

STATE OF CALIFORNIA
Budget Change Proposal - Cover Sheet
 DF-46 (REV 10/20)

Fiscal Year 2023-24	Business Unit 0820	Department Department of Justice	Priority No. Click or tap here to enter text.
Budget Request Name 0820-126-BCP-2023-A1		Program California Justice Information Services Division	Subprogram Hawkins Data Center

Budget Request Description
 Firearms IT Systems Modernization (FITSM) Project

Budget Request Summary

The Department of Justice requests \$6,367,000 Dealers' Record of Sale and 6.0 positions in 2023-24, and \$1,503,000 in 2024-25 and ongoing to continue the project approval lifecycle process and address ongoing workload pertaining to the Firearms Information Technology System Modernization Project.

Requires Legislation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Code Section(s) to be Added/Amended/Repealed Click or tap here to enter text.	
Does this BCP contain information technology (IT) components? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, departmental Chief Information Officer must sign.</i>	Department CIO Chris Cademarti, Acting Chief/CIO	Date 4/1/2023

For IT requests, specify the project number, the most recent project approval document (FSR, SPR, S1BA, S2AA, S3SD, S4PRA), and the approval date.

Project No. 0820-228 **Project Approval Document:** S1BA

Approval Date: 6/23/2020

If proposal affects another department, does other department concur with proposal? Yes No
Attach comments of affected department, signed and dated by the department director or designee.

Prepared By Elisa Diez	Date 4/1/2023	Reviewed By Chis Cademarti	Date 4/1/2023
Department Director Chris Ryan	Date 4/1/2023	Agency Secretary Click or tap here to enter text.	Date Click or tap to enter a date.

Department of Finance Use Only

Additional Review: Capital Outlay ITCU FSCU OSAE Dept. of Technology

PPBA Mark Jimenez	Date submitted to the Legislature 4/1/2023
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A. Budget Request Summary

The Department of Justice requests \$6,367,000 Dealers' Record of Sale and 6.0 positions in 2023-24, and \$1,503,000 in 2024-25 and ongoing to continue the project approval lifecycle process and address ongoing workload pertaining to the Firearms Information Technology System Modernization Project.

Background/History

The State of California leads the way in balancing the constitutional right to bear arms with the need for public safety. In recent years, the California Legislature has passed multiple laws related to firearms ownership, purchasing, background clearances, and mental health issues surrounding firearm possession, and the reporting of this information to the DOJ. Addressing the public safety issues is of critical importance to the BOF, which serves as the liaison to various entities such as law enforcement agencies (LEAs), at the state and local levels.

The DOJ has built and operates 17 Firearms Information Technology Systems (Table 1), and an estimated 34 Business Processes, in response to the needs of the citizens of California. These systems support the education, regulation, and enforcement actions regarding the manufacturing, sale, ownership, safety training, and transfer of firearms. To support the comprehensive programs that promote the legitimate and responsible firearms possession and use by California residents, the DOJ maintains the following systems:

Table 1

Count	Firearms System Name
1	Automated Firearms System (AFS)
2	Dealer Record of Sale Entry System (DES)
3	Armed and Prohibited Persons System (APPS)
4	Dealer Record of Sale (DROS)
5	California Firearms Information Gateway (CFIG)
6	California Firearms Application Reporting System (CFARS)
7	Centralized List (CL)
8	Consolidated Firearms Information System (CFIS)
9	Firearms Certificate System (FCS)
10	Mental Health Reporting System (MHRS)
11	Mental Health Firearms Prohibition System (MHFPS)
12	Carry Concealed Weapon System (CCW)
13	Assault Weapon Registration (AWR)
14	California Firearms Licensee Check (CFLC) System
15	Prohibited Applicant (PA)
16	Firearms Employment Application File (FEAF)
17	Ammo Processor (AP)

Many of these systems and subsequent modifications or enhancements to these systems were in response to numerous legislative mandates implemented since the first system was built, in 1980. As a result, the network of firearms systems has become increasingly complex over the last several decades, with each system using different logic that cannot be applied to modifications needed across multiple systems. Consequently, the existing firearms systems utilized by both LEAs and firearm dealers, have reached their end-of-life.

The aforementioned firearms systems have been stitched together in a patchwork manner, which holds together, but is not efficient and has led to a tightly-coupled system. A

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modification within one application requires timely and extensive testing of many systems to ensure there is no negative impact to other applications. The firearms systems can no longer be enhanced in a cost effective or efficient manner and cannot be further utilized to implement the changing needs of law enforcement and California as a whole. The systems were designed to meet user needs based on outdated system design practices and point-in-time business requirements. The current design method results in significantly longer development times, requires more resources, and requires longer and more extensive regression testing, making it difficult to respond to the constantly evolving landscape of statutory mandates pertaining to firearms.

The current system requires significant resources to make even a small change, such as changing the minimum age from 18 to 21 for a person who can purchase a long gun as a result of legislative action. The current firearms systems and architecture is in attrition—it is time consuming, expensive, and the current systems are wearing down.

This development framework is a path to enable the DOJ to respond to changing business needs and legislative mandates efficiently and in a cost effective manner.

For example, the Legislature recently passed Chapter 25, Statutes of 2019 (Senate Bill [SB] 94) which requires specific data on the collection of firearms from the APPS to be reported annually. Due to the antiquated state of the APPS, many of the required data points cannot currently be tracked and maintained. As a result, the DOJ is unable to meet the statutory mandate, delaying the collection of critical public safety information which could assist in streamlining the enforcement process and the collection of firearms from potentially dangerous individuals. The DOJ's reporting limitations were communicated to the Department of Finance and the Legislature, and also noted on the annual report¹.

