CHANGE REQUEST / AMENDMENT
PIJ ID ED22002 - Educator/Licensure Certification Replacement System
The Arizona Department of Administration

Amended 5-Year Lifecycle Budget Estimate:

Total Development Budget	$	1,842,610
Total Operational Budget	$	434,239
Total Overall Budget	$	2,276,849

Areas Affected:

End Date	Yes
Development Costs	Yes
Scope	No

Original End Date: 03/31/2024   Revised End Date: 10/30/2024

Change Description:
ADE and vendor Mainstream are requesting authorization to extend the project go-live to September 30, 2024 and project end date to October 2024 to allow for final payments to be processed. Critical factors driving this request are:

State Payment Portal Integration Challenges:
One of the primary reasons for the extension is the ongoing process of integrating key components of the system with external service providers. Specifically, the integration with the payment provider utilized for processing payments related to educator certification has not been finalized. This integration is crucial for certification to accept payments via the Educator Portal.

Peak Season Consideration:
It is essential to recognize that May through August marks the peak volume period for educator certification requests. During this period, the ADE certification system experiences a significant surge in activity. Introducing a new system and accompanying processes amidst this peak season would present unnecessary challenges and risks for both ADE staff and stakeholders.

Product Owner Loss:
As a result of the departure of our prior Product Owner, Mainstream is prepared to provide additional support to the Certification Team and new Product Owner during the now elongated testing phase. Mainstream must also support and train LEAs and EPPs to use the new LEA and EPP portals. This effort would have been undertaken by the prior Product Owner.

Case IQ Integration:
Integration with CaseIQ presented challenges resulting in delays to ensure that the bi-directional information exchange between the two systems is secure, accurate, and operationally consistent.

AMENDMENT 01:
In this section, insert a brief historical narrative description of the project: (such as)

> Original ITAC Approval: On January 18th, 2023 ITAC reviewed and approved the Arizona Department of Education
> (ADE) will develop a modern cloud based solution to develop a new Educator Certification
> System. The new system will provide educator licensure/certification services online improving
> the quality of service. The agency has submitted a change request for ITAC review on August
> 16, 2023.

> Original Scope: ADE is seeking a cloud-based/customer-hosted off-the-shelf software with the
> functionalities that can be configured and customized to meet the agency and state's licensure and
> operational requirements (https://www.azed.gov/educator-certification).

The system will assist the State in educator licensure/certification and satisfy the needs of the five (5) key users of the platform: the public, educators, local education agencies, educator preparation programs, and internal ADE staff including staff/evaluators, administrator, and IT development.

Amended Financial Detail:

Original Funding Sources: Federal - $1,344,900.00 and Base Budget - $1,067,691.00.

Original PIJ Financials *ITAC Approval January 18, 2023*

Five Year Life-Cycle Summary						
Cost Description	FY2023	FY2024	FY2025	FY2026	FY2027	Total
Development Costs	$1,525,900	$0	$0	$0	$0	$1,525,900
Operational Costs	$0	$203,200	$214,900	$227,400	$241,100	$886,600
Total Project Costs	$1,525,900	$203,200	$214,900	$227,400	$241,100	$2,412,500

Amended PIJ Financials *End date extended to 10/30/24*

Five Year Life-Cycle Summary						
Cost Description	FY2023	FY2024	FY2025	FY2026	FY2027	Total
Development Costs	$571,959	$1,101,229	$169,422	$0	$0	$1,842,610
Operational Costs	$0	$0	$131,400	$141.970	$154,869	$428,239
Total Project Costs	$571,959	$1,101,229	$300,822	$141.970	$154,869	$2,270,849

Project Plan / Roadmap:

Revised Project Milestones

ARIZONA
DEPARTMENT OF ADMINISTRATION
TECHNOLOGY

Identify any change in timeline and possible benefits:

Milestone Name	Milestone Health	% Complete	Original Start Date	Original End Date	Revised Start Date	Revised End Date
Initiation		100	Jan 2023	Feb 2023	No Change	No Change
Planning		100	Jan 2023	Mar 2023	No Change	No Change
Design		100	Feb 2023	Jul 2023	No Change	No Change
Development		95%	Feb 2023	Feb 2024	No Change	July 2024
UAT ADE Certification		99%	Nov 2023	March 2024	No Change	Sept 2024
Go-Live		Not Started	March 2024	March 2024	No Change	Sept 2024
Final Invoices Paid				March 2024		Oct 2024