

STATE OF CALIFORNIA
Budget Change Proposal - Cover Sheet
 DF-46 (REV 07/23)

Fiscal Year 2024-25	Business Unit Number 0820	Department Department of Justice
Hyperion Budget Request Name 0820-082-BCP-2024-MR		Relevant Program or Subprogram California Justice Information Services Division/Hawkins Data Center

Budget Request Title
 Firearms IT Systems Modernization Project

Budget Request Summary
 The Department of Justice (DOJ) requests \$3,922,000 General Fund and 8.0 positions in 2024-25 and \$1,204,000 in 2025-26 and ongoing to continue the project approval lifecycle process and address ongoing workload pertaining to the Firearms Information Technology System Modernization Project.

Requires Legislation (submit required legislation with the BCP) <input type="checkbox"/> Trailer Bill Language <input type="checkbox"/> Budget Bill Language <input checked="" type="checkbox"/> N/A	Code Section(s) to be Added/Amended/Repealed Click or tap here to enter text.
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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 Veronica Gilliard, Chief/CIO	Date 2/8/2024
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For IT requests, specify the project number, the most recent project approval document (FSR, SPR, S1BA, S2AA, S3SD, S4PRA), the approval date, and the total project cost.

Project No. 0820-228 **Project Approval Document:** Stage 1 Business Analysis

Approval Date: 6/23/2020 **Total Project Cost:** TBD

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 5/14/2024	Reviewed By Veronica Gilliard, Chief/CIO	Date 5/14/2024
Department Director Chris Ryan	Date 5/14/2024	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

Principal Program Budget Analyst Emma Jungwirth	Date submitted to the Legislature 5/14/2024
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A. Problem Statement

The Department of Justice (DOJ), California Justice Information Services Division (CJIS), requests \$3,922,000 General Fund in 2024-25 and 8.0 positions and \$1,240,000 in 2025-26 and ongoing to support solution planning, development of the solution procurement, solution procurement evaluations, selection of a solution vendor, and implementation preparation activities. This request will impact support activities for the California Department of Technology (CDT) Project Approval Lifecycle (PAL) Framework, Stage Three.

Background/History

The State of California leads the way in balancing the constitutional right to bear arms with the need for public safety. Between January 2019 and the Fall of 2023, 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 public safety issues is of critical importance to the Bureau of Firearms (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 Process Domains and sub-processes, in response to firearms laws and the needs of California citizens. 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, LEAs, and the firearms industry, 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, firearm dealers, ammunition vendors, manufactures, instructors, and the public, have reached their end-of-life.

The 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 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 systems require significant resources to make even a small change as a result of a legislative action, for example such as changing the minimum firearm purchasing age from 18 to 21.

The current firearms systems and architecture are in attrition. Therefore, this FITSM development framework will provide a path to enable DOJ to respond to changing business needs and legislative mandates efficiently and, in a cost-effective manner.

For example, the Legislature passed Chapter 25, Statutes of 2019 (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 (DOF) and the Legislature and noted in the annual report.

The DOJ has conducted market research and has determined the modernization of all firearms systems will be addressed through a custom solution. The FITSM Project is planning and forecasting resources that would be necessary to develop and implement a dynamic and adaptable solution to meet existing needs and statutory mandates. Modernizing the affected processes and 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 modernize the firearms systems into a more sustainable and flexible solution consisting of two primary systems: external (publicly accessible) and internal (DOJ-only accessible). The planning and analysis along with security requirements will determine the system architecture feasible for DOJ.

The DOJ's CJIS, Enterprise Services Bureau (ESB), the Division of Law Enforcement (DLE), Bureau of Firearms (BOF) requested and received the following 18.0 positions and 5.0 external consultant types as part of the 2023 Budget Act.

Table 2 – Requested and Received 2023-24 positions.

Quantity	Title/Classification FY 2023-24	Division	Bureau	Project Role	Tenure
(1)	Crime Analyst III	DLE	BOF	Business SME	Permanent
(1)	Special Agent Supervisor	DLE	BOF	Business SME	Permanent
(1)	Staff Services Manager III	DLE	BOF	DOJ Business Lead	Permanent
(2)	Crime Analyst II	DLE	BOF	Business SME	Permanent
(1)	Associate Governmental Program Analyst	DLE	BOF	Business SME	Permanent
6	Total BOF Permanent Positions				
(1)	C.E.A	CJIS	ESB	Project Director	Permanent
(1)	Information Technology Manager (ITM) II	CJIS	ESB	Project Manager	Permanent
(1)	ITM I	CJIS	ADB	Technical Manager	Permanent
(1)	ITM I	CJIS	ESB	Procurement & Contract Manager (SI)	Permanent
(2)	Information Technology Specialist (ITS) II	CJIS	ADB	Technical Lead & Prototype Leads	Permanent
6	Total CJIS Permanent Positions				
(1)	ITS III	CJIS	ADB	Technical Architect	Limited-Term
(3)	ITS I	CJIS	ADB	Technical Analysts	Limited-Term
(2)	ITS II	CJIS	ADB	Technical Lead & Prototype Leads	Limited-Term
6	Total CJIS Limited-Term Positions				
18	Total FY 2023-24 BCP Positions				