The DOJ is exploring the modernization of all aforementioned firearms systems, and determining what resources would be necessary to develop one dynamic and adaptable solution to meet existing needs and statutory mandates. Rebuilding the affected systems to work interactively in a way that can be more quickly and easily scaled, would translate to future integration of new and changing requirements with minimal fiscal impact, and would thus be the most cost-effective solution in the long-term. The intent is to reduce the firearms systems into no more than two systems: external publicly accessible and internal DOJ only. The planning and analysis along with security requirements will determine the system architecture feasible for DOJ.

The DOJ CJIS, Enterprise Services Bureau (ESB) and DLE, BOF requested and received the following ten (10.0) positions and six (6.0) external consultants in the previously submitted one-time Budget Change Proposal (BCP) FY 2022-23.

¹ Please refer to page 3 of the Armed and Prohibited Persons System (APPS) 2020 Annual Report to the Legislature. <https://oag.ca.gov/system/files/attachments/press-docs/2020-apps-report.pdf>

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Table 2 – Requested and Received in FY 22-23 ten (10) positions

Quantity	Title/Classification FY 2022 23 (Funding Only)	Division	Bureau	Project Role	Term
(1)	Crime Analyst III	DLE	BOF	Business SME	Limited Term
(1)	Special Agent Supervisor	DLE	BOF	Business SME	Limited Term
(1)	Staff Services Manager I	DLE	BOF	DOJ Business Lead	Limited Term
(1)	Staff Services Manager III	DLE	BOF	DOJ Business Lead	Limited Term
(2)	Crime Analyst II	DLE	BOF	Business SME	Limited Term
(3)	Associate Governmental Program Analyst	DLE	BOF	Business SME	Limited Term
(1)	Information Technology Manager II	CJIS	ESB	Project Manager	Limited Term

The CJIS, ESB position shown above was approved as 1-year Limited Term. The CJIS/ESB requests permanent, ongoing positions starting in FY 2023-24, plus an additional Information Technology Manager II.

The nature, complexity and sheer volume of the 17 Firearms Applications and 34 Firearms Business Processes constrains the ability for any limited term position to be hired and trained on the necessary items to be able to complete the work. Additionally, it must be established that the FITSM solution, when implemented, must have program staff that can provide FITSM-specific support, training and long-term maintenance of the solution.

Current Status

In June of 2021, the DOJ executed three contracts for the services of one Project Management Consultant Services, two Technical Analysts, and four Business Analysts, to assist with the necessary planning and analysis to define a modernization approach and roadmap for the FITSM project. The DOJ analysis is in progress, and market research Stage Two Alternatives Analysis is in progress. Due to the complexities encountered during the analysis and additional firearms legislation requiring redirected FITSM Project Team members to evaluate and address new legislation, the project has experienced some delays with the completion of Stage 2 Alternatives Analysis. The FITSM Project initially planned to submit Stage 2 Alternatives Analysis for CDT review and approvals in December 2022, however, the new target date is March 2023 due to the delays.

The FITSM Project Analysis has identified additional workload and resource needs since the previous FY 22-23 BCP. The DOJ is required to implement several new firearms legislation chaptered in 2022, which will require additional staff and consultant resources that will be responsible for coordinating and collaborating with other DOJ project teams implementing new firearms legislation (i.e., AB 2847, AB 2699, SB 715, AB 1621, etc.) to program the legacy systems. In addition, they will need to analyze and make updates to the FITSM Project business process, systems analysis, and requirements documents to ensure the solution requirements and artifacts are up to date and accurate.

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The FITSM Project has initiated the initial Business Process Re-engineering activities to prepare for the transition to the Stage 3 activities to develop the solution requirements and primary procurement to acquire a solution vendor.

The FITSM Project has conducted quarterly checkpoint meetings with CDT Oversight and Department of Finance IT Consulting Unit, providing project status updates and collaborating on approach for the Stage 2 Alternatives Analysis reviews and approvals.

Delays to the acquisition of the Independent Verification and Validation (IV&V) consultant and Organizational Change Management consultant have been experienced due to lack of resource availability within the CJIS IT Contracts and Procurement Section. However, the FITSM Project anticipates having consultants onboard by March 2023. Due to the complexity of the FITSM Project and volume of business processes, firearms systems, and requirements, the IV&V consultant resources are anticipated to increase to two consultants, this BCP considers the additional funding needs that will allow the Project to support the increased resource needs for the remaining PAL Stages 3 and 4.

The Project has in place consultants for Business Analysis, Technical Analysis, and CDT Oversight and Statewide Technology Procurement Manager services. Contract activities to ensure continuity of these services are in progress and the Project plans to fully encumber and secure consultant contracts that will expend the full FY 2022-23 BCP consultant funds.

Based on the continued work needed to complete the remaining PAL Stages 3 and 4, and the additional workload and resource needs required to manage ongoing legislative changes impacting FITSM Project scope and requirements, the DOJ is in need of additional staff and consultant resources to complete the planning phases for the project.

Resource History (Dollars in thousands)

California Justice Information Services Division – Hawkins Data Center					
Program Budget	2017-18	2018-19	2019-20	2020-21	2021-22
Authorized Expenditures	60,961	62,029	69,746	81,979	83,564
Actual Expenditures	58,594	60,885	71,178	85,400	87,197
Authorized Positions	326	323	331	347	347
Filled Positions	266	278	298	312	317
Vacancies	60	45	33	35	30

B. State Level Consideration

California Penal Code section 11106 requires the DOJ to maintain a registry of the sale and transfer of all firearms in the State. The DROS is the system used by the DOJ for licensed firearms dealers to determine whether a firearms transaction can be processed by, among other things, performing criminal background checks for the purchase of firearms eligibility. The DROS Entry System (DES) is the web-based application used by licensed firearm dealers to report the sale, loan, transfer, redemption, and acquisition of handguns and long guns to the DOJ BOF.

