



Stage 4 Project Readiness and Approval

California Department of Technology, SIMM 19D, Revision 6/28/2017

4.4 General Information

Agency or State Entity Name:

Department of Motor Vehicles

Organization Code:

2740

Proposal Name:

Legacy Systems Stabilization (formerly known as FES)

Department of Technology Project Number: 2740-218

4.5 Submittal Information

Contact Information:

Contact First Name:

Brenda

Contact Email:

Brenda.Obriendmv.ca.gov

Contact Last Name:

O'Brien

Contact Phone Number:

(916) 657-6070

Submission Date:

1/19/2021

Submission Type:

New Submission

Updated Submission (Pre-Approval)

Updated Submission (Post-Approval)

Withdraw Submission

Reason: Select...

If "Other," specify:

Sections Updated (For Updated Submissions only, check all that apply)

- 4.4 General Information
- 4.5 Submittal Information
- 4.6 Primary Solicitation Results
 - 4.6.1 Solicitation Key Action Dates Variance
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Summary of Changes:

Front End Application Sustainability (FES) project evolved into separate efforts; Legacy Systems Stabilization (LSS) and Digital eXperience Platform (DXP) to modernize the legacy systems. The FES Stage 4 documentation is being updated for the LSS scope.

Project Approval Executive Transmittal

[See Attachment](#)

Condition(s) from Previous Stage(s):

Condition #	
Condition Category	Select... If "Other," (specify)
Condition Sub-Category	Select... If "Other," specify:
Condition Assessment	Select... If "Other," specify:
Agency/State Entity Response Status	Select... If "Other," specify:

Add additional conditions as needed.

4.6 Primary Solicitation Results

4.6.1 Solicitation Key Action Dates

Activity:	Release of Solicitation If "Other," specify:
Actual Start Date:	7/16/2019
Actual End Date:	7/16/2019
Actual Duration (Number of Business Days):	1
Activity:	Contract Award If "Other," specify: Click here to enter text.
Actual Start Date:	10/07/2019
Actual End Date:	10/07/2019
Actual Duration (Number of Business Days):	1

Add additional key action date activities as needed.

4.6.2 Addenda

Addenda Number:	N/A
Addenda Category:	Select... If "Other," specify:

Add additional addenda as needed.

4.6.3 Final Bid Respondents

Respondent Name:	Informatix, Inc.
Compliant:	Yes
Non-compliance Category:	Select...

	If "Other," specify:
Add additional non-compliance categories as needed.	
Negotiations Conducted:	No
Intent to Award:	Select...N/A
Protest:	Select...N/A
Protest Disposition:	Select...N/A
Contract Number:	TC19-029
Contract Start Date:	10/07/2019
Contract End Date:	10/06/2020
Total Contract Cost (without Optional Years):	\$856,800
Optional Years:	
Option Years (Number of Months):	24
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$1,500,000
Respondent Name:	Global Touchpoints
Compliant:	Yes
Non-compliance Category:	Choose an item. If "Other," specify:
Add additional non-compliance categories as needed.	
Negotiations Conducted:	No
Intent to Award:	Select...N/A
Protest:	Select...N/A
Protest Disposition:	Select...N/A
Contract Number:	N/A
Contract Start Date:	
Contract End Date:	
Total Contract Cost (without Optional Years):	
Optional Years:	
Option Years (Number of Months):	
Total Cost of Optional Years:	Click here to enter text.

Total Contract Cost (with Optional Years):	Click here to enter text.
Respondent Name:	VIP
Compliant:	Yes
Non-compliance Category:	Choose an item. If "Other," specify:

Add additional non-compliance categories as needed.

Negotiations Conducted:	No
Intent to Award:	N/A
Protest:	N/A
Protest Disposition:	Choose an item.N/A
Contract Number:	N/A
Contract Start Date:	
Contract End Date:	
Total Contract Cost (without Optional Years):	Click here to enter text.
Optional Years:	
Option Years (Number of Months):	Click here to enter text.
Total Cost of Optional Years:	Click here to enter text.
Total Contract Cost (with Optional Years):	Click here to enter text.

