Project Investment Justification

Budget Management System Upgrade

SB23001

Office of Strategic Planning and Budgeting

Contents

1. GENERAL INFORMATION

PIJ ID: SB23001
PIJ Name: Budget Management System Upgrade
Account: Office of Strategic Planning and Budgeting
Business Unit Requesting: Office of Strategic Planning and Budgeting
Sponsor: Bill Greeney
Sponsor Title: Deputy Director
Sponsor Email: bgreeney@az.gov
Sponsor Phone: (602) 475-3305

2. MEETING PRE-WORK

2.1 What is the operational issue or business need that the Agency is trying to solve? (i.e....current process is manual, which increases resource time/costs to the State/Agency, and leads to errors…):

The current Budget Management System (BMS) used by the Office of Strategic Planning and Budget (OSPB) is a homemade solution that was created in Microsoft Access over twenty years ago. BMS consists of the following four applications BUDS, BUDDIES, AZIPS, and CLIFF which are used by OSPB to analyze, review, and modify information provided by agencies and become the Executive Budget.

Each agency is required to submit its budget to OSPB on September 1 of each year in BUDDIES. The required data for BUDDIES has included actual expenditures for the most recent fiscal year, estimates for expenditures and revenues in the current year, and any funding requests for additional money to support existing programs or to add new ones. Additionally, agencies report on performance measures in AZIPS and on federal fund revenues and expenditures in CLIFF. The BMS system is downloaded by each agency as an Access tool and their information is submitted through that tool which can be tedious. After OSPB is finished analyzing the submissions, the Executive Budget prints to PDF right out of the Access system. Changes to the fund structure or printing the budget requires expertise in the system.

OSPB currently uses BUDS to analyze and print what will become the Executive Budget. Most of the analysis for the budgets and requests are done outside of the system in Excel or other tools.

The current system was first created twenty years ago and continues to be modified each year to remain up to date. The original developer of BMS has since left OSPB, and while the current programmer is capable of keeping up with necessary updates, there is always a risk that an element of the system could break with an Access update.

2.2 How will solving this issue or addressing this need benefit the State or the Agency?

The new system will be capable of accurately extracting the proper accounting data from the Arizona Financial Information System (AFIS) and load it into BMS at the same level of detail as the currently used BUDDIES. The AFIS extract into the new solution will include modified budgets, actual expenditures, and actual revenues once per month or as needed with frequent extracts and journal lookups being supported. Extracts from the solution into AFIS will include adopted budgets on an annual basis.

Agencies will be expected to track their budgets and operational performance throughout the year using the new BMS at the agency level. The new solution will be able to extract accounting information from AFIS and operational information (performance measures) from QuickBase on an as-needed basis. OSPB staff will have the ability to monitor and track agency-level information. The solution will track special levels of expenditures and agency-level activities, which will be identified at unknown times throughout the year. The solution will have the capacity to initiate and process allotment changes, appropriation transfers, and supplemental requests with a workflow and the ability to track progress. The solution will have the ability to compare Year To Date (YTD) revenues and expenditures to each agency's initial budget plan, and track required reporting by agencies.

The proposed solution will reduce the risk of the current solution breaking with an Access update, reduce the time agencies spend entering data for required submission in September, and enhance the ability of OSPB to analyze and produce an Executive Budget while empowering OSPB analysts with a more in-system tools to review cash flows, compare alternative scenarios, and review reported actuals.

2.3 Describe the proposed solution to this business need.

The proposed solution is modern and reliable, and empowers users in and out of OSPB with more tools for this state budgeting process. The new solution will ensure processes are in alignment with requirements and the software functionality is as efficient as possible. The data collected at the AFIS-specific "function" level and other organizational levels ensures accurate information is provided. Agencies will have the ability to enter data and other information into the solution that aligns with AZIPS. All data and information will have the ability to be downloadable from the Arizona Management System, including required dashboards and corrective action forms. Capital budgets and statewide IT projects will be created in the new solution. The document management solution will be configured for printing and storing submitted documents and related data. The new solution will have the ability to collect and store any attached documents and information an agency includes as part of their budget request and any budget issues of additional scenarios, such as a House proposal or a Senate proposal, Including the ability to store background of budget issues.

