



# Stage 4 Project Readiness and Approval

California Department of Technology, SIMM 19 D.2 (Rev. 3.0.8, 2/28/2022)

## 4.1 General Information

- 1. Agency or State Entity Name:** [3600 - Fish and Wildlife, Department of](#)  
If Agency/State entity not in the list, enter here with the [organization code](#).  
[Click or tap here to enter text](#).
- 2. Proposal Name:** Master Observation Database System (MODS)
- 3. Department of Technology Project Number (0000-000):** [3600-078](#)
- 4. S4PRA Version Number:** [Version 1](#)
- 5. CDT Billing Case Number:** [H203](#)  
Don't have a Case Number? [Click here to get one](#).

## 4.2 Submittal Information

### 1. Contact Information

Contact Name: [Julie Murata](#)

Contact Email: [Julie.Murata@wildlife.ca.gov](mailto:Julie.Murata@wildlife.ca.gov)

Contact Phone: [916-902-9052](#)

### 2. Submission Type: [New Submission](#)

If Withdraw, select Reason: [Choose an item](#).

If Other, specify reason here: [Click or tap here to enter text](#).

**Sections Changed if an updated or resubmission** (List all the sections that have changed.)

[Click or tap here to enter text](#).

**Summary of Changes** (Summarize updates made.)

[Click or tap here to enter text](#).

3. Attach Project Approval Executive Transmittal to your email submission.
4. Attach Final Procurement Assessment Form to your email submission.
5. **Conditions from Stage 3 Approval** (Enter any conditions from the Stage 3 Solution Analysis approval letter issued by CDT):

N/A

## 4.3 Contract Management

The Contract Manager must be a State Employee and should not be the Project Manager. Please complete the questions below in reference to the **primary solicitation**.

Is the Contract Management Plan complete, approved by the designated Agency/state entity authority, and available for the Department of Technology to review? **Choose:** 'Yes,' 'No,' or 'Not Applicable.' If 'No' or 'Not Applicable,' provide the artifact status in the space provided.

1. Contract Management Plan (Approved): **Yes**

Status:

2. **Has the role of Contract Manager been assigned, and has the Contract Manager reviewed and gained an understanding of the scope, activities, tasks, and deliverables of the contract?** **Yes**

If "No," briefly explain below why both have not been accomplished:

[Click or tap here to enter text.](#)

3. **Does the assigned Contract Manager understand the processes for post-award contract activities, including contract amendments, contract work authorizations, terms and conditions, and contract escalation/resolution?** **Yes**

If "No," briefly explain below why this has not been accomplished:

[Click or tap here to enter text.](#)

4. **Has a post-award kickoff meeting between the Contract Manager and state project team members been scheduled to align state and contractor expectations related to contract, budget, invoicing, requirements review, and contractor incentives?** **Yes**

If "No," briefly explain below why this has not been accomplished:

[Click or tap here to enter text.](#)

5. **Does the Contract Manager understand the Agency/state entity and federal processes, policy, and applicable procedures?** **Yes**

If "No," briefly explain below why this has not been accomplished:

[Click or tap here to enter text.](#)

6. Does the Contract Manager have a plan to collect and assess contractor and project performance information on a regular basis (e.g., establish meetings with Project Managers, communication techniques)? [Yes](#)

If "No," briefly explain below why this has not been accomplished:

[Click or tap here to enter text.](#)

## 4.4 Organizational Readiness

Is the Implementation Management Plan draft complete, approved by the designated Agency/state entity authority, and available for the Department of Technology to review? **Choose:** 'Yes,' 'No,' or 'Not Applicable.' If 'No' or 'Not Applicable,' provide the artifact status in the space provided.