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Penal Code section 28205 requires licensed firearms dealers to access and use the DES for the submission of information concerning the sale or transfer of firearms.

In addition, the DOJ provides criminal justice information services to LEAs and various other regulatory and crime prevention services throughout the state to the public and to state, local and federal agencies. The more effectively the DOJ firearms reporting systems and support functions operate, the better the DOJ is able to meet its mission and obligations to the citizens of California.

Furthermore, existing law requires the Attorney General to establish and maintain an online database known as the Prohibited Armed Persons File, also referred to as APPS. The APPS cross-references persons who have legal ownership or possession of a firearm and who, subsequent to the date of that ownership or possession of a firearm, fall within a class of persons prohibited from owning or possessing a firearm.

SB 94 (2019) requires the DOJ to report, no later than April 1, 2020, and no later than April 1 of each year thereafter, to the Joint Legislative Budget Committee and the fiscal committees of each house of the Legislature, on specified information related to the APPS, including the number of individuals in the APPS and the degree to which the backlog in the APPS has been reduced or eliminated. Due to the current limitations of the firearms systems, all of the required data points are not currently available in the firearms systems, and will require extensive system modifications which will not be complete in the timeframe necessary to meet the obligations of the statute as written.

C. Justification

The FITSM Project continues with conducting and the development of the final activities and deliverables for the completion of the CDT Stage 2 Alternatives Analysis. The FITSM Project initially planned to submit Stage 2 Alternatives Analysis for CDT review and approvals in December 2022, however, the project has experienced delays due to new firearms legislation impacting resource availability and deliverables, the new target submission date is March 2023 due to the delays.

After DOJ Executive and CDT approvals are obtained for the proposed Project Plan and Stage 2 Alternatives Analysis, the Project will move into completing the Stage 3 Solution Development (Procurement Phase) planning activities, to procure the selected solution and prepare for the project execution phase. The FITSM Project has initiated the Business Process Re-engineering planning activities to prepare for transitioning to Stage 3 activities.

The FITSM Project will require staff and contract resources to perform, lead, and develop the primary solution procurement statement of work, solution requirements, conduct project readiness and transition to the implementation activities after project approvals. The FITSM project has re-evaluated and estimated consultant needs to address additional workload needs related to managing and addressing changes to FITSM Project artifacts resulting from ongoing firearms legislation being implemented to legacy systems while the FITSM Project planning is in flight.

The CJIS Division will require the resources defined below, beginning July 1, 2023, to support completion of the remaining PAL Stages 3 and 4 and prepare for transitioning to the implementation phase of the FITSM Project. Additional resources are being requested to address the additional work to coordinate, manage, analyze, validate, and update project scope, artifacts, and requirements resulting from ongoing new and future legislation that DOJ is required to implement to legacy firearms systems.

Based on the high complexity and size of the FITSM Project that will modernize 17 existing Firearms Systems, require interface updates, and changes to 34 Firearms Business Processes, additional resources and positions are needed to support and complete the Stage 3 and 4 activities that will allow the DOJ to transition into the Implementation Phase. The FITSM Project

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anticipates the Implementation Phase to begin in FY 2024-25, however, the transition is contingent on the Stage 3 Procurement process that will be led by CDT Statewide Technology Procurement, unless it is delegated to the DOJ. The Stage 3 planning activities will allow the project to conduct a procurement, evaluate and assess vendor proposals to identify and select a vendor that is able to deliver a long-term modern approach for developing a dynamic and adaptable solution to meet existing business needs, and current and future statutory mandates in a more cost effective manner. The new positions will perform business and systems assessments to analyze the existing processes and applications, against the business process re-engineering vision and documentation to develop detailed solution requirements, primary vendor statement of work, align project team, processes, activities, and artifacts to align with the implementation approach and solution.

The DOJ is unable to redirect existing resources due to over 80 Legislative Mandates that were chaptered over the last two years, which are still being implemented. In addition, the existing business processes and firearms systems will need to be maintained and supported through the life of this project to ensure business continuity and that the DOJ meets its statutory responsibilities. The FITSM Project requires dedicated technical and business resources to ensure project activities are performed and addressed timely. The FITSM Project has only been approved a 1-year limited-term ITM II for the Project Manager and business resources to support the Business Team. However, the FITSM Project does not have any dedicated technical resources, resulting in resource availability impacts when partial redirected resources are required to address operational activities or subject matter expert activities on the implementation of in-flight or new firearms legislation.

The FITSM Project has also experienced delays to the recruitment and hiring of staff into Limited Term positions, because applicants are reluctant to apply for limited term positions. If staff resources continue to be approved on a limited term basis, the FITSM Project risks project delays to completion of the remaining planning stages and would continue into the implementation phases. In addition the DOJ has experienced delays to acquiring vendor services, due to vendors responding that there are no available resources with required skill sets. This has required the DOJ conduct multiple solicitations to secure vendors to address workloads planned for consultants. The FITSM Project is requesting staff, training resources, and funding to minimize the risk impacts to the project.

The DOJ CJIS-ESB and Application Development Bureau (ADB) will require 12 positions and five different types of external consultants, to support the FITSM Project, PAL Framework Stages 3-4 and to support the Implementation/Execution phase. See Table 3 below for new positions, Table 4 for external resources, and Table 5 for Operating Expenditures.

