# 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: 0890 - Secretary of State**

   If Agency/entity is not on the list, then enter here with the organization code.

   Click or tap here to enter text.

2. **Proposal Name: Notary Automation Project 2.0 (NAP 2.0)**
3. **Department of Technology Project Number (0000-000): 0890-053**
4. **S3SD Version Number: Version 1**
5. **CDT Billing Case Number: CS0063225**

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: Tes Pineda

   Contact Email: tpineda@sos.ca.gov

   Contact Phone: (916) 215-8776

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.
   Attachmemt 3.2.4 NAP 2.0 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):

   No conditions were noted in the Stage 2 Alternatives Analysis approval letter issued by CDT.

## 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**
   Attachment 3.3.1.1 NAP 2.0 C.3-Stage-3-Solution-Requirements.xlsm

   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:

   Since the approval of the Stage 2 Alternatives Analysis, the Secretary of State has added two (2) mid-level requirements (Functional and Non-Functional), modified one (1) mid-level requirement (Non-Functional), and removed one (1) mid-level requirement (Functional). These mid-level requirements align with the S1BA goals & objectives. See Attachment 3.3.1.2 below.

   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:

   Attachment 3.3.1.2 NAP 2.0 ML Req Changes S2-S3.xlsx
2. **Attach** the updated To-Be Workflow(s) to your email submission.

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

   Attachment 3.3.2.1 NAP Legacy As-Is Process Flows.pdf

   Attachment 3.3.2.2 FSM To-Be Process Flows.pdf

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.
Attachment 3.4.1 NAP 2.0 Consultant Onboarding Timeline – PAL Stage 3.pdf

## 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
Attachment 3.5.1 NAP 2.0 Project Management Plan - PAL Stage 3.pdf

Risk Management Plan (Approved):Yes

Status: Approved
Attachment 3.5.2 NAP 2.0 Risk Management Plan - PAL Stage 3.pdf

Issue and Action Item Management Plan (Approved):Yes

Status: Approved
Attachment 3.5.3 NAP 2.0 Issue Management Plan - PAL Stage 3.pdf

Change Control Management Plan (Approved):Yes

Status: Approved
Attachment 3.5.4 NAP 2.0 Change Control Management Plan - PAL Stage 3.pdf

Quality Management Plan – PAL Stage 3.pdf (Approved):Yes

Status: Approved
Attachment 3.5.5 NAP 2.0 Quality Management Plan.pdf

Test Management Plan - PAL Stage 3.pdf (Approved):Yes

Status: Approved
Attachment 3.5.6 NAP 2.0 Test Management Plan.pdf

Security Management Plan (Approved):Yes

Status: Approved
Attachment 3.5.7 NAP 2.0 Security Management Plan - PAL Stage 3.pdf

Contract Management Plan (Updated Draft):Yes

Status: Updated Draft
Attachment 3.5.8 NAP 2.0 Contract Management Plan - PAL Stage 3.pdf

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.

Attachment 3.6.1 NAP 2.0 Solution Consultant Solicitation RFP.zip

## 3.7 Ancillary Procurements

1. **Attach** all in-progress and completed ancillary procurement documents to your email submission.
    a. Attachment 3.7.1.1 23-24 – Aptakrit Technology Solutions, LLC Std 213.pdf
    b. Attachment 3.7.1.2a 23-55 – Technology Management Solutions Inc Std 213.pdf
    c. Attachment 3.7.1.2b 23-55a1 - Technology Management Solutions Inc Std 213.pdf. SOS Note: the ammendment ended the contract.
    d. Attachment 3.7.1.3 23-67 – Lunar Systems Inc Std 213.pdf
    e. Attachment 3.7.1.4a 24-37 - QualApps Inc Std 213.pdf
    f. Attachment 3.7.1.4b 24-37a2 - QualApps Inc Std 213.pdf. SOS Note: the ammendment ended the contract.
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:

    6/14/2024 SOS Note: an IV&V Consultant was brought on board in June 2024, however the contract ended in March 2026. The project plans to procure services of a new IV&V consultant in early 2027.

    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: Procurement Support Services

**Roles/Responsibilities or Tasks:** Document Functional and Non-Functional Requirements and Develop RFP

**Status:**In-Progress

**CDT STP Conducted:** No

**Procurement Type:**IT-MSA

If “Other,” specify: Click or tap here to enter text.

**Length of Contract:** 2 years, extended 24 months

**Service Type:**Other

If “Other,” specify: Independent Verification & Validation Consultant

**Roles/Responsibilities or Tasks:** Independent Verification & Validation

**Status:**Planned SOS Note: an IV&V Consultant was brought on board in June 2024, however the contract ended in March 2026. The project plans to procure services of a new IV&V consultant in 2027.

**CDT STP Conducted:** No

**Procurement Type:**IT-MSA

If “Other,” specify: Click or tap here to enter text.

**Length of Contract:** 2 years, option to extend up to 12 or 24 months

**Service Type:**Data Management

If “Other,” specify:

**Roles/Responsibilities or Tasks:** Data Cleansing, Transformation, and Migration

**Status:**In-Progress

**CDT STP Conducted:** No

**Procurement Type:**IT-MSA

If “Other,” specify: Click or tap here to enter text.

**Length of Contract:** 4 years, option to extend up to 12 or 24 months

**Service Type:**Other

If “Other,” specify:

**Roles/Responsibilities or Tasks:** Requirements Traceability and Management

**Status:**Planned. SOS Note: a Requirements Traceability and Management consultant was brought on board in June 2025, however the contract ended in October 2025. The project plans to procure services of a new Requirements Traceability and Management consultant in 2027.

**CDT STP Conducted:** No

**Procurement Type:**Other

If “Other,” specify: A leveraged procurement agreement will be used but exact type to be determined

**Length of Contract:** 2 years, option to extend up to 24 months

**Service Type:**Testing

If “Other,” specify:

**Roles/Responsibilities or Tasks:** Testing and Quality Assurance Management

**Status:**Planned

**CDT STP Conducted:** No

**Procurement Type:**Other

If “Other,” specify: A leveraged procurement agreement will be used but exact type to be determined

**Length of Contract:** 2 years, possible option to extend up to 12 or 24 months

**Service Type:**Other

If “Other,” specify:

**Roles/Responsibilities or Tasks:** Security Assessment

**Status:**Planned

**CDT STP Conducted:** No

**Procurement Type:**Other

If “Other,” specify: A leveraged procurement agreement will be used but exact type to be determined

**Length of Contract:** 2 years, possible option to extend up to 12 or 24 months

**Service Type:**Organizational Change Management

If “Other,” specify:

**Roles/Responsibilities or Tasks:** Organization Change Management

**Status:**Planned

**CDT STP Conducted:** No

**Procurement Type:**Other

If “Other,” specify: A leveraged procurement agreement will be used but exact type to be determined

**Length of Contract:** 2 years, possible option to extend up to 12 or 24 months

*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:** 8/10/2026

**Form Received Date:** 8/10/2026

**Form Accepted Date:** 8/10/2026

**Form Status:** Completed

**Form Status Date:** 9/4/2026

**Form Disposition:** Approved

**Form Disposition Date:** 9/4/2026