1. [Implementation Management Plan \(Draft\)](#): [Yes](#)

Status:

2. Does the Agency/state entity currently have a mature release management process with a repeatable and scalable testing methodology that supports all stages of testing (system, integration, security, performance, interfaces, regression, user acceptance, and accessibility)? [Yes](#)

If "No," briefly describe below the release management process that will be used to manage, plan, schedule, and control a software release through the different phases and environments, including testing and deploying software releases:

[Click or tap here to enter text.](#)

3. Does the project team have a clear understanding of the areas of business (identified in Stage 1) that will be impacted by the project? [Yes](#)

If "No," briefly explain below how the Agency/state entity plans to educate the project team to ensure all members have a clear understanding of the impacted business areas by the project:

[Click or tap here to enter text.](#)

4. Does the Agency/state entity have processes and methodologies in place to support Organizational Change Management (OCM) activities identified in Stage 2, Section 2.9 Organizational Change Management? [Yes](#)

If "No," briefly describe below how the Agency/state entity will perform OCM activities for this proposal:

[Click or tap here to enter text.](#)

5. Does the Agency/state entity have dedicated knowledge transfer resources assigned to business process improvement or business process reengineering activities resulting from the new solution? [Yes](#)

If "Yes," specify the areas of business process improvement:

The new solution will improve several business processes, among which are the following: Online Field Survey Form, Bulk Upload, Data Submission, Quality Control Workflow.

If "No," briefly explain below how the Agency/state entity will perform business process improvement or business process reengineering activities resulting from the new solution:

[Click or tap here to enter text.](#)

6. **Attach** Updated Project Organization Chart to your email submission.

## 4.5 Project Readiness

1. **Select the system development methodology you plan to use to design and develop the new system: Hybrid**

Provide a brief description of your methodology and reason for selecting it below:

CDFW is planning on using a hybrid (waterfall/agile) methodology. The overall project will follow the waterfall methodology due to the requirements of the contract; the planning and discovery activities will use the waterfall approach which allows thorough upfront planning. The system development and testing activities will use an agile approach.

Describe below the Agency/state entity's past project experience using the system development methodology selected. If this methodology has never been used before, describe the training and staff development that will be provided to prepare staff to utilize this methodology.

CDFW has project management and implementation experience with agile, waterfall and hybrid methodologies. CDFW currently has two CDT reportable projects in execution that are using the same methodology: Digital Evidence Management System – In-Car Camera System (DEMS – ICCS) 3600-079 and Environmental Review Permitting (ERP) 3600-081.

2. **Has the Agency/state entity engaged the Office of Technology Services (OTech) for capacity planning and the development of the solution delivery timeline?**

[Not applicable](#)

If "No," and data center capacity planning and alignment services are needed, explain below the reason OTech has not been engaged and what is the alternative plan:

[CDFW will not leverage OTech services for this solution.](#)

3. **Have resource commitments been obtained for all those identified in the Resource Management Plan? Yes**

If "No," explain below why commitments have not been obtained and the plan to mitigate this risk:

[Click or tap here to enter text.](#)

4. Does the Resource Management Plan ensure resources are sufficiently committed to perform project activities if they are also committed to other responsibilities?

Yes

If "No," explain below how sufficient resource levels will be maintained for all project activities:

[Click or tap here to enter text.](#)

5. Have all identified project leads received at a minimum basic project management training?

Yes

If "No," explain how the Agency/state entity will educate the project team leads on project management basics:

[Click or tap here to enter text.](#)

## 4.6 Business Objective Valuation

1. Attach the Requirements/Backlog Baseline and/or Deliverables Baseline to your email submission.
2. Insert your Objectives (ID, Objective, Metric, Baseline, and Target Result) from Stage 1 Section 1.7, along with changes and reason for changes, and assign a percent score value to each. The total of all scores should be 100%.

Objective ID: 1

Objective: Increase efficiency in data processing and workflows (e.g., data review, data entry, mapping, automated processing tools, element management, prioritization), ultimately resulting in a reduction of the unprocessed data backlog.

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: Number of unprocessed backlog.

Baseline: Number of unprocessed backlog before MODS is deployed.

Target Result: 10% decrease or more after the first year of deployment.

Valuation: [Click or tap here to enter text.](#)

Objective ID: 2

Objective: Create a system to store/preserve species information, (e.g., creation of an observation data system, species taxonomy, element database history).

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: System to store and preserve species observations information.

Baseline: No system to store and preserve species observations information.

Target Result: A working system to store and preserve species observations information.

Valuation: [Click or tap here to enter text.](#)

### Objective ID: 3

Objective: Expand and improve the data submission interface to include use of standardized fields and bulk upload capabilities. This will result in efficient data submission for external users and cleaner data for internal review.