California Justice Information Services Division

Hawkins Data Center: Enterprise Services Bureau and Application Development Bureau

Table 3 – Positions Requested

Quantity	Title/Classification	Division	Bureau	Project Role
(1)	C.E.A. B – Permanent	CJIS	ESB	Project Director
(1)	Information Technology Manager (ITM) I – Permanent	CJIS	ADB	Technical Manager
(1)	ITM I – Permanent	CJIS	ESB	Procurement & Contract Manager (SI)
(2)	Information Technology Specialist (ITS) II – Permanent	CJIS	ADB	Technical Lead & Prototype Leads
(1)	ITM II – Permanent	CJIS	ESB	Project Manager
6	Total Permanent Positions			
(1)	ITS III – Limited Term	CJIS	ADB	Technical Architect

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Quantity	Title/Classification	Division	Bureau	Project Role
(3)	ITS I – Limited Term	CJIS	ADB	Technical Analysts
(2)	ITS II – Limited Term	CJIS	ADB	Technical Lead & Prototype Leads
6	Total Limited Term Positions			
12	Total CJIS Positions			

(1) C.E.A. B – Project Director, Permanent, beginning July 1, 2023

This position will report to the CJIS Division Chief and will be responsible for performing as the FITSM Project Director. Under the general direction of the CJIS Division Chief, the Firearms Information Technology System Moderation (FITSM) Project Director, provides executive and strategic leadership to direct, manage and support the California Department of Justice (DOJ) FITSM and related projects. The Project Director will be responsible for the overall direction and delivery of the FITSM Project. The FITSM Project Director will be responsible for the development of proposed policies and procedures related to the FITSM Project, while also determining the appropriate means of implementation and compliance of personnel. The FITSM Project Director, through partnership with diverse groups of leaders (DOJ Bureaus, Divisions, LEAs, etc.) and stakeholders, will provide oversight and direction of the FITSM Project, in support of the DOJ's goals and objectives.

The FITSM Project Director will be accountable for all aspects of planning, staffing, training, and monitoring of scope and budget related to FITSM. Works closely with Bureau Directors and Division Chiefs to carry out the project vision and ensure business continuity and compliance with statutory requirements. Acts as the primary liaison between key legacy system staff, operational leadership and the end-user community. Oversees the development of educational and training programs, and the development of reporting functionality to support system live and post live activities. Ensures a cohesive FITSM deployment for the enterprise.

The FITSM Project Director will be responsible for establishing and setting expectations for all project activities and ensures adherence to State and Federal Firearms and IT laws, policies, and regulations, and procedures. The FITSM Project Director will be responsible for testifying before legislative committees, control agencies, review boards, and the legislature as it relates to the project.

1.0 ITM II, Permanent, beginning July 1, 2023

The CDT Business and Technical Complexity assessment completed during the initial planning for this project and discussions with the CDT, recommends the Project Manager level as 4 = ITM II to ensure successful planning and delivery of the project. Business Complexity = (3.1) Technical Complexity = (3.1) Overall Complexity Assessment Rating = High (3.1)

The resource is responsible for the overall project management, resource management, and workload oversight throughout all lifecycle phases of the CTD's PAL processes, and subsequent FITSM implementation. The ITM II ensures the project produces a quality product with features and functions that satisfies the customer's needs, and adds value to the organization's overall mission. Additionally, the ITM II ensures that the project remains on schedule, within budget and is responsible for identifying and quantifying any issues and risks affecting project objectives; and mitigate and manage project risks throughout the

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project lifecycle, including reporting, resolution, tracking issues and management of outstanding issues. The ITM II coordinates project-related issues with other efforts, reviews and resolves project issues, directs the project management functions, and oversees the work of multiple contract vendors and the overall project team.

(1) ITM I – Technical Manager, Permanent, beginning July 1, 2023

This position will report to the FITSM Project Manager and will perform as the Technical Manager that will be responsible for leading and managing the FITSM Project Technical Team. The Technical Manager will be responsible for leading, managing, and overseeing staff, activities, and artifacts under the responsibility of the Technical Team. The Technical Manager will be responsible for ensuring the appropriate resources, workloads, timelines, and costs are planned, approved, and established to support the activities required to achieve the approved FITSM Project scope. The Technical Manager will be responsible for ensuring Technical Team members understand the scope of the FITSM Project and are able to effectively perform assigned roles and responsibilities required to achieve the approved project scope, within approved budget and timelines. The Technical Manager will be responsible for making daily decisions over authorized technical activities, aspects, and artifacts of the FITSM Project. The Technical Manager will support and ensure the Technical Team adheres to approved project governance and management practices and processes, identify, conduct impact analysis and recommendations for remediating potential project risks or issues. The Technical Manager will perform reviews and provide feedback on all project artifacts, contract deliverables, and tools to ensure project and contract requirements are successfully met and that quality artifacts and deliverables are produced.

The Technical Manager will participate in the development of proposed policies and procedures related to the FITSM Project and ensure Technical Team staff appropriately implement and comply. The Technical Manager will partner with all FITSM Project Teams, diverse groups (DOJ Bureaus, Divisions, LEAs, etc.) and stakeholders, to collaborate and coordinate activities, in support of the FITSM Project goals and objectives.

The Technical Manager will be responsible for all aspects of planning, staffing, training, and monitoring of the scope and budget related to the Technical Team's responsibilities. The Technical Manager will work closely with the FITSM Project Leadership and teams to carry out the project vision and ensure business continuity and compliance with statutory requirements.

The Technical Manager will be responsible for establishing and setting expectations for all Technical Team project activities and ensure staff adhere to DOJ, State, and Federal Firearms and IT laws, policies, and regulations, and procedures. The Technical Manager will be responsible for formulating responses to inquiries and/or questions from the State Legislature, control agencies, review boards, and DOJ Executives as it relates to the Technical Team's area of responsibilities.

(1) ITM I – Procurement and Solution Contract Manager, Permanent, beginning July 1, 2023

This position will report to the FITSM Project Manager and will perform as the FITSM Project Procurement & Solution Contract Manager. The Procurement & Solution Contract Manager will be responsible for coordinating and collaborating with the DOJ, CJIS IT Contracts and

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Procurement Section, and CDT's Statewide Technology Procurement managers to establish the FITSM Project Procurement Management processes, templates, and tools for the procurement approach and solicitation methodologies appropriate for the project. The Procurement and Solution Contract Manager will be responsible for leading and the FITSM Project Team on the planning and implementation of activities required to develop the Solution procurement statement of work, requirements deliverables, procurement templates, evaluation methodology and criteria, evaluation team and schedule. The Procurement and Solution Contract Manager will be responsible for developing and implementing contract management processes and tools that will support effective management of the various components within the awarded contract.

The Procurement and Contract Manager will be responsible for performing contract and vendor management activities in accordance with approved FITSM Project Contract Management Plan, to ensure contract requirements are met. The Procurement and Solution Contract Manager will be responsible for addressing and processing all contract change requests, invoice disputes, and/or corrective actions. The Procurement and Solution Contract Manager will be responsible for planning, developing, and delivering training to the FITSM Project Team on approved Procurement and Solution Contract Management and deliverable review, approval, and invoice processes, to ensure contract requirements are met and project achieves approved goals and objectives. The Procurement and Solution Contract Manager will be responsible for leading, managing, and directing reporting contract management staff to ensure all FITSM Project ancillary procurements and contracts are planned, coordinated, acquired, managed, monitored, and closed out in accordance with state contract management policies and processes.

The Procurement and Solution Contract Manager will partner with all FITSM Project Teams, diverse groups (DOJ Bureaus, Divisions, LEAs, etc.) and stakeholders, to collaborate and coordinate activities, in support of the FITSM Project procurement and contracting needs.

The Procurement and Solution Contract Manager will be responsible for establishing and setting expectations for all Procurement and Contract Management activities and ensure staff adhere to DOJ, State, and Federal Firearms and IT and contract laws, policies, regulations, and procedures. The Procurement and Solution Contract Manager will be responsible for formulating responses to inquiries and/or questions from the State Legislature, control agencies, review boards, and DOJ Executives as it relates to the area of responsibilities.

(1) ITS III – Technical Architect, Limited Term (7/1/23 to 6/30/24)

This position will report to the Project Manager and will be perform as the FITSM Project Technical Architect. The Technical Architect will be responsible for collaborating with FITSM Project Team to ensure technical documentation, diagrams, and materials accurately define the Firearms systems architecture and future needs for identifying a viable long-term solution. The Technical Architect will be responsible for reviewing technical artifacts and deliverables to ensure quality and accuracy. The Technical Architect will be responsible for working closely with the FITSM Project Teams, participate in working sessions, provide input and feedback for development of quality artifacts and deliverables. The Technical Architect will provide strategic direction and will define software development standards for coding, security, CI/CD, DevOps best practices to automate processes in order to build-test-release software faster with high quality. The Technical Architect will create a culture of collaboration between development branches, sections and teams that historically function in silos and will be responsible for guiding the design of the to-be system to make

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sure it achieves the objectives (reduce system complexity, improve adaptability, improve reporting capability, reduce/remove the needed data duplication/replication, etc.) of the project. The Technical Architect will serve as the expert advisor and technical expert on application design and development frameworks to provide the department with robust, scalable, and secure solutions that meet customer's expectations.

(3) ITS II, Solution Development Team

(1) ITS II – Permanent, beginning July 1, 2023

(2) ITS II – Limited Term (7/1/23 to 6/30/24)

The three Solution Development Team Members will report to the FITSM Project Technical Manager and will perform as Technical Experts. The Technical Experts will be responsible for performing the technical activities required to develop the Stage 3 Solution Development deliverables and FITSM Project Solution Procurement vehicle. The Technical Experts will be responsible for developing the FITSM Project's approach and methodology for assessing and evaluating potential vendor solution proposals, methodologies, and architectures, in response to DOJ's need to replace seventeen critical systems that support statewide key and complex functions and processes that will impact statewide law enforcement, firearms dealers, and additional internal and external stakeholders. Technical Experts will be responsible for participating on the solution procurement evaluation team, to evaluate proposals, develop prototypes, and apply evaluation methodologies that will ensure a solution that will meet DOJ's needs is identified. The Technical Experts will be responsible for working with the FITSM Project Data resources to ensure visualization and design of the project's data management framework is accurately defined and represented in the procurement and vendor proposals. This framework will be required to describe the processes used to plan, specify, enable, create, acquire, maintain, use, archive, retrieve, control, and purge data. The framework will also provide a standard common business vocabulary, express strategic requirements, outline high-level integrated designs to meet requirements, and align with enterprise strategy and related business architecture. The framework will define the data architecture framework, standards, and principles, including modeling, metadata, security, reference data such as product codes and client categories, and master data such as clients, vendors, materials, and employees. The framework will define the reference architecture, which is a pattern others can follow to create and improve data systems, defines data flows, i.e., that defines which parts of the project generate data, which require data to function, how data flows are managed, and how data changes in transition. The Technical Experts will be responsible for collaborating and coordinating with multiple sections/departments, stakeholders, partners, and external vendors. The Technical Experts will be responsible for conducting analysis on system availability, performance and stability, advises management for areas in need of improvement related to software development process and provides implementation proposal for consideration. The Technical Experts will be responsible for reviewing application architecture and makes recommendations regarding technical and operational feasibility, efficiency and maintainability. The Technical Experts will be responsible for creating, enhancing, and maintaining prototypes to validate software solutions meet project requirements. The Technical Experts will be responsible for evaluating designs and implementation plans for data models, system specifications, and requirements will provide efficient data storage, retrieval, maintenance, and scalability in accordance with the industry best practices.

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(1) ITS II – Technical Lead, Permanent, beginning July 1, 2023

The Technical Lead will report to the FITSM Project Technical Manager and will perform as the Lead for the FITSM Project Technical Team. The Technical Lead will be responsible for collaborating and coordinating with the FITSM Project Requirements Manager to ensure all requirements are specific, measurable, achievable, realistic and timely. The Technical Lead will be responsible for maintaining Technical Team documentation, change requests and technical analysis. The Technical Lead will be responsible for coordinating, providing guidance, and monitoring all Technical Team activities and responsibilities (Systems Analysis, Data Activities, Testing, Procurement, Implementation Readiness, etc.). The Technical Lead will be responsible for reviewing, evaluating, eliciting, documenting, and analyzing technical requirements and specifications using best practices/methodologies to develop detailed software designs. The Technical Lead will be responsible for overseeing Technical consultant resource activities, reviewing deliverables, participating in working sessions, and ensuring requirements are met. The Technical Lead will be responsible for optimizing and applying architecture solutions for the benefit of the overall organization and play a major role in advising management and formulating information technology strategy and policy within the Firearms Modernization systems. The Technical Lead will work closely with internal and external teams and organizations as part of a planned transition to a desired future state. The Technical Lead will establish and ensure the FITSM Project Technical Team consistently applies industry standard methodologies and techniques to perform defined activities and tasks. The Technical Lead will be responsible for assisting the developing and documenting and estimating how resources will be applied to tasks resulting in goods and services, which fulfill Firearm Modernization project goals and objectives. The Technical Lead will be responsible for ensuring consistent industry standard methodologies to perform process analysis and to achieve project objectives are applied are applied.

(3) ITS I – Technical Analysts, Limited Term (7/1/23 to 6/30/24)

The positions will plan, coordinate, schedule, lead, and facilitate Joint Application Development Sessions and materials for the project teams that include the Business Team, Technical Team, Project Management Team, and SMEs for impacted groups. The Technical Analysts will be responsible for working side by side with the technical consultant staff to develop solution requirements that will be required for completion of the Stage 3 deliverables and the primary project procurement to select and acquire solution contract services. The Technical Analysts will be responsible for performing as the DOJ subject matter experts to ensure the project technical activities, artifacts, and deliverables performed and produced by technical consultant staff accurately address and define the impacted systems, architecture, technical components, and what will be needed for the project to ensure the project scope is achieved. The Technical Analysis will be responsible for participating in the planning and implementation of technical activities for the various project phases. The Technical Analysts will be responsible for coordinating and transitioning responsibilities and activities through the various project phases (planning, design, develop, test, etc.). The Technical Analysts will be responsible for performing assigned responsibilities on the various phases, such as participating in the onboarding of solution vendor(s), developing work plan, design activities, development of the solutions, testing, roll out and stabilization. The positions will perform a variety of technical analytical activities to address key business objectives and/or goals; define and implement the direction for mission-critical strategic and operational initiatives related to Firearm Systems

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Modernization; and provide input and draft, develop, and present proposed changes to existing IT policies, and recommend new policy needs to support of this effort.

The Technical Analysis will also be responsible for developing, actively monitoring, and managing the metrics and key indicators for the planning phase. The positions will work as a team to gather, transform, analyze, and communicate data in such a manner that supports effective decision-making; consolidate and analyze all requirements gathered and produce documentations including but not limited to use cases, business rules, report specifications, and test cases; and prepare presentation and demonstrate system functionality to BOF stakeholders to ensure the system built and client expectation remains aligned through all phases of the project.

The following consultant resources are required for CJIS:

Table 4

Quantity	Title/Classification	Project Role
(1)	CDT Statewide Technology Procurement (STP) Manager	CDT IPO/STP
(1)	Project Management Consultant Services (PMCS)	Project Management Consultant
(4)	Business Analysts	Business Analyst Consultants
(2)	Technical Analysts	Technical Analyst Consultants
(2)	Data Scientist	Data Scientist Consultant

Project Management Consultant Services (PMCS) - \$316,800 in FY 23-24

The PMCS resource will assist in the performance in all of the activities related to project work, from conceptualization to project completion. The PMCS will assist the DOJ State Project Manager and Project Team in managing tasks, risks, and issues in order to plan and analyze the necessary efforts to modernize the systems that support the BOF. Additionally, the PMCS will assist with the coordination efforts to plan, design, and procure a solution PAL process. The PMCS needs for the Implementation phase are evaluated during the market research findings.

Hours Needed: Based upon 12 months at 176 hours per month

Hourly Rate: \$150.00

4.0 Business Analysts - \$1,267,200 in FY 23-24

The Business Analyst Team will be responsible for planning, leading and facilitating business process re-engineering sessions, documentation of long-term vision. In addition, the consultants will be responsible for collaborating and coordinating with the Business Team to identify, examine, document, and prioritize the how business process changes will be managed and addressed in the implementation phase. The consultants will also be responsible for managing, maintaining, and updating business process deliverables and artifacts through the remaining PAL Stages 3 and 4. The consultants will also be responsible for establishing methodologies and processes to coordinate, collaborate, manage, update, and maintain project business artifacts that are impacted by in progress or new firearms legislation. The Business Analyst Team will coordinate activities with the BOF and will provide deliverables

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and report progress and status to the CJIS FITSM team. The team will also collaborate with Technical Analysts to align business processes with technical systems. The Business Analyst needs for the Implementation phase is evaluated during the market research findings.

Hours Needed: Based upon 12 months at 704 hours per month

Hourly Rate: \$150.00

2.0 Technical Analysts - \$633,600 in FY 23-24

The Technical Analyst Team be responsible for planning the technical activities that will be required to incorporate business process re-engineering changes that impact technical documentation, deliverables, and artifacts for the project. The consultants will be required to attend and contribute in business process re-engineering sessions, documentation of long-term vision. In addition, the consultants will be responsible for collaborating and coordinating with the Project Team to assist with identifying, examining, documenting, and prioritizing how business process re-engineering changes will be managed and addressed in the solution requirements and during the implementation phase. The consultants will also be responsible for managing, maintaining, and updating technical deliverables and artifacts through the remaining PAL Stages 3 and 4. The consultants will also be responsible for establishing methodologies and processes to coordinate, collaborate, manage, update, and maintain project business artifacts that are impacted by in progress or new firearms legislation. These consultant resources will be in addition to the existing consultants, due to the work required to manage and address the workload resulting from new legislation that will require ongoing updates and maintenance to technical artifacts.

Hours Needed: Based upon 12 months at 352 hours per month

Hourly Rate: \$150.00

2.0 Data Scientists – \$792,000 in FY 23-24

The project is requesting Data Scientists consultant services, one as a Senior Data Scientist and one to perform as the Data Scientist analyst.

The Senior Data Scientist leads work to enable stakeholders across the DOJ by translating the FITSM project goals into analytical questions, identifying critical metrics, conducting data analysis, developing reporting, and leading efforts to uncover levers that could improve decision making and program outcomes. Additionally, they will work with staff to identify relevant datasets, contribute to data transformations, clean data, and conduct exploratory and statistical analyses to identify, analyze, and interpret trends or patterns in complex datasets.

Hours Needed: Based upon 12 months at 176 hours per month

Hourly Rate: \$200.00

The Data Scientist analyst is responsible for analyzing, processing, and modeling data and then communicating the results to inform actionable plans and decisions for the organization. The Data Scientist will need to be able to exercise judgement on selecting the most appropriate method(s) to the analytical question and supporting data. They should be skilled at translating methods to a lay audience.

Hours Needed: Based upon 12 months at 176 hours per month

Hourly Rate: \$175.00

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CDT Project Approval \$288,000 in FY 23-24

In accordance with SAM 4940.1, the FITSM project is required to have CDT Project Approval and IPO and STP services performed by the CDT, who shall provide guidance through project planning, procurement, identify and quantify any issues and risks affecting project objectives.

Months Needed: 12

Monthly Rate: \$24,000

Expenditures and Information Technology Costs

The FITSM Project requires training for new project team members and ongoing staff development to ensure Project Team is able to perform required skills through the various project phases. The FITSM Project is expected to be required by CDT to apply Rapid Procurement/Challenge-Based Procurement methodology that is currently applied for large procurements. The FITSM Project requests annual software renewal for the procurement software (Solicitation builder) that will be used by the project for the procurement development process in Stage 3 of PAL. These costs have been added to the cost as indicated in Table 4.

Table 6

Description	Cost
Training - Project Team Training Needs	\$50,000
Software - Procurement SW (Solicitation Builder) – for 25 licenses	\$20,000

D. Outcomes and Accountability

This project will result in the identification of a new solution that is more efficient and increase scalability, supportability and maintainability for the DOJ Firearms systems. The system will support the education, regulation, and enforcement actions regarding manufacturing, sale, ownership, safety training, and transfer of firearms. Rebuilding the systems to work interactively in a way that can be more quickly and easily scaled, would translate to future integration of new and changing requirements with minimal fiscal impact, and would thus result in a cost-effective solution for the DOJ in the long-term. In addition, a more efficient system will allow for the DOJ to implement technical changes in compliance with the State's ever-changing laws within reasonable time frames, and will reduce the need for delayed implementation in some cases.

E. Analysis of All Feasible Alternatives

Alternative 1: Approve requested resources.

Approve \$6,367,000 Dealers' Record of Sale and 6.0 positions in 2023-24, and \$1,503,000 in 2024-25 and ongoing to continue the project approval lifecycle process and address ongoing workload pertaining to the Firearms Information Technology System Modernization Project.

Alternative 2: Take No Action

If this request is denied, the DOJ will be unable to continue with the FITSM Project planning, solution implementation efforts, and concurrently maintain the existing systems. The DOJ is required to maintain the existing business processes and systems, during the life of the project to meet its mission and mandates in a timely manner. If the DOJ is unable to continue with the FITSM Project activities, the result will be increased workloads and issues that would affect public safety and cause cost increases to the state related to system failures or lawsuits.

Analysis of Problem

F. Implementation Plan

Upon approval of this request, the DOJ will immediately begin the hiring process for the new permanent positions, limited-term positions, and external consultants to proceed with the PAL Framework for stages 3-4 on the FITSM project and project Implementation/Execution.

G. Supplemental Information

N/A

H. Recommendation

Alternative 1: Approve requested resources.

Approve \$6,367,000 Dealers' Record of Sale and 6.0 positions in 2023-24, and \$1,503,000 in 2024-25 and ongoing to continue the project approval lifecycle process and address ongoing workload pertaining to the Firearms Information Technology System Modernization Project.

BCP Fiscal Detail Sheet

BCP Title: Firearms IT System Modernization (FITSM) Project

BR Name: 0820-126-BCP-2023-A1

Budget Request Summary

Personal Services

Personal Services	FY23 Current Year	FY23 Budget Year	FY23 BY+1	FY23 BY+2	FY23 BY+3	FY23 BY+4
Positions - Permanent	0.0	6.0	6.0	6.0	6.0	6.0
Total Positions	0.0	6.0	6.0	6.0	6.0	6.0
Earnings - Permanent	0	747	747	747	747	747
Salaries and Wages	0	647	0	0	0	0
Earnings - Temporary Help						
Total Salaries and Wages	\$0	\$1,394	\$747	\$747	\$747	\$747
Total Staff Benefits	0	806	423	423	423	423
Total Personal Services	\$0	\$2,200	\$1,170	\$1,170	\$1,170	\$1,170

Operating Expenses and Equipment

Operating Expenses and Equipment	FY23 Current Year	FY23 Budget Year	FY23 BY+1	FY23 BY+2	FY23 BY+3	FY23 BY+4
5301 - General Expense	0	527	217	217	217	217
5302 - Printing	0	4	2	2	2	2
5304 - Communications	0	26	13	13	13	13
5306 - Postage	0	3	2	2	2	2
5320 - Travel: In-State	0	35	17	17	17	17
5322 - Training	0	106	26	26	26	26
5324 - Facilities Operation	0	41	21	21	21	21
5340 - Consulting and Professional Services - External	0	3,010	0	0	0	0
5340 - Consulting and Professional Services - Interdepartmental	0	321	0	0	0	0
5346 - Information Technology	0	94	35	35	35	35
Total Operating Expenses and Equipment	\$0	\$4,167	\$333	\$333	\$333	\$333

Total Budget Request

Total Budget Request	FY23 Current Year	FY23 Budget Year	FY23 BY+1	FY23 BY+2	FY23 BY+3	FY23 BY+4
Total Budget Request	\$0	\$6,367	\$1,503	\$1,503	\$1,503	\$1,503

Fund Summary

Fund Source

Fund Source	FY23 Current Year	FY23 Budget Year	FY23 BY+1	FY23 BY+2	FY23 BY+3	FY23 BY+4
State Operations - 0460 - Dealers Record of Sale Special Account	0	6,367	1,503	1,503	1,503	1,503
Total State Operations Expenditures	\$0	\$6,367	\$1,503	\$1,503	\$1,503	\$1,503
Total All Funds	\$0	\$6,367	\$1,503	\$1,503	\$1,503	\$1,503

Program Summary

Program Funding

Program Funding	FY23 Current Year	FY23 Budget Year	FY23 BY+1	FY23 BY+2	FY23 BY+3	FY23 BY+4
0445010 - O. J. Hawkins Data Center	0	6,367	1,503	1,503	1,503	1,503
9900100 - Administration	0	411	203	203	203	203
9900200 - Administration - Distributed	0	-411	-203	-203	-203	-203
Total All Programs	\$0	\$6,367	\$1,503	\$1,503	\$1,503	\$1,503

Personal Services Details

Positions

Positions	FY23 Current Year	FY23 Budget Year	FY23 BY+1	FY23 BY+2	FY23 BY+3	FY23 BY+4
1405 - Info Tech Mgr I (Eff. 07-01-2023)	0.0	2.0	2.0	2.0	2.0	2.0
1406 - Info Tech Mgr II (Eff. 07-01-2023)	0.0	1.0	1.0	1.0	1.0	1.0
1414 - Info Tech Spec II (Eff. 07-01-2023)	0.0	2.0	2.0	2.0	2.0	2.0
7500 - - C.E.A. - B (Eff. 07-01-2023)	0.0	1.0	1.0	1.0	1.0	1.0
TH00 - Temporary Help (Eff. 07-01-2023)(LT 06-30-2024)	0.0	0.0	0.0	0.0	0.0	0.0
Total Positions	0.0	6.0	6.0	6.0	6.0	6.0

Salaries and Wages

Salaries and Wages	FY23 Current Year	FY23 Budget Year	FY23 BY+1	FY23 BY+2	FY23 BY+3	FY23 BY+4
1405 - Info Tech Mgr I (Eff. 07-01-2023)	0	241	241	241	241	241
1406 - Info Tech Mgr II (Eff. 07-01-2023)	0	138	138	138	138	138
1414 - Info Tech Spec II (Eff. 07-01-2023)	0	222	222	222	222	222
7500 - - C.E.A. - B (Eff. 07-01-2023)	0	146	146	146	146	146
TH00 - Temporary Help (Eff. 07-01-2023)(LT 06-30-2024)	0	647	0	0	0	0
Total Salaries and Wages	\$0	\$1,394	\$747	\$747	\$747	\$747

Staff Benefits

Staff Benefits	FY23 Current Year	FY23 Budget Year	FY23 BY+1	FY23 BY+2	FY23 BY+3	FY23 BY+4
5150900 - Staff Benefits - Other	0	806	423	423	423	423
Total Staff Benefits	\$0	\$806	\$423	\$423	\$423	\$423

Total Personal Services

Total Personal Services	FY23 Current Year	FY23 Budget Year	FY23 BY+1	FY23 BY+2	FY23 BY+3	FY23 BY+4
Total Personal Services	\$0	\$2,200	\$1,170	\$1,170	\$1,170	\$1,170