Information Technology Authorization Committee
Project Review
May 24, 2017
Action Item

Agency: Arizona Department of Revenue
Project Name: Data Capture Project
Project Number: RV17002
ASET Engagement Manager: David Tischler

Managing paper and unstructured content at the ADOR is largely manual, time consuming, and inefficient. Temporary contract resources required to manually process paper tax returns represents a major expense to AZ taxpayers. In alignment with Goal Council 5 and Arizona Management priorities of fiscal responsibility, ADOR is consolidating Processing Services from the leased Washington Park location to the Monroe location, eliminating a major facilities expense.   The Data Capture Project enables and enhances this consolidation by greatly reducing the seasonal contract labor requirements, facilities footprint and archive paper storage space expenses.

Motion Options:

☐ **ITAC Approval:**

☐ **ITAC Conditional Approval:**

1. **The State Procurement Office must provide Approval of this project.**
2. **The State Security, Privacy, and Risk office must provide Approval of this project.**
3. **Should the final costs exceed the estimated costs 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 for review and approval prior to further expenditure of funds.**
4. **Should the project costs exceed $5 million, the Agency must immediately halt work on the project, receive an independent validation and verification (IV&V), and submit it to ADOA-ASET for review and approval prior to further expenditure of funds or work resuming on the project.**

☐ **ITAC Disapproval:**