level requirements to increase their level of detail and the number of requirements to address that detail. Overall scope of the requirements did not change as they were still tied to Stage 1 objectives and the Business Capability Model \(BCM\) categories.](#)

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

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

[Attached.](#)

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

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: Included in S3SA Packet

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

Status: Included in S3SA Packet

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

Status: Included in S3SA Packet

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

Status: Included in S3SA Packet

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

Status: Included in S3SA Packet

[Testing Management Plan](#) (Approved):Yes

Status: Included in S3SA Packet

Security Management Plan (Approved):Yes

Status: Included in S3SA Packet

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

Status: Included in S3SA Packet

Other (enter name) [Click here to enter text.](#) Plan:No

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.

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? **Not applicable**

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

[Click or tap to enter a date.](#)

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

[Project is below the threshold for requiring IV&V and it will not be included.](#)

Provide the following information for each of your ancillary procurements:

Service Type: [Choose an item.](#)

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

Roles/Responsibilities or Tasks: [Click or tap here to enter text.](#)

Status: [Choose an item.](#)

CDT STP Conducted: [Choose Yes or No.](#)

Procurement Type: [Choose an item.](#)

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

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

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.

Department of Technology Use Only

Original “New Submission” Date: 11/20/2025

Form Received Date: 11/20/2025

Form Accepted Date: 11/20/2025

Form Status: Completed

Form Status Date: 02/02/2026

Form Disposition: Approved

Form Disposition Date: 02/02/2026