Current Status

The DOJ has executed the Project Management Consultant Services and has obtained two Technical Analysts and four Business Analysts Consultant Services Contracts. The DOJ has also begun the procurement of the Data Consultant Services Contracts. The awarded contract resources have been acquired to assist the DOJ with the necessary planning and analysis to complete the Stage Two Alternatives Analysis package.

The DOJ as-is business and systems analysis has been completed, facilitating the completion of market research to determine there is only one viable solution to address the FITSM Project business, technical, and security needs. DOJ has completed Stage 2 of the project, the Alternative Analysis Planning stage, which involved conducting an analysis of all firearm business processes and supporting systems. This included market research to ultimately determine a modern solution and the timeline for the implementation of the new firearms systems. DOJ submitted the Stage 2 Alternatives Analysis to CDT for review and approval in February 2024. Due to the complexities and several challenges encountered during the analysis, the project has

experienced delays with the completion of Stage Two Alternatives Analysis. The FITSM Project previously planned to submit Stage Two Alternatives Analysis for CDT review and approvals in November 2023.

Since the approval of proposal included in the 2023 Budget Act, the FITSM Project has identified a recommended solution and planned the additional workload and resource needs that will be required to move into the Stage Three Solution Development and complete the planning stages. Permanent positions are being requested through this BCP to secure resources and ensure the FITSM Project can continue advancing. The requested positions will assist with the Maintenance and Operations of the new solution, which workloads will be determined after a solution is selected in Stages Three and Four. The FITSM Project will also be required to manage, plan, and transition any new firearms legislation chaptered during the life of the project. The additional staff and consultant resources requested through this BCP will also be responsible for coordinating and collaborating with other DOJ project teams to identify changes to FITSM Project analyses and requirements deliverables, develop a transition plan for requirements to the FITSM Project Scope and minimizing impacts to the project schedule and costs, and to ensure the full business needs at implementation are achieved for successful business continuity.

If the requested permanent positions are not approved, the FITSM Project would need to request contractor funding at an increased hourly rate to compete for the highly skilled resources required for this project and be able to mitigate risks/issues that could impact timelines as a result associated with procuring contractor services. Although the project staffing needs have increased, the DOJ has reduced the number of contractors to minimize the cost impacts and be able to support the project through the remaining PAL Stages Three and Four. Staff resources requested within this BCP would transition and continue into the Implementation/Execution Stage after Stage Four Project Approval is achieved.

The FITSM Project has initiated Business Process Re-engineering activities to prepare for the transition to the PAL – Stage Three Solution Development activities that will allow the Project to begin the planning activities required to develop the solution requirements and primary procurement to solicit, evaluate, and acquire a solution vendor.

The FITSM Project has conducted quarterly meetings with CDT Oversight and the DOF IT Consulting Unit, which have now moved to monthly meetings to discuss project statuses and collaborate on approach for the Stage Two Alternatives Analysis packaging, reviews, and approvals. The FITSM Project will continue to engage CDT and DOF through the planning activities and phases, to ensure the FITSM Project, a high complexity and high visibility project, moves through the PAL stages successfully and is prepared to transition to the Implementation/Execution phases.

Resource History

California Justice Information Services Division – Hawkins Data Center*
(Dollars in thousands)

Program Budget	2018-19	2019-20	2020-21	2021-22	2022-23
Authorized Expenditures	62,029	69,746	81,979	83,564	86,640
Actual Expenditures	60,885	71,178	85,400	87,197	84,458
Authorized Positions	323	331	347	347	348
Filled Positions	278	298	312	317	310
Vacancies	45	33	35	30	38

B. Justification

The FITSM project submitted the Stage 2 Alternatives Analysis to CDT for review and approval in February 2024. Additionally, the FITSM Project has initiated the Stage Three Solution Development (Procurement Phase) planning activities to conduct business process re-engineering, develop solution requirements and procurement, release solicitation and conduct evaluations, select solution vendor(s), and prepare for the project execution phase. The FITSM Project will utilize the Request for Proposal procurement vehicle, which will require the DOJ to develop the procurement statement of work, and procurement package that will be overseen and released by the CDT Statewide Technology Procurement team.