2.4 Has the existing technology environment, into which the proposed solution will be implemented, been documented?

Yes

2.4a Please describe the existing technology environment into which the proposed solution will be implemented.

Web based

2.5 Have the business requirements been gathered, along with any technology requirements that have been identified?

Yes

2.5a Please explain below why the requirements are not available.

3. PRE-PIJ/ASSESSMENT

3.1 Are you submitting this as a Pre-PIJ in order to issue a Request for Proposal (RFP) to evaluate options and select a solution that meets the project requirements?

No

3.1a Is the final Statement of Work (SOW) for the RFP available for review?

3.2 Will you be completing an assessment/Pilot/RFP phase, i.e. an evaluation by a vendor, 3rd party or your agency, of the current state, needs, & desired future state, in order to determine the cost, effort, approach and/or feasibility of a project?

No

3.2a Describe the reason for completing the assessment/pilot/RFP and the expected deliverables.

3.2b Provide the estimated cost, if any, to conduct the assessment phase and/or Pilot and/or RFP/solicitation process.

3.2e Based on research to date, provide a high-level cost estimate to implement the final solution.

4. PROJECT

4.1 Does your agency have a formal project methodology in place?

No

4.2 Describe the high level makeup and roles/responsibilities of the Agency, Vendor(s) and other third parties (i.e. agency will do...vendor will do...third party will do).

Sherpa Responsibilities: Development including configuration and reports; training of three OSPB staff to operate and modify system; second level support for changes that cannot be created by OSPB; Backup support for the life of the product; collection of module information from agencies; Creation of the Administrator Guide for OSPB.

OSPB Responsibilities: Participation in functional workshops; Help organize meetings when needed; testing/review of configuration and reports; provide functional knowledge of AFIS configuration; Create AFIS extracts with Sherpa's support; Train agencies; Provide direct support end users; training new Sherpa Administrators;

4.3 Will a PM be assigned to manage the project, regardless of whether internal or vendor provided?

Yes

4.3a If the PM is credentialed, e.g., PMP, CPM, State certification etc., please provide certification information.

4.4 Is the proposed procurement the result of an RFP solicitation process?

No

4.5 Is this project referenced in your agency's Strategic IT Plan?

No

5. SCHEDULE

5.1 Is a project plan available that reflects the estimated Start Date and End Date of the project, and the supporting Milestones of the project?

Yes

5.2 Provide an estimated start and finish date for implementing the proposed solution.

Est. Implementation Start Date	Est. Implementation End Date
1/1/2023 12:00:00 AM	1/12/2024 12:00:00 AM

5.3 How were the start and end dates determined?

Other

5.3a List the expected high level project tasks/milestones of the project, e.g., acquire new web server, develop software interfaces, deploy new application, production go live, and estimate start/finish dates for each, if known.

Milestone / Task	Estimated Start Date	Estimated Finish Date
Project Kickoff	01/01/23	01/01/23
UAT	01/01/23	01/12/24
Tracking of Agencies' Budgets and Operations	01/01/23	07/01/23
BMS – BUDDIES functionality go-live	01/02/23	07/01/23
BMS – AZIPS functionality go-live	01/02/23	07/01/23
BMS – CLIFF functionality go-live	01/02/23	07/01/23
Executive Budget Go Live	01/02/23	09/01/23
OSPB Administrator Training - BFM	04/01/23	05/01/23
OSPB Administrator Training - Reports	04/01/23	05/01/23
Year 1 in Review / Configuration Updates	06/15/23	06/15/23
Summary (system Functionality/Reporting)	09/02/23	01/12/24
Federal Funds (system Functionality/Reporting)	09/02/23	01/12/24
Master List of Programs	09/02/23	01/12/24

State Agency Detail (system Functionality/Reporting)	09/02/23	01/12/24
State Funds (system Functionality/Reporting)	09/02/23	01/12/24
Appropriations Limit Calculation	09/02/23	01/12/24
Allotment changes, appropriation transfers, and supplemental requests	10/15/23	11/15/23
OSPB Administrator Training – Publishing	10/15/23	11/15/23
Final Vendor payment	01/12/24	01/12/24

5.4 Have steps needed to roll-out to all impacted parties been incorporated, e.g. communications, planned outages, deployment plan?