Add additional respondents as needed.

4.6.4 Subcontractor Information

Complete the subcontractor information only for the subcontractors of the intended awardee.

Subcontractor Name	SB	DVBE	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Add additional subcontractor as needed.

4.7 Ancillary Solicitation Status

Solicitation Title:	Acquisition Consultant
Status:	Completed
Awardee Name:	Informatix Inc.
Contract Number:	ISD16-0163
Contract Start Date:	4/24/2017
Contract End Date:	7/23/2018
Total Contract Cost (without Optional Years):	\$320,000
Optional Years:	

Optional Years (Number of Months):	4
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$320,000
Solicitation Title:	Planning Phase Independent Verification & Validation (IV&V)
Status:	Completed
Awardee Name:	BlueCrane, Inc.
Contract Number:	TA-17049
Contract Start Date:	10/02/2017
Contract End Date:	3/31/2019
Total Contract Cost (without Optional Years):	\$140,000
Optional Years:	
Optional Years (Number of Months):	12 months
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$140,000
Solicitation Title:	Product Manager
Status:	Completed
Awardee Name:	Portland Webworks, Inc.
Contract Number:	TC17-017
Contract Start Date:	6/27/2018
Contract End Date:	6/26/2020
Total Contract Cost (without Optional Years):	\$500,000
Optional Years:	N/A
Optional Years (Number of Months):	N/A
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$500,000
Solicitation Title:	Requirements Repository Consultant
Status:	Completed
Awardee Name:	Infinite Solutions, Inc.
Contract Number:	TA-17345
Contract Start Date:	5/02/2018
Contract End Date:	5/01/2021

Total Contract Cost (without Optional Years):	\$300,000
Optional Years:	N/A
Optional Years (Number of Months):	N/A
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$300,000
Solicitation Title:	Organizational Change Management (OCM)
Status:	Completed
Awardee Name:	Informatix, Inc.
Contract Number:	TC17-016
Contract Start Date:	6/04/2018
Contract End Date:	6/03/2020
Total Contract Cost (without Optional Years):	\$250,000
Optional Years:	
Optional Years (Number of Months):	N/A
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$250,000
Solicitation Title:	Event Driven Language (EDL) Programming Support
Status:	Completed
Awardee Name:	Business Advantage Consulting
Contract Number:	TC17-015
Contract Start Date:	5/21/2018
Contract End Date:	5/20/2021
Total Contract Cost (without Optional Years):	\$900,000
Optional Years:	N/A
Optional Years (Number of Months):	N/A
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$900,000
Solicitation Title:	Agile Coach
Status:	Completed
Awardee Name:	Portland Webworks
Contract Number:	TC18-008

Contract Start Date:	10/08/2018
Contract End Date:	10/07/2021
Total Contract Cost (without Optional Years):	\$750,000
Optional Years:	N/A
Optional Years (Number of Months):	N/A
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$750,000
Solicitation Title:	Technology Strategist
Status:	Completed
Awardee Name:	Infinite Solutions, Inc.
Contract Number:	TA-18273
Contract Start Date:	5/02/2019
Contract End Date:	5/01/2021
Total Contract Cost (without Optional Years):	\$875,000
Optional Years:	
Optional Years (Number of Months):	24
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$875,000
Solicitation Title:	Business Process Re-engineering
Status:	Completed
Awardee Name:	Delegata
Contract Number:	TC19-031
Contract Start Date:	10/21/2019
Contract End Date:	7/21/2020
Total Contract Cost (without Optional Years):	\$1,500,000
Optional Years:	
Optional Years (Number of Months):	12
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$1,500,000
Solicitation Title:	Project IV&V

Status:	Completed
Awardee Name:	Technology Management Solutions, Inc.
Contract Number:	TC19-050
Contract Start Date:	3/30/2020
Contract End Date:	7/29/2023
Total Contract Cost (without Optional Years):	\$1,423,750
Optional Years:	N/A
Optional Years (Number of Months):	N/A
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$41,393.80. Paid Terminated 6/30/20 due to COVID-19 impacts to project.
Solicitation Title:	Testing Strategist/Application Testing
Status:	Completed
Awardee Name:	Business Advantage Consulting Inc.
Contract Number:	TC19-043
Contract Start Date:	1/21/2020
Contract End Date:	1/20/2022
Total Contract Cost (without Optional Years):	\$1,750,000
Optional Years:	
Optional Years (Number of Months):	24
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$1,750,000
Solicitation Title:	Print Strategist
Status:	Completed
Awardee Name:	Ravacons LLC
Contract Number:	TA-18334
Contract Start Date:	6/26/2019
Contract End Date:	6/25/2021
Total Contract Cost (without Optional Years):	\$875,000
Optional Years:	
Optional Years (Number of Months):	24

Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$875,000
Solicitation Title:	Legacy Language
Status:	Completed
Awardee Name:	Infinite Solutions, Inc.
Contract Number:	TC19-053
Contract Start Date:	06/26/2020
Contract End Date:	6/25/2023
Total Contract Cost (without Optional Years):	\$1,400,000
Optional Years:	
Optional Years (Number of Months):	24
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$1,400,000
Solicitation Title:	Data Stabilization
Status:	Completed
Awardee Name:	Providence Technology Group
Contract Number:	TC19-066
Contract Start Date:	6/29/2020
Contract End Date:	6/28/2021
Total Contract Cost (without Optional Years):	\$2,750,000
Optional Years:	
Optional Years (Number of Months):	36
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$2,750,000
Solicitation Title:	System Stabilization
Status:	Completed
Awardee Name:	IBM
Contract Number:	TC18-019
Contract Start Date:	6/24/2019
Contract End Date:	6/23/2020
Total Contract Cost (without Optional Years):	\$4,119,452.39

Optional Years:	
Optional Years (Number of Months):	12
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$4,119,452.39
Solicitation Title:	System Stabilization
Status:	Completed
Awardee Name:	CGI Technologies and Solutions, Inc.
Contract Number:	TC18-016
Contract Start Date:	06/24/2019
Contract End Date:	6/23/2020
Total Contract Cost (without Optional Years):	\$3,312,890.24
Optional Years:	
Optional Years (Number of Months):	24
Total Cost of Optional Years:	\$0
Total Contract Cost (with Optional Years):	\$3,312,890.24

Add additional ancillary solicitation statuses as needed.

4.8 Contract Management

Complete the questions below in reference to the primary solicitation.	Yes	No
1. Has the role of Contract Manager been assigned and has the Contract Manager reviewed and gained an understanding of the scope, activities, tasks and deliverables of the contract? If "No," briefly explain below why this has not been accomplished: ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does the assigned Contract Manager understand the processes for post award contract activities, including contract amendments, contract work authorizations, terms and conditions, and contract escalation/resolution? If "No," briefly explain below why this has not been accomplished: ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Has a post-award or kickoff meeting between the Contract Manager and state project team members been scheduled to align state and contractor expectations related to contract, budget, invoicing, requirements review, and contractor incentives? If "No," briefly explain below why this has not been accomplished: ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Does the Contract Manager understand the Agency/state entity and federal processes, policy, and applicable procedures? If "No," briefly explain below why this has not been accomplished: ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Does the Contract Manager have a plan to collect and assess contractor and project performance information on a regular basis (e.g., establish meetings with Project Managers, communication techniques)? If "No," briefly explain below why this has not been accomplished: ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4.9 Organizational Readiness

