ARIZONA DEPARTMENT OF ADMINISTRATION
OFFICE OF THE DIRECTOR
100 NORTH FIFTEENTH AVENUE • SUITE 302
PHOENIX, ARIZONA 85007
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Notice of Special Session Public Meeting and Agenda
Information Technology Authorization Committee (ITAC)
Thursday, March 31, 2022 at 12:30 pm
Virtual Meeting

Pursuant to A.R.S. § 38-431-02, notice is hereby given to the general public that the Information Technology Authorization Committee will hold its Special Session meeting open to the public as noted above. The agenda for the meeting (which is subject to change up to 24 hours before the meeting) is as follows:

Based on the Federal Government guidelines to not hold gatherings with more than 10 people, the following options will be available for attendance. Details on available options and associated instructions are included below:

Non ITAC Committee Members: Non ITAC committee members can view or call into the meeting by utilizing one of the following two options:
- State of Arizona Google Workspace users can use the "live stream" link here: ITAC Live Stream
- Other members of the public can join the meeting by call in with the following number: (US)+1 912-662-5267 PIN: 498 652 772#
- Members of the public may follow the presentation by viewing or downloading the presented material on the Arizona Department of Technology Services Information Technology Authorization Committee (ITAC) website.
     *Please note that members of the public that choose to utilize the call in number must stay muted for the duration of the meeting.

Public Comments: If you have any comments please utilize the following link to submit your comments: Public Comment Submission Form.

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AGENDA

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I. Call to Order and Roll Call

II. Chairman's Welcome

III. Call to the Public
This is the time for the public to comment. Members of the Committee may not discuss or take any action on items that are not on the agenda. Members may direct staff to further research items for potential addition to a future agenda.

IV. Action and Informational Items

1) **Consent Agenda Review and Approval**
   These items will be considered in one motion and no testimony will be taken.

   a) **Change Request, and Approval**
   Any Item listed in this section may be acted upon by the Committee. In accordance with A.R.S. §38-431.03 (A) (2), (3) or (4), the Committee may vote to enter into the Executive Session to discuss any agenda item. The executive session will be held immediately and will not be open to the public.

   i) **Department of Gaming**
   Online Licensing and Portal Solution - GM21002
   The project is in the final phases before Go-Live. During data migration they found a combination of legacy database inability to export clean data and years of data entry errors due to lack of data validation in the legacy system. Along with UAT which helped ADG I.D. several improvements and many of them were not in the original business requirements or contradicted initial instructions. These have impacted End Date, Scope and Budget for the project a change request has been submitted for ITAC review and approval.

2) **Project Investment Justification Review, and Approval**
   Any Item listed in this section may be acted upon by the Committee. In accordance with A.R.S. §38-431.03 (A) (2), (3) or (4), the Committee may vote to enter into the Executive Session to discuss any agenda item. The executive session will be held immediately and will not be open to the public.

   a) **Department of Administration**
   School Financial Transparency Portal - AD22006
   The Arizona Department of Administration is requesting approval of a project for the School Financial Transparency Portal.

V. Adjournment
Next ITAC meeting is planned for Wednesday, April 20, 2022.

ITAC Members:
J.R. Sloan - Chairman of the ITAC Committee
Representative Quang Nguyen - House of Representatives
Senator Rick Gray - State Senate
Brian Kirkland (V) - Private Sector
David Byers (V) - Supreme Court
Eddie Cook (V) - Local Government
Jeffrey Fleetham (V) - Agency Director
Lev Gonick (V) - State Government
Jegadesan Krishnamurthy (V) - Private Sector
Vacant (V) - Private Sector
Tim Roemer (V) - Director of Homeland Security, CISO
Richard Stavneak - Joint Legislative Budget Committee
Vacant (V) - State Government

Americans with Disabilities Act
Persons with a disability may request reasonable accommodation, such as a sign language interpreter, by contacting Shalonda Pruitt at 602-542-8944. Requests should be made as early as possible to allow time to arrange any accommodation.

Online Licensing and Portal Solution

State of Arizona – Department of Gaming

Change Request

March 31, 2022

ADG | Arizona Department of Gaming

Agency Vision
World-Class Gaming Regulation for a Stronger Arizona

Agency Mission
To ethically and effectively regulate gaming, event wagering & fantasy sports contests, horse racing, and unarmed combat sports, while ensuring that they are conducted in a socially responsible manner.

Project Team Introduction

Roles Present at ITAC

- Ted Vogt - Director

- Rudy Casillas - Deputy Director

- Andrew Hawkes - Project Manager

- Scott Swanson - I.T. Manager

Project Introduction

Date/high-level overview of the approved original project investment justification (PIJ):

On *October 20, 2021,* ADOA ASET approved the original project investment justification (PIJ) to procure the *Salesforce E-licensing* solution.

This solution:
- *Will be used to streamline gaming certifications (employee and vendor)*
- *Is a custom Salesforce application*
- *Is CJIS Compliant*
- *Provides secure portals that streamline authorizations, payments, and on demand document and information sharing between ADG, Tribal Gaming Offices, and applicants*
- *Eliminates data entry by using online applications that flow directly into our licensing system*
- *Is a step toward Gaming retiring antiquated legacy database systems*

After vetting numerous Salesforce Integrators, MTX was selected to create our e-licensing platform.

The original PIJ spanned *12 weeks* and had development costs of $*1,231,371.*

Project Change Request Overview

What in the PIJ is changing?:

- ✓ Timeline
  - ○ From 12 weeks to 18 weeks
- ✓ Scope
  - ○ Descoping DocuSign integration, and Adding DrawLoop integration, In-person training, significant data cleanup, and several system enhancements identified during UAT.
- ✓ Budget
  - ○ From $1,231,371 to $1,464,079 (difference is $232,708 or 18.9% of orig. development)

What initiated this change?:

- **DrawLoop instead of DocuSign:** *Post Go-Live Customizability and CJIS compliance*
- **In-person training:** *Request from Deputy Director due to concerns with remote training*
- **Data Cleanup:** *A combination of legacy database inability to export clean data and years of data entry errors due to lack of data validation in legacy system.*
- **System Enhancements:** *UAT helped ADG I.D. several improvements and many of them were not in the original business requirements or contradicted initial instructions.*

Q & A
Session

ITAC Voting Options

What ITAC May Consider In Review Whether:

a. the proposed solution addresses the stated problem or situation;

b. the budget unit is competent to carry out the project successfully;

c. sufficient sponsorship and support by budget unit leadership exists;

d. cost estimates provided are accurate;

e. the proposed project aligns with the budget unit's Strategic IT Plan; and

f. the proposed solution complies with statewide IT standards.

ITAC Motions:

a. Move to Approve

b. Move to Approve with Conditions As Presented

c. Move to Approve with Conditions

    i. Committee may modify or

    ii. add conditions

d. Move To Deny

Relevant Statutes and Rules

Per A.R.S. § 18-101 - Per Administrative Code R2-18-101

School Financial Transparency Portal

State of Arizona – ADOA

Project Investment Justification (PIJ)

03/31/2022

ADOA Vision
Excellence in Arizona government with leading-edge enterprise support

ADOA Mission
To deliver effective and efficient enterprise support services to our agency customers, allowing them to focus more on their unique missions.

Team Introduction

Roles Present at ITAC

- James Kahlstorf - Business Analyst

- Parmis Maroufkhani - SR. Project Manager

Project Introduction

Stated Operational/Business Issue

- Compelled by State Legislative mandate

- Education funding methodology is complex; poorly understood; and, currently available public datasets are cumbersome to use

- New requirements mandate increased disclosure, transparency and funds traceability for Federal education grants

Benefit to the State Agency and Constituents

- Compliance with Federal Education Grant assurances

- Transparent, dynamic review and reconciliation of education funding, from grantor through subrecipient

- Implements provisions of Arizona House Bill 2898

- Enables legislators and taxpayers to see and understand, in dynamic-drill-down detail, the origin, application, distribution and disposition of every dollar allocated to, flowing through, or consumed by, Arizona's K-12 education system

- Promotes consistent application and use of the USFR

Proposed Solution

Overview of Proposed Solution

- Proprietary, cloud based software-as-a-service solution

- Bulk data file ETL processing of existing Education Finance datasets

- Dynamic decision support analytics and data visualizations

- Simplified, structured user experiences and ad-hoc reporting capability

- Utilization charges based upon negotiated, per-pupil licensing fees

- Public facing availability 24x7x365 via the Internet, with the exception of scheduled update and maintenance outage events

Project Responsibilities

Identify Proposed Solutions Responsibilities

Agency

1. Product Definition
2. Iterative Product Development Partnership
3. Product Validation and Ownership
4. Product Oversight and Administration

Shared

1. Collaborative Project Management
2. Iterative Agile Development Partnership
3. System and User Acceptance Testing/Certification
4. Issue Resolution and Triage
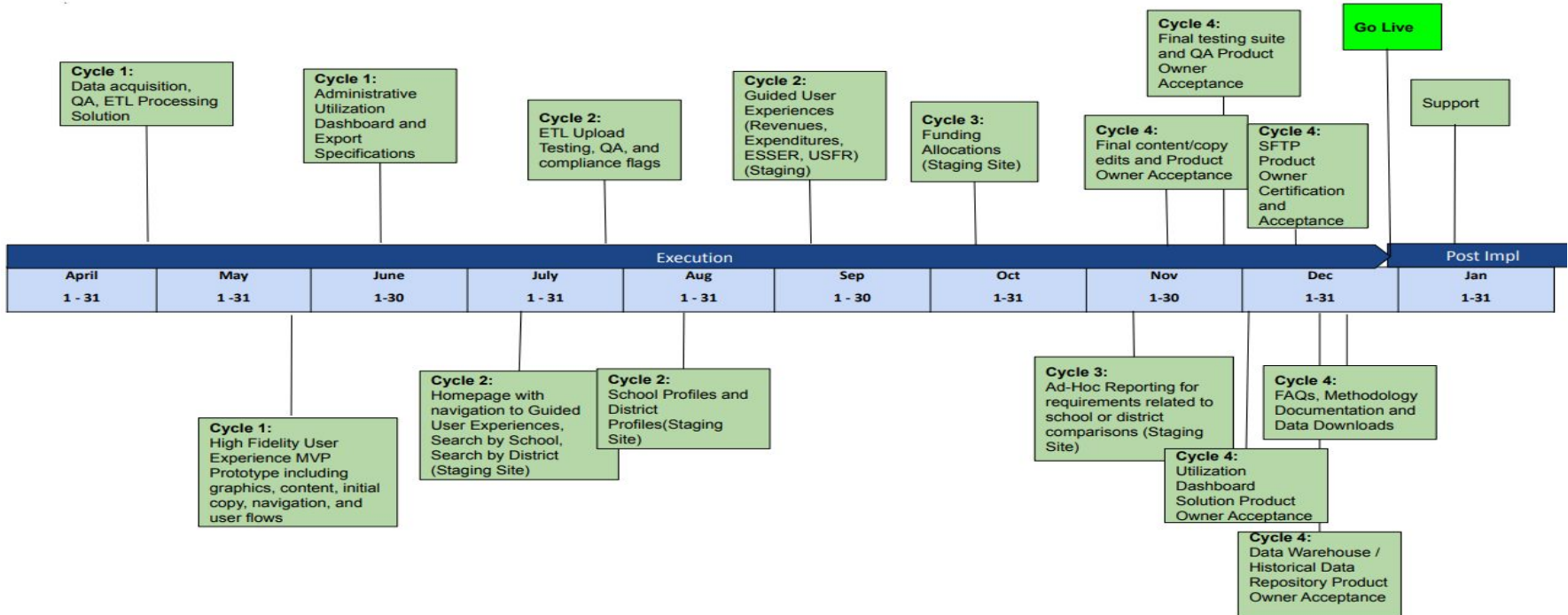5. Communication and escalation plans, per established Service Level Agreements

Vendor/Contractor

1. Solution Engineering
2. Product Development and Deployment
3. Solution Hosting, Monitoring, Backup and Recovery
4. Ongoing Service and Support

Project Timeline

Identify timeline for Proposed Solution

School Financial Transparency Portal

Cycle 1:
Data acquisition, QA, ETL Processing Solution

Cycle 1:
Administrative Utilization Dashboard and Export Specifications

Cycle 2:
ETL Upload Testing, QA, and compliance flags

Cycle 2:
Guided User Experiences (Revenues, Expenditures, ESSER, USFR) (Staging)

Cycle 3:
Funding Allocations (Staging Site)

Cycle 4:
Final testing suite and QA Product Owner Acceptance

Go Live

Support

Cycle 4:
Final content/copy edits and Product Owner Acceptance

Cycle 4:
SFTP Product Owner Certification and Acceptance

Execution									Post Impl
April 1 - 31	**May** 1 -31	**June** 1-30	**July** 1 - 31	**Aug** 1 - 31	**Sep** 1 - 30	**Oct** 1-31	**Nov** 1-30	**Dec** 1-31	**Jan** 1-31

Cycle 1:
High Fidelity User Experience MVP Prototype including graphics, content, initial copy, navigation, and user flows

Cycle 2:
Homepage with navigation to Guided User Experiences, Search by School, Search by District (Staging Site)

Cycle 2:
School Profiles and District Profiles(Staging Site)

Cycle 3:
Ad-Hoc Reporting for requirements related to school or district comparisons (Staging Site)

Cycle 4:
FAQs, Methodology Documentation and Data Downloads

Cycle 4:
Utilization Dashboard Solution Product Owner Acceptance

Cycle 4:
Data Warehouse / Historical Data Repository Product Owner Acceptance

Project Costs

Project Costs by Category	FY22	FY23	FY24	FY25	Total
Professional & Outside Services (Contractors)	$68,400 + $38,400 = $106,800	$75,600			
Software	$475,000	$2,025,000			
License & Maintenance Fees		$312,501	$1,250,000	$937,503	
Total Development	$581,800	$2,100,600			$2,682,400
Total Operational	$0	$312,501	$1,250,000	$937,503	$2,500,004

What Success Looks Like

Key Milestones

a. Strategic Alignment

b. Collaborative Execution

c. Soft Launch

d. Live Implementation (Public Facing)

Measures of Success

a. Concur Vendor approach with agency vision and stated business requirements

b. Iterative product development collaboration with high fidelity prototypes

c. Limited (beta) pre-release for proving, validation & acceptance

d. Cohesive rollout / PR outreach strategy Utilization statistics and performance metrics Media reports and public feedback

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