Yes

5.5 Will any physical infrastructure improvements be required prior to the implementation of the proposed solution. e.g., building reconstruction, cabling, etc.?

No

5.5a Does the PIJ include the facilities costs associated with construction?

No

5.5b Does the project plan reflect the timeline associated with completing the construction?

No

6. IMPACT

6.1 Are there any known resource availability conflicts that could impact the project?

No

6.1a Have the identified conflicts been taken into account in the project plan?

6.2 Does your schedule have dependencies on any other projects or procurements?

No

6.2a Please identify the projects or procurements.

6.3 Will the implementation involve major end user view or functionality changes?

Yes

6.4 Will the proposed solution result in a change to a public-facing application or system?

No

7. BUDGET

7.1 Is a detailed project budget reflecting all of the up-front/startup costs to implement the project available, e.g, hardware, initial software licenses, training, taxes, P&OS, etc.?

Yes

7.2 Have the ongoing support costs for sustaining the proposed solution over a 5-year lifecycle, once the project is complete, been determined, e.g., ongoing vendor hosting costs, annual maintenance and support not acquired upfront, etc.?

Yes

7.3 Have all required funding sources for the project and ongoing support costs been identified?

Yes

7.4 Will the funding for this project expire on a specific date, regardless of project timelines?

No

7.5 Will the funding allocated for this project include any contingency, in the event of cost over-runs or potential changes in scope?

No

8. TECHNOLOGY

8.1 Please indicate whether a statewide enterprise solution will be used or select the primary reason for not choosing an enterprise solution.

There is not a statewide enterprise solution available

8.2 Will the technology and all required services be acquired off existing State contract(s)?

Yes

8.3 Will any software be acquired through the current State value-added reseller contract?

Yes

8.3a Describe how the software was selected below:

OSPB pursued the only two vendor options that were both on state contract. The agency selected Sherpa Government Solutions which have expertise in the agency's specific field with the ability to complete the project in time for the next budget development cycle. The selected software best meets the needs of the agency while bringing this function into a web-based era.

8.4 Does the project involve technology that is new and/or unfamiliar to your agency, e.g., software tool never used before, virtualized server environment?

Yes

8.5 Does your agency have experience with the vendor (if known)?

No

8.6 Does the vendor (if known) have professional experience with similar projects?

Yes

8.7 Does the project involve any coordination across multiple vendors?

Yes

8.8 Does this project require multiple system interfaces, e.g., APIs, data exchange with other external application systems/agencies or other internal systems/divisions?

Yes

8.9 Have any compatibility issues been identified between the proposed solution and the existing environment, e.g., upgrade to server needed before new COTS solution can be installed?

No

8.9a Describe below the issues that were identified and how they have been/will be resolved, or whether an ADOA-ASET representative should contact you.

8.10 Will a migration/conversion step be required, i.e., data extract, transformation and load?

No

8.11 Is this replacing an existing solution?

Yes

8.11a Indicate below when the solution being replaced was originally acquired.

20 years ago

8.11b Describe the planned disposition of the existing technology below, e.g., surplused, retired, used as backup, used for another purpose:

The old solutions will remain available for reference of information.

8.12 Describe how the agency determined the quantities reflected in the PIJ, e.g., number of hours of P&OS, disk capacity required, number of licenses, etc. for the proposed solution?

Number of licenses was determined by OSPB who calculated the number of users per agency. P&OS was determined by the vendor.