The FITSM Project will require staff and contract resources to develop the procurement statement of work and solution requirements, and evaluate subsequent vendor proposals, conduct negotiations, select solution vendor(s), and conduct project readiness, vendor onboarding preparation, and transition to the implementation activities after project approvals. To accomplish the aforementioned activities, the FITSM Project has re-evaluated and estimated staff and consultant needs to address additional workload related to managing and addressing the following:

- Manage and incorporate changes to FITSM Project scope and artifacts resulting from ongoing firearms legislation implemented to legacy systems through the life of the FITSM Project.
- Participate and contribute to the solution and implementation planning that includes but not limited to: business process re-engineering, data activities (data analysis, data clean-up, data architecture, data conversion, data migration, etc.), organizational change management, business process re-engineering, development of solution requirements and solution procurement.
- Define, plan, and conduct implementation preparation activities that includes but is not limited to: preparation of project repositories, artifacts, tools, policies, processes, teams, and secure funding required to award a solution contract, onboard new project state and contract staff, to ensure all required project workloads and resources are defined and secured before onboarding and ramp-up of a solution vendor to assume responsibilities for leading, overseeing, and completing assigned tasks and deliverables that will be required of state staff, primary solution and ancillary vendors.
- Conduct effective Project and Implementation Management (Governance, Risks, Issues, Requirements, Scope, Cost, Resource, Change Control, Communications, Document/Deliverable, Contract, Procurement, Data, and Schedule Management)

through remaining PAL stages and prepare processes for the Execution/Implementation stage to ensure risks and/or issues that may impact the project are identified and addressed early and timely to minimize impacts to project baselines.

The CJIS Division will require the resources defined below, beginning July 1, 2024, to support the PAL Stage Three. Additional resources are being requested to address the additional work defined in the section above. 6.0 positions were previously approved as Limited Term and are being requested to be made permanent to assist with securing talent to perform duties assigned to the various roles. The DOJ has experienced challenges with recruiting qualified candidates for its Limited Term positions, applicants are reluctant to apply for Limited Term positions and when candidates do apply, they often end up accepting permanent positions elsewhere, which leads to multiple advertisements and interviews without being able to secure resources. The FITSM Project has experienced several delays related to resource constraints, which will continue if the positions are not made permanent.

Additionally, the DOJ is requesting increased contract dollars to allow the DOJ to compete with rates being offered by other entities and be able to secure contract resources with the expertise required for a high complexity project. Furthermore, the DOJ has experienced delays in acquiring vendor services, due to resource availability and vendors responding that there are no available resources with the necessary skill sets. This has required the DOJ to conduct multiple solicitations to secure vendors that are able to address the workloads planned for consultants.

The FITSM Project will require 8.0 new positions (6.0 limited term positions becoming permanent and 2.0 new permanent positions) and four different types of external consultants, to support the FITSM Project, PAL Framework Stage Three.

Table 3 – 2024-25 Requested Positions:

Qty	Title/Classification	Project Team	Project Role
California Justice Information Services (CJIS) Division			
CJIS – Applications Development Bureau			
(1)	ITS III – Permanent (previously approved as LT)	Technical	Technical Architect
(2)	ITS II – Permanent (previously approved as LT)	Technical	Solution Development Team Members
(3)	ITS I – Permanent (previously approved as LT)	Technical	Technical Analysts
CJIS – Enterprise Services Bureau/Project Management & Procurement Branch			
(2)	ITS II – Permanent	Project Management	1. IT Project Requirements/ Scope Manager 2. IT Project Resource, Cost, Change Control Manager
8	Total CJIS Permanent Positions		

CJIS Application Development Bureau (ADB) Position Request:

One (1) ITS III – Technical Architect, Permanent, beginning July 1, 2024

This position was approved as Limited Term in 2023-24, which DOJ has experienced challenges recruiting and hiring. The FITSM Project requests for the previously approved Limited Term ITS III – Technical Architect be made permanent to assist with securing resources to perform key duties required to complete the remaining planning stages and transition into the Implementation/Execution phases. The Technical Architect will perform as the FITSM Project Technical Architect. The Technical Architect will be responsible for collaborating with the FITSM Project Team to ensure technical documentation, diagrams, and materials accurately define the firearms systems architecture and future needs for identifying and securing a viable long-term solution. The Technical Architect will be responsible for directing, overseeing, and reviewing project and contractor artifacts and deliverables to ensure quality and accuracy. The Technical Architect will be responsible for working closely with the FITSM Project Teams, understanding the

FITSM Project business and technical needs, participate in working sessions, provide input and feedback for development of quality artifacts and deliverables, and ensure the solution is developed and implemented appropriately and successfully. The Technical Architect will provide strategic direction and will define software development standards for coding, security, Continuous Integration/Continuous Deployment, DevOps best practices to automate processes 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 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 the customer's expectations.