	Yes	No
<p>1. Does the Agency/state entity currently have a mature release management process with a repeatable and scalable testing methodology that supports all stages of testing (system, integration, security, performance, interfaces, regression, user acceptance, and accessibility)? If "No," briefly describe below the release management process that will be used to manage, plan, schedule, and control a software build through the different phases and environments, including testing and deploying software releases:</p> <p>...</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>2. Does the project team have a clear understanding of the lines of business that will be impacted by the project? If "No," briefly explain below how the Agency/state entity plans to educate the project team to ensure all members have a clear understanding of the goals that the project intends to achieve:</p> <p>...</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>3. Does the Agency/state entity have processes and methodologies in place to support organizational change management (OCM) activities identified in Stage 1, Section 1.12.4 Training and Organizational Change Management? If "No," briefly describe below how the Agency/state entity will perform OCM activities for this proposal:</p> <p>DMV has acquired the services of consultants to work with DMV staff to form an OCM Advisory and Support Team to assist the DMV in overseeing the execution of OCM activities for the project. At a minimum, the consultants will provide a Strategic Communication and a Change Management expert to support the execution of communications and stakeholder engagement activities. Leveraging prior project experience along with the formation of this team of consultants, State staff will ensure the OCM activities are managed successfully through project completion.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>4. Does the Agency/state entity have dedicated resources assigned to business process improvement or business process reengineering activities? If "Yes," specify the areas of business process improvement needed below:</p> <p>...</p> <p>If "No," briefly explain below how the Agency/state entity will perform business process improvement or business process reengineering activities for this proposal:</p> <p>DMV has staff available for business process reengineering (BPR) activities but since the scope of expertise is so broad the staffing is not 'dedicated,' but rather, SMEs will be available when particular areas are discussed.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4.9.1 Project Organization Chart

See Attachment



LSS Project Org
v5.pdf

4.10 Project Readiness

1. Select the system development methodology you plan to use to design and develop the new system:

- Agile/Iterative Waterfall Other

If "Other," specify the methodology and provide a brief description below:

...

Describe below the Agency/state entity's past project experience using the system development methodology identified. If this methodology has never been used before, describe the training and staff development that will be provided to prepare staff to leverage this methodology.

Agile has been identified as the software development methodology for the LSS project. DMV gained some experience and lessons learned from the past two Agile

projects – Motor Voter and National Motor Vehicle Title Information System. In the last 18 months, DMV staff have been attending professional Agile training and DMV invited Gartner to conduct Agile Workshop for 80 employees from different divisions. Currently DMV has, at a minimum, three certified Agile Scrum Masters and one Project Management Institute (PMI) Agile Certified Practitioner. For the LSS project, DMV has procured an Agile Coach to provide training, coach the project team, and define processes, roles, and responsibilities aligned with Agile methodology.

	Yes	No	N/A
2. Has the Agency/state entity received approval of the Evaluation and Selection Report?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Has the Agency/state entity engaged the Office of Technology Services (OTech) for capacity planning and the development of the solution delivery timeline? If “No” and data center capacity planning and alignment services are needed and the Agency/state entity has not engaged OTech, explain below: ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have resource commitments been obtained for all staff resources identified in Stage 3, Section 3.19 Staffing Allocation? If “No,” explain below why commitments have not been obtained and the plan to mitigate this risk: ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Does the project staffing plan ensure sufficient staff resources are available to perform project activities while also supporting maintenance and ongoing operations for other Agency/state entity initiatives? If “No,” explain below how sufficient resource levels will be maintained for all project activities: Click here to enter text.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Have all identified project leads received formal project management training? If “No,” explain below how the Agency/state entity will educate the project team leads on project management basics:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. If California Department of Technology oversight services are required, has a Service Request (SR) for oversight services been submitted? If “Yes,” provide the SR number below; if “No,” provide a brief explanation below: Click here to enter text.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Has the project begun procurement activities for Independent Verification and Validation (IV&V) services per the State Administrative Manual Section 4940.3? If “Yes,” indicate the planned start date for IV&V services below: Date Picker If “No” or “N/A,” provide a brief explanation below:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4.11 Requirements Baseline

	Yes	No	N/A
1. Has the Agency/state entity modified any mid-level or detailed solution requirements since obtaining approval of the Stage 3 Solution Development? If “Yes”: <ul style="list-style-type: none"> Enter the percentage of change in the space provided. Describe below the modification(s), impact(s) to the recommended alternative, and how the requirements align with the business objectives established in the Stage 1 Business Analysis: ... 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Has the requirements traceability been updated to accurately reflect any modification(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4.11.1 Final Requirements Count

Total Functional Requirements:	12
Total Non-Functional Requirements:	46
Total Project/Transition Requirements:	17

Requirements Grand Total	75
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4.12 Schedule

4.12.1 Schedule Summary

	Estimated Date	Final Baseline Date	Difference
Project Planning Start Date	5/02/2018	5/02/2018	
Project Planning End Date	1/31/2021	1/31/2021	
Project Start Date	2/01/2021	2/01/2021	
Project End Date	6/30/2023	6/30/2023	

4.12.2 Reason(s) for Difference

N/A

4.12.3 High Level Master Schedule and Key Milestones

See Attachment



LSS Project Schedule
High-Level v6.pdf

4.13 Cost Baseline

4.13.1 Cost Summary

	Estimated Proposed Cost	Final Baseline Cost	Difference
Total Planning Cost (One-Time)		\$3,753,647	
Total Project Cost (One-Time)		\$63,325,647	
Total Future Operations IT Staff and OE&E Cost (Continuing)	Click here to enter text.	\$6,265,617	
TOTAL:	Click here to enter text.	\$73,097,059	
Annual Future Operations IT Costs (M&O)	Click here to enter text.	\$6,265,617	

4.13.2 Reason(s) for Difference

N/A

4.13.3 Budget Change Proposal (BCP) Summary

Budget Request ID	2740-405-BCP-2017-MR
Budget Request Year	2017/18
Requested Amount	\$ 3,414,000
Status	Supported
Budget Request ID	2740-100-BCP-2018-GB
Budget Request Year	2018/19
Requested Amount	FES Project BCP: \$ 89,018,000 (\$65,772,877 allocated for LSS and \$23,245,123 for DXP)
Status	Supported

Add additional BCP summaries as needed.


4.13.4 Financial Analysis Worksheets (Baseline)

See Attachment




LSS FAWs v1.0.xlsm

4.14 Project Management Planning

	Yes	No	N/A
Are the following project management plans or project artifacts complete, approved by the designated Agency/state entity authority, and available for California Department of Technology review?			
Risk Register	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If "No," provide the status below; if "N/A," provide an explanation below: See Attachment in Section 4.15 below.			
Contract Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If "No," provide the status below; if "N/A," provide an explanation below: See Attachment  LSS Contract Management Plan v1.1			
Cost Management Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If "No," provide the status below; if "N/A," provide an explanation below: Each contract is sure WOA process to ensure cost is managed appropriately.			
Implementation Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If "No," provide the status below; if "N/A," provide an explanation below: There are multiple ancillary contracts and each contract is having its own implementation plan within contractual documentation.			
Requirements Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If "No," provide the status below; if "N/A," provide an explanation below: There are multiple ancillary contracts and each contract is having its own implementation plan within contractual documentation.			
Deliverable Expectation Document (DED)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If "No," provide the status below; if "N/A," provide an explanation below: Click here to enter text.			

4.15 Risk Register

See Attachment  LSS Risk Register v0.2.docx
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Stage 4 Project Readiness and Approval – Department of Technology Use Only

Original "New Submission" Date	1/19/2021
Form Received Date	1/19/2021
Form Accepted Date	1/19/2021
Form Status	Completed
Form Status Date	5/14/2021

Form Disposition

Approved

If "Other," specify:

Form Disposition Date

5/14/2021