8.13 Does the proposed solution and associated costs reflect any assumptions regarding projected growth, e.g., more users over time, increases in the amount of data to be stored over 5 years?

Yes

8.14 Does the proposed solution and associated costs include failover and disaster recovery contingencies?

Yes

8.14a Please select why failover and disaster recovery is not included in the proposed solution.

8.15 Will the vendor need to configure the proposed solution for use by your agency?

Yes

8.15a Are the costs associated with that configuration included in the PIJ financials?

Yes

8.16 Will any app dev or customization of the proposed solution be required for the agency to use the project in the current/planned tech environment, e.g. a COTS app that will req custom programming, an agency app that will be entirely custom developed?

No

8.16a Will the customizations inhibit the ability to implement regular product updates, or to move to future versions?

8.16b Describe who will be customizing the solution below:

8.16c Do the resources that will be customizing the application have experience with the technology platform being used, e.g., .NET, Java, Drupal?

8.16d Please select the application development methodology that will be used:

8.16e Provide an estimate of the amount of customized development required, e.g., 25% for a COTS application, 100% for pure custom development, and describe how that estimate was determined below:

8.16f Are any/all Professional & Outside Services costs associated with the customized development included in the PIJ financials?

8.17 Have you determined that this project is in compliance with all applicable statutes, regulations, policies, standards & procedures, incl. those for network, security, platform, software/application &/or data/info found at aset.az.gov/resources/psp?

Yes

8.17a Describe below the compliance issues that were identified and how they have been/will be resolved, or whether an ADOA-ASET representative should contact you:

8.18 Are there other high risk project issues that have not been identified as part of this PIJ?

No

8.18a Please explain all unidentified high risk project issues below:

9. SECURITY

9.1 Will the proposed solution be vendor-hosted?

Yes

9.1a Please select from the following vendor-hosted options:

Commercial data center environment, e.g AWS, Azure

9.1b Describe the rationale for selecting the vendor-hosted option below:

Was the only option available for the solution

9.1c Has the agency been able to confirm the long-term viability of the vendor hosted environment?

Yes

9.1d Has the agency addressed contract termination contingencies, e.g., solution ownership, data ownership, application portability, migration plans upon contract/support termination?

Yes

9.1e Has a Conceptual Design/Network Diagram been provided and reviewed by ASET-SPR?

No

9.1f Has the spreadsheet located at https://aset.az.gov/arizona-baseline-security-controls-excel already been completed by the vendor and approved by ASET-SPR?

No

9.2 Will the proposed solution be hosted on-premise in a state agency?

No

9.2a Where will the on-premise solution be located:

9.2b Were vendor-hosted options available and reviewed?

9.2c Describe the rationale for selecting an on-premise option below:

9.2d Will any data be transmitted into or out of the agency's on-premise environment or the State Data Center?

9.3 Will any PII, PHI, CGIS, or other Protected Information as defined in the 8110 Statewide Data Classification Policy be transmitted, stored, or processed with this project?

No

9.3a Describe below what security infrastructure/controls are/will be put in place to safeguard this data:

10. AREAS OF IMPACT

Application Systems

New Application Development

Database Systems

MS SQL Server

Software

COTS Application Customization

Hardware

Hosted Solution (Cloud Implementation)