Two (2) ITS II – Solution Development Team Members, Permanent beginning July 1, 2024

These positions were approved as Limited Term in 2023-24, which the DOJ has experienced challenges recruiting and hiring. The FITSM Project requests for the previously approved Limited Term ITS II positions be made permanent to ensure resources can be secured to perform key duties. The Solution Development Team Members will perform as Technical Experts. The Technical Experts will be responsible for performing the technical activities required to develop the Stage Three 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 17 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 are 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 making 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 that 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.

Three (3) ITS I – Technical Analysts, Permanent beginning July 1, 2024

These positions were approved as Limited Term in 2023-24. The Technical Analysts' responsibilities include but are not limited to: plan, coordinate, schedule, lead, and facilitate JAD Sessions and materials for the project teams that include 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 PAL Stage Three. Technical Analysts will be responsible for performing as DOJ SMEs 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 Technical Analysts 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 Modernization, provide input and draft, develop and present proposed changes to existing IT policies, and recommend new policy needs to support this effort.

The Technical Analysts 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. The Technical Analysts will consolidate and analyze all requirements gathered and produce documentation including but not limited to use cases, business rules, report specifications, and test cases. Additionally, they will prepare presentations and demonstrate system functionality to BOF stakeholders to ensure the system and client expectations remain aligned through all phases of the project.

CJIS ESB / Project Management & Procurement Branch Position Request:

One (1) ITS II – Requirements and Scope Manager, Permanent, beginning July 1, 2024

The Requirements and Scope Manager will be responsible for managing the approved FITSM Project Scope that includes thirty-four (34) business process domains and sub-processes and seventeen (17) supporting systems. The Requirements and Scope Manager will be responsible for establishing and implementing processes and practices that will ensure the integrity of all approved project requirements/user stories for all impacted business processes, functions, supporting and interfacing systems. This position will be responsible for coordinating and collaborating with the project teams to define, establish, and implement requirements/user stories and scope management methodologies, processes, and plans that will be applied and adhered to by all project staff.

This position will be responsible for participating in the solution requirements development activities, directing and guiding the FITSM Project Team on the overall requirements gathering, user story development, documentation, mapping, and management efforts, and establishing the appropriate requirements management tool(s) (i.e., requirements traceability matrix, repository, etc.) and processes that provide the capability to support a high volume of requirements, which are anticipated for the FITSM Project. This position will be responsible for defining and establishing processes for establishing, managing, and controlling requirements baselines, preparing, and packaging the CDT PAL Requirements Deliverables. This position will be responsible for coordinating and collaborating with the Project Manager, Project Team, and Change Control Manager to ensure change control processes and escalation processes support effective management and control of changes proposed to requirement and Scope baselines. This position will be responsible for leading and providing guidance to the Project Team on the

methodologies that will be utilized for requirements elicitation, definition, tracing, management, and control throughout the project phases.

This position will be responsible for collaborating and coordinating with the Project Team to establish methodologies, processes, and plan for managing and controlling the overall project scope that includes the business and technical scope and the ongoing Legislative changes that will be addressed by the FITSM Project. This position will be responsible for overseeing, managing, and ensuring scope changes are processed through the appropriate change control and governance decision making processes. This position will be responsible for leading the implementation of approved scope changes and will verify and validate scope changes impacting requirements are accurately implemented and approved.

One (1) ITS II – Cost, Resource, and Change Control Manager, Permanent, beginning July 1, 2024

This position will perform as the Project Cost, Resource, and Change Control Manager. The ITS II will be responsible for collaborating and coordinating with key stakeholders, internal and external budget entities on the planning, coordinating, and securing resources and establishing a budget for the FITSM Project. This position will be responsible for collaborating with the Project Management Consultant resource and the Project Team to coordinate and plan the resource and funding needs that will support the remaining planning and implementation of the FITSM Project. This position will be responsible for managing and controlling approved budgets, resources, and expenditures to ensure the project achieves goals and objectives. This position will be responsible for coordinating acquisition, recruitment, and hiring of Project Team resources with the Project Procurement and Contract managers, Project Business Manager, and Technical Manager. The ITS II will be responsible for updating and implementing the FITSM Project Cost, Resource, and Change Control Management processes and plans, in preparation for the implementation phase, to ensure effective management and control of secured resources and funding are applied for accurate tracking and reporting. This position will be responsible for managing, maintaining, updating, and securing approvals for project Fiscal Analysis Worksheets.