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: [Data submission interface.](#)

Baseline: [Interface with limited standardized fields and no bulk upload capabilities.](#)

Target Result: [A working interface with standardized fields and bulk upload capabilities.](#)

Valuation: [Click or tap here to enter text.](#)

### Objective ID: 4

Objective: Improve internal quality control and editing efficiencies by 10% from current levels, including capabilities to review and edit new or existing element occurrences or observation data.

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: [Quality-checked element occurrences or observation data.](#)

Baseline: [Number of quality-checked element occurrences and observation data per month before MODS is deployed.](#)

Target Result: [A minimum of 10% increase per month on quality-checked element occurrences and observation data after MODS is deployed.](#)

Valuation: [Click or tap here to enter text.](#)

### Objective ID: 5

Objective: Advance observation data access, data viewability, and custom or standard query capabilities by users, as well as internal metric reporting and management.

Change and Reason for Change from Stage 1: [Click or tap here to enter text.](#)

Metric: [System on observation data access and reporting.](#)

Baseline: [No system capability on observation data access and reporting.](#)

Target Result: [A working system with advanced observation data access and reporting capability.](#)

Valuation: [Click or tap here to enter text.](#)

**TIP:** *Copy and paste or click the + in the lower right corner of the above seven fields to add multiple objectives.*

## 4.7 Schedule Baseline

### 1. Schedule Summary

#### Project Execution Start Dates

Proposed Project Start Date (from most recently approved schedule/roadmap, most likely Stage 2): [6/5/2024](#)

Baseline Project Start Date (Stage 4): [6/2/2025](#)

Variance between most recently approved schedule (most likely Stage 2), and Baseline Cost (Stage 4): [12 months](#)

#### Project End Dates

Proposed Project Finish Date (from most recently approved schedule/roadmap, most likely Stage 2): [6/4/2026](#)

Baseline Project Finish Date: [2/22/2028](#)

Variance between most recently approved schedule (most likely Stage 2), and Baseline Cost (Stage 4): [21 months](#)

### 2. Reason(s) for Variances Provide reasons for any date variances:

Project start date variance: The procurement process was extended by the withdrawal of the initial RFP and the pre-solicitation activities that were not included in the proposed Stage 2 project roadmap. The technical evaluation and negotiation processes took longer than expected by CDFW OSTP and CDFW.

Project finish date variance: Impacted by the start date variance and the extension of the duration of project activities from 24 months to 30 months.

### 3. Master Schedule and Key Milestones

Attach Master Schedule with highlighted Key Milestones to your email submission.

## 4.8 Cost Baseline

Is the Cost Management Plan complete, approved by the designated Agency/state entity authority, and available for the Department of Technology to review? Choose: 'Yes,' 'No,' or 'Not Applicable.' If 'No' or 'Not Applicable,' provide the artifact status in the space provided.

### 1. Cost Management Plan (Approved): Yes

Status:

### 2. Cost Summary

**Total Planning Cost (One-Time)**

Estimated Proposed Cost (from most recently approved FAW, most likely Stage 2):  
**\$1,309,762**

Baseline Cost (Stage 4 FAW): **\$2,403,826**

Variance between most recently approved FAW (most likely Stage 2), and Baseline Cost (Stage 4): **\$1,094,064**

### **Total Project Cost (One-Time)**

Estimated Proposed Cost (from most recently approved FAW, most likely Stage 2):  
**\$4,578,545**

Baseline Cost (Stage 4 FAW): **\$8,162,654**

Variance between most recently approved FAW (most likely Stage 2), and Baseline Cost (Stage 4): **\$3,584,109**

### **Total Future Operations IT Staff and OE&E Cost (Continuing)**

Estimated Proposed Cost (from most recently approved FAW, most likely Stage 2):  
**\$515,546**

Baseline Cost (Stage 4 FAW): **\$754,608**

Variance between most recently approved FAW (most likely Stage 2), and Baseline Cost (Stage 4): **\$239,062**

### **Total Cost**

Estimated Proposed Cost (from most recently approved FAW, most likely Stage 2):  
**\$6,403,853**

Baseline Cost (Stage 4 FAW): **\$11,321,089**

Variance between most recently approved FAW (most likely Stage 2), and Baseline Cost (Stage 4): **\$4,917,236**

### **Annual Future Operations IT Costs (Annual M&O)**

Estimated Proposed Cost (from most recently approved FAW, most likely Stage 2):  
**\$344,450**

Baseline Cost (Stage 4 FAW): **\$585,480**

Variance between most recently approved FAW (most likely Stage 2), and Baseline Cost (Stage 4): **\$241,030**

*TIP: Baseline costs match the Stage 4 Financial Analysis Worksheet (FAW).*

Reason(s) for Variances

**Provide reasons for any cost variances:** The planning costs increased due to the withdrawal of the initial RFP and the pre-solicitation activities that were not included in the schedule and not accounted for in the Stage 2 FAW. The technical evaluation and negotiation processes took longer than initially expected by CDFW OSTP and CDFW. MODS is a complex solution that will be hosted on the CDFW Azure environment; therefore, it will require more CDFW resources than anticipated in Stage 2 to participate in the solution implementation and in the on-going support of the solution; the CDFW resources are part of CNDDDB and DTD (Project Management, Operations, Security). The Stage 2 FAW did not include sufficient budget for the CDT costs through the end of the project and additional costs have been added to the Stage 4 FAW. Additionally, the IV&V contract and Business Analyst contract were not considered in Stage 2 and were added in Stage 4.

Budget Change Proposal (BCP) Summary

### 3. Budget Request ID: NA

Budget Request Year (0000-00): NA

Requested Amount (specific to the project): NA

Status: [Choose an item.](#)

Budget Bill Language (if supported):

*TIP: Copy and paste or click the + button in the lower right corner to add BCPs as needed (e.g., Planning and Project related).*

Financial Analysis Worksheets (Baseline)

**Attach Final FAWs** to your email submission.

## 4.9 Primary Solicitation Results

1. **Attach** the approved Evaluation and Selection Report for the primary solicitation to your email submission.
2. **Attach** the proposed contract resulting from the primary solicitation to your email submission.
3. **Was one of the viable solutions in Stage 2 selected for final contract award?** [Yes](#)

If “No”, please describe:

[Click or tap here to enter text.](#)

4. **Selected Vendor Name:** [Timmons Group Inc.](#)

5. **Contract Number:** [P2484007](#)

- a. Contract Start Date: [5/12/2025](#)
- b. Contract End Date: [5/11/2028](#)

6. **Total Contract Cost (without optional years):** [\\$3,094,850](#)

- a. Optional Years (Number of Months): [24 months](#)

7. **Total Cost of Optional Years: \$481,680**
8. **Total Contract Cost (with optional years): To not exceed \$3,914,755.00 (base contract, optional years, optional software).**

Are the following Project Management Plan Drafts approved by the designated Agency/state entity authority and available for the Department of Technology to review? **Choose:** 'Yes,' 'No,' or 'Not Applicable.' If 'No' or 'Not Applicable,' provide the artifact status in the space provided. These plans may be completed with the selected primary vendor.

1. **Configuration Management Plan (Draft):** No

Status: To be provided by the contractor as part of the project deliverables.

2. **Data Management Plan (Draft):** Yes

Status: See Data Migration Plan.

3. **Maintenance and Operations Transition Management Plan (Draft):** Yes

Status: Refer to MODS Project Management Plan v6.0 section 21.6

## 4.10 Risk Register

**Attach** Risk Register to your email submission.

**End of Stage 4 Project Readiness and Approval Document.**

**Please ensure ADA compliance before submitting this document to CDT.**

**When ready, submit Stage 4 and all attachments in an email to [ProjectOversight@state.ca.gov](mailto:ProjectOversight@state.ca.gov).**

*TIP: Use the Gate 4 Project Readiness and Approval Evaluation Scorecard ([SIMM Section 19-D](#)) as an internal tool to ensure a quality submission.*

### Department of Technology Use Only

**Original “New Submission” Date:** [5/19/2025](#)

**Form Received Date:** [5/19/2025](#)

**Form Accepted Date:** [5/19/2025](#)

**Form Status:** [In Analysis](#)

**Form Status Date:** [5/19/2025](#)

**Form Disposition:** [Choose an item.](#)

**Form Disposition Date:** Click or tap to enter a date.