AWS (non-government) cloud

Security

Telecommunications

Enterprise Solutions

Contract Services/Procurements

11. FINANCIALS

Description	PIJ Category	Cost Type	Fiscal Year Spend	Quantity	Unit Cost	Extended Cost	Tax Rate	Tax	Total Cost
Project Kickoff	Professional & Outside Services	Development	1	1	$17,316	$17,316	0.00 %	$0	$17,316
Sherpa Publishing Subscription – Private Cloud - prorated for 1/2 year	License & Maintenance Fees	Development	1	1	$17,042	$17,042	860.00 %	$1,466	$18,507
Sherpa Reporting Subscription – Private Cloud - prorated for 1/2 year	License & Maintenance Fees	Development	1	1	$60,119	$60,119	860.00 %	$5,170	$65,289
Sherpa BFM Subscription – Private Cloud - prorated for 1/2 year	Software	Development	1	1	$254,650	$254,650	860.00 %	$21,900	$276,550
BMS – BUDDIES functionality go-live	Professional & Outside Services	Development	1	1	$226,445	$226,445	0.00 %	$0	$226,445
BMS – AZIPS functionality go-live	Professional & Outside Services	Development	1	1	$186,484	$186,484	0.00 %	$0	$186,484
BMS – CLIFF functionality go-live	Professional & Outside Services	Development	1	1	$61,273	$61,273	0.00 %	$0	$61,273
Executive Budget Go Live	Professional & Outside Services	Development	2	1	$175,828	$175,828	0.00 %	$0	$175,828
OSPB Administrator Training - Publishing	Professional & Outside Services	Development	2	1	$22,327	$22,327	0.00 %	$0	$22,327
Master List of Programs	Professional & Outside Services	Development	2	1	$31,969	$31,969	0.00 %	$0	$31,969
State Agency Detail	Professional & Outside Services	Development	2	1	$35,965	$35,965	0.00 %	$0	$35,965
State Funds	Professional & Outside Services	Development	2	1	$25,309	$25,309	0.00 %	$0	$25,309

Summary	Professional & Outside Services	Development	2	1	$30,637	$30,637	0.00 %	$0	$30,637
Appropriations Limit Calculation	Professional & Outside Services	Development	2	1	$79,922	$79,922	0.00 %	$0	$79,922
Federal Funds	Professional & Outside Services	Development	2	1	$30,637	$30,637	0.00 %	$0	$30,637
Year 1 in Review / Configuration Updates	Professional & Outside Services	Development	2	1	$42,625	$42,625	0.00 %	$0	$42,625
OSPB Administrator Training - BFM	Professional & Outside Services	Development	2	1	$74,594	$74,594	0.00 %	$0	$74,594
SPB Administrator Training - Reports	Professional & Outside Services	Development	2	1	$85,250	$85,250	0.00 %	$0	$85,250
Allotment changes, appropriation transfers, and supplemental requests	Professional & Outside Services	Development	2	1	$38,629	$38,629	0.00 %	$0	$38,629
Tracking of Agencies' Budgets and Operations	Professional & Outside Services	Development	2	1	$119,883	$119,883	0.00 %	$0	$119,883
Sherpa BFM Subscription - Private Cloud	Software	Operational	2	1	$509,300	$509,300	860.00 %	$43,800	$553,100
Sherpa Reporting & Publishing Subscription - Private Cloud	License & Maintenance Fees	Operational	2	1	$154,322	$154,322	860.00 %	$13,272	$167,593
Sherpa BFM Subscription - Private Cloud	Software	Operational	3	1	$509,300	$509,300	860.00 %	$43,800	$553,100
Sherpa Reporting & Publishing Subscription - Private Cloud	License & Maintenance Fees	Operational	3	1	$154,322	$154,322	860.00 %	$13,272	$167,593
Sherpa BFM Subscription - Private Cloud	Software	Operational	4	1	$509,300	$509,300	860.00 %	$43,800	$553,100
Sherpa Reporting & Publishing	License & Maintenance Fees	Operational	4	1	$154,322	$154,322	860.00 %	$13,272	$167,593

Subscription - Private Cloud									
Sherpa BFM Subscription - Private Cloud	Software	Operational	5	1	$509,300	$509,300	860.00 %	$43,800	$553,100
Sherpa Reporting & Publishing Subscription - Private Cloud	License & Maintenance Fees	Operational	5	1	$154,322	$154,322	860.00 %	$13,272	$167,593

Base Budget (Available)	Base Budget (To Be Req)	Base Budget % of Project
$0	$360,347	8%
APF (Available)	**APF (To Be Req)**	**APF % of Project**
$0	$0	0%
Other Appropriated (Available)	**Other Appropriated (To Be Req)**	**Other Appropriated % of Project**
$0	$0	0%
Federal (Available)	**Federal (To Be Req)**	**Federal % of Project**
$4,167,866	$0	92%
Other Non-Appropriated (Available)	**Other Non-Appropriated (To Be Req)**	**Other Non-Appropriated % of Project**
$0	$0	0%

Total Budget Available	Total Development Cost
$4,167,866	$1,645,440
Total Budget To Be Req	**Total Operational Cost**
$360,347	$2,882,773
Total Budget	**Total Cost**
$4,528,212	$4,528,212

12. PROJECT SUCCESS

Please specify what performance indicator(s) will be referenced in determining the success of the proposed project (e.g. increased productivity, improved customer service, etc.)? (A minimum of one performance indicator must be specified)

Please provide the performance objective as a quantifiable metric for each performance indicator specified.
Note: The performance objective should provide the current performance level, the performance goal, and the time period within which that performance goal is intended to be achieved. You should have an auditable means to measure and take corrective action to address any deviations.
Example: Within 6 months of project completion, the agency would hope to increase "Neighborhood Beautification" program registration by 20% (3,986 registrants) from the current registration count of 19,930 active participants.

Performance Indicators

The upgrade solution will provide a web based platform to be used by both agencies and OSPB. OSPB will have the ability to export AFIS data which will empower OSPB to make better informed decisions.

13. CONDITIONS

Conditions for Approval

Should development costs exceed the approved estimates by 10% or more, or should there be significant changes to the proposed technology scope of work or implementation schedule, the Agency must amend the PIJ to reflect the changes and submit it to ADOA-ASET, and ITAC if required, for review and approval prior to further expenditure of funds.

Monthly reporting on the project status is due to ADOA-ASET no later than the 15th of the month following the start of the project. Failure to comply with timely project status reporting will affect the overall project health. The first status report for this project is due on February 15, 2023.

Prior to system production environment launch or go live, the Agency must work with the Department of Administration (ADOA) and Department of Homeland Security (AZDOHS) Cyber Command, to assure the System Security Plan document is completed and approved by Cyber Command in order to ensure that the selected solution will provide an appropriate level of protection for State data.

14. OVERSIGHT SUMMARY

Project Background

The Governor's Office of Strategic Planning and Budgeting (OSPB) serves as the primary advisory group to the Governor through three distinct, but related, functions: Budget and Grants, Strategic Planning, and Performance Data Management.

OSPB manages and coordinates the Executive Budget processes; provides analysis and direction for state fiscal issues; and assesses the financial and operational impact of proposed legislation. OSPB also assists agencies in the preparation of their budgets; manages and coordinates statewide strategic planning process; provides user support for performance measure databases; assists agencies in identifying metrics that inform decision-making; designs dashboards for optimal data visualization; and collaborates with other Governor's Office staff to identify and address areas of improvement.

OSPB is currently utilizing their Budget Management System (BMS) which is made up of the following four applications Buddies, BUDS, AZIPS, and CLIFF to collect and store documents and information submitted by an agency as part of their budget request which also includes issues and recommendations by analysts. BMS produces reports from each of the four applications (BUDS, AZIPS, and CLIFF) used for statewide adjustments calculations. Agencies are responsible for entering fiscal year 2022 actuals, fiscal year 2023 estimates/projections, fiscal year 2024 forecasted spending with funding issues and adjustments for fiscal year 2023 into Buddies. Buddies saves the entered information into a table and creates a PDF printable version which is available for the agency to print two copies and send to OSPB as required. An OSPB programmer extracts the information data from buddies and imports it to Buds. The BUDS application is used by only OSPB to extract the information to analyze, review, and modify the budget. The CLIFF application allows agencies to enter data into CLIFFS reports which are used by OSPB to analyze how agencies are allocating activities using federal money. The published reports show activities for every federal grant including revenues, expenditures, performance measures, and a description of the federal intent. AZIPS is the application for agencies to provide information from their Five-Year Strategic Plan relating to the mission, description, goals, performance measures, and funding for all programs and subprograms. OSPB is required to publish both the Master List of State Government Programs and each agency's Five-Year Strategic Plan which are also required to be posted to the agencies' websites.

Business Justification

The new solution will be a web based application that will combine all four BMS applications into one system with four different modules to perform functionalities similar to the current solutions with updated technology and enhanced functionalities which will allow OSPB to customize or modify data collected as requirements are altered. Additionally, A single solution will allow agencies to save time when entering information.

With the completion of the project OSPB will have the ability to extract accounting data for all state agencies from AFIS, such as modified budgets, actual expenditures, and actual revenues on a monthly basis and load into BMS which will also support frequent extracts and journal lookups. The solution will have the availability to export adopted budget information from AFIS annually and OSPB will have the ability to modify all reports on-line which will be beneficial to OSPB analysts when reviewing data provided by an agency.

The new solution will have the ability to download data and information from the Arizona Management System, including required dashboards and corrective action forms in relation to budget requests. The solution will allow the creation of capital budgets, statewide IT projects, and configuration of the document management solution for printing. The solution will have the ability to collect and store any attached documents and information an agency might choose to include as part of their budget request or the associated supporting documentation.

All data and information provided by agencies in their budget requests or extracted from any other sources will be available to OSPB analysts to complete the development of the Executive Budget. The new solution will include any issues recommended by analysts, the ability to collect and store any documents and information an analyst might choose to rely on as part of their budget recommendations or the associated supporting documentation, and the ability to produce reports similar to the currently used BUDS, AZIPS, and CLIFF. Additionally the solution will support the production of statewide adjustments calculations and reports; configure collaboration infrastructure between all contributors and users in the budget process; and the ability to track workflow of budget reviews and development, both within OSPB and at agencies.

Implementation Plan

OSPB and the vendor are responsible for ensuring processes, requirements, and software functionality are in alignment with BUDDIES, AZIPS, and CLIFF; BMS will have the ability to allow agencies to enter data and other information directly, retrieve agency-specific data from AFIS, collect and store attached documents and supporting documentation from agencies as part of their budget request.

The Vendor will be responsible for development of the new BMS modules which includes configuration and reports; training of OSPB staff to operate and modify the system; arrange meetings with OSPB staff in order to accommodate OSPB's busiest periods; and train OSPB on reporting.

OSPB will be responsible for participating in functional workshops; organize meetings; testing/review of configurations and reports; provide functional knowledge of AFIS; AFIS extracts; and high-level project plan detailing deliverables and dates.

Vendor Selection

OSPB pursued the only two vendor options that were both on state contract. The agency selected Sherpa Government Solutions which have expertise in the agency's specific field with the ability to complete the project in time for the next budget development cycle. The selected software best meets the needs of the agency while bringing this function into a web-based era.

Budget or Funding Considerations

Funding for this project consists of a 8% base budget and 92% federal budget which will also fund operational costs through year four. The agency will request an appropriation to fund additional years of operational costs.

Payment of services will be made based on the completion of milestones, as determined by OSPB.

Software billing options are annually with the first year pro-rated. All software is hosted and managed by Sherpa on their AWS cloud environment Northwest with dedicated virtual servers. Annual recurring costs are fixed for the first 3 years of the contract but may increase beginning on the fourth year of subscription. Any increase in annual fees relative to the prior year will not exceed 3% or the WSJ Prime rate, whichever is greater.

15. PIJ REVIEW CHECKLIST

Agency Project Sponsor

Bill Greeney

Agency CIO (or Designee)

Tao Jin

Agency ISO (or designee)

Tao Jin

OSPB Representative

Will Palmisano

ASET Engagement Manager

Michael Carpenter

ASET SPR Representative

Agency SPO Representative

Agency CFO

John McCleave