This position will be responsible for developing and establishing estimation processes that must be applied for change requests, which request changes to approved and baselined project resources and costs. The ITS II will be responsible for performing IT project resource and budget forecasting activities for expense categories (personal services, general expense, consulting services, IT infrastructure, and redirected costs) for project needs. This position will conduct impact analysis for fiscal impacts resulting from risks, issues, changes to project scope, schedule, and resources. This position will coordinate with the Project Manager and team leads to ensure contract burn down registers, to ensure total invoices across all FITSM Project contracts do not exceed total awarded contract values.

This position will be responsible for updating and establishing project configuration and change control processes, templates, and plan that will support the Stage Three. This position will be responsible for collaborating and coordinating with the Project Team to establish the configuration items list that will be managed and maintained through the implementation phase and the thresholds and escalation processes for all change requests. This position will be responsible for establishing, managing, maintaining, and reporting the project change control log for change requests. This position will be responsible for coordinating and establishing, managing, and maintaining the Change Control Board processes, meetings, escalations, and documentation.

Table 4 – Contract Requests:

The FITSM Project requests funding to support previously approved contract resource types and new contract types., and the required and continuing CDT interdepartmental services.

Quantity	Title/Classification	Project Role
(1)	Project Management Consultant Services (PMCS)	Project Management Consultant Services
(2)	Business Solution Analysts	Business Solution Analyst Consultants
(1)	Data Consultants	Data Consultants

CDT Project Approval and Independent Project Oversight / Statewide Technology Procurement - \$439,296 (July 1, 2024 – June 30, 2025)

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. Per the CDT Project Approvals and STP costs will be billed on an hourly basis.

Hours Needed: 2,112 (based upon 12 months at 176 hours per month)

Hourly Rate: \$208.00 (Assumes CDT STP services will increase during Stage Three and CDT Oversight will continue to be minimal. May require an increase if CDT Oversight increases participation.)

One (1) PMCS - \$528,000 (July 1, 2024 – June 30, 2025)

The PMCS resources will assist in the performance in all 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 Master Project Schedule, tasks, risks, and issues 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 in accordance with the CDT PAL process. The PMCS needs for the remaining planning stages will need to be re-evaluated if the requested staff resources are not approved.

Hours Needed: 2,112 (based upon 12 months at 176 hours per month)

Hourly Rate: \$250.00

Two (2) Business Analysts - \$1,056,000 (July 1, 2024 – June 30, 2025)

The Business Analyst Team will be responsible for planning, leading and facilitating business process re-engineering sessions, documenting the long-term vision, updating business analysis and process documentation that include business rules and requirements. In addition, the consultants will be responsible for collaborating and coordinating with the Business Team to identify, examine, document, and prioritize 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 Stage Three. 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 and report progress and status to the FITSM Project Team. The team will also collaborate with Technical and Data Analysts to align business processes with data, technical, and systems requirements. The Business Analyst needs for the remaining planning stages will need to be re-evaluated if the requested staff resources are not approved.

Hours Needed: 2,112 per consultant for a total of 4,224 hours (based upon 12 months at 176 hours per month per consultant)

Hourly Rate: \$250.00

One (1) Data Consultant - \$634,000 (July 1, 2024 – June 30, 2025)

The Senior Data Consultant will lead 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.

The Data Analyst Consultant is responsible for analyzing, processing, and modeling data and then communicating the results to inform actionable plans and decisions for the organization. The Consultant will exercise judgement on selecting the most appropriate method(s) to analytical questions and supporting data, and translating methods to a lay audience.

Hours Needed: 2112 hours (based upon 12 months at 176 hours per month)

Hourly Rate: \$300.00

C. Departmentwide and Statewide Considerations

California Penal Code section 11106 requires DOJ to maintain a registry of the sale and transfer of all firearms in the state. The DROS is the system used by 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.

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 can 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.

Chapter 25, Statutes of 2019 (SB 94) requires 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 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.

D. Outcomes and Accountability

The outcome of this effort will allow the FITSM project to continue with efforts for PAL Stage Three, as well as solution and solicitation development. The DