



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:** **8570 - Food and Agriculture, Department of**

If Agency/entity is not in the list, then enter here. [Click or tap here to enter text.](#)

2. **Proposal Name:** **Emerging Threats 2**

3. **Department of Technology Project Number (0000-000):** **8570-089**

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

5. **CDT Billing Case Number:** [Click or tap here to enter text.](#)

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

3.2 Submittal Information

1. **Contact Information**

Contact Name: **Robert Peterson**

Contact Email: **Robert.Peterson@cdfa.ca.gov**

Contact Phone: **(916) 403-6873**

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):
 1. CDFA must update the estimates for the ET2 Project Schedule and Staffing Plan prior to Stage 3 approval.
 2. Future project funding approval is contingent upon the CDFA's successful completion of all PAL planning activities in 2023-24.

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? **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:

CDFA ET2 Project Team will not be submitting "To-Be Workflows" with our final Stage 3 SA package. The ET2 Project will utilize a Software as a Service (SaaS) product, Salesforce Public Sector Foundation modules, with minimal customization, as the solution platform. This approach requires that the Animal Health and Food Safety Services Division (AHFSS) modify all current baseline Key Business Processes identified in Stage #2 – Alternative Analysis to accept the pre-built/best practices out-of-the-box functionality from each of the modules included in Salesforce Public Sector Foundation. AHFSS performs many common business functions across the AHFSS Branches, such as inspections and certifications. To minimize the complexity and level of effort needed to configure Salesforce, AHFSS will adopt standard business process for these common functions across the AHFSS branches. The "To-Be" workflows cannot be prepared at this time since the "new" process workflow diagrams will be dependent on the detailed design work to be performed with the forthcoming integration vendor.

The delivery approach of the ET2 Project scope is to minimize and/or require limited or no customization to be developed to meet all functional and non-functional requirements for the ET2 system. The AHFSS Executive team, Branch Program Chief's, and end users will accommodate business process adjustments to leverage the out-of-the-box pre-built modules rather than depend on extensive customizations.

Once an integration vendor is authorized to proceed with the ET2 System Detail Design and facilitate the Joint Application Design session and draft the User Stories, then CDFA & AHFSS will be able to identify the "To-Be" Workflows. When the project elaboration phase is completed a set of To-Be workflow diagrams will be prepared along with a gap analysis to identify the full extent of all Key Business process changes utilized in the ET2 final software configuration. Preparing a cumulative set of "To-Be" workflow as this time would only capture a minimum amount of the business process and workflow changes that will be associated to the configuration of the pre-built and integrated Salesforce - Public Sector Foundation modules. Creation of the "To-Be" workflows isn't necessary now as the ideal time to create this project documentation for the ET2 project is after consensus has been achieved through the Detail Design phase of the ET2 project implementation.

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

[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):[Yes](#)

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

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:[Yes](#)

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? [Yes](#)

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

[7/1/2024](#)

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: [Project Management Support Services](#)

Roles/Responsibilities or Tasks: [Project Management Consultant](#)

Status:[In-Progress](#)

CDT STP Conducted: [No](#)

Procurement Type:[IT-MSA](#)

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

Length of Contract: 36 Months

Service Type:Testing

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

Roles/Responsibilities or Tasks: Test Manager and Test Engineer

Status:In-Progress

CDT STP Conducted: No

Procurement Type:IT-MSA

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

Length of Contract: 36 Months

Service Type:Other

If “Other,” specify: IV&V

Roles/Responsibilities or Tasks: IV&V Consultant

Status:In-Progress

CDT STP Conducted: No

Procurement Type:IT-MSA

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

Length of Contract: 36 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.

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: 11/8/2023

Form Received Date: 11/8/2023

Form Accepted Date: 11/8/2023

Form Status: In Analysis

Form Status Date: 11/8/2023

Form Disposition: Choose an item.

Form Disposition Date: Click or tap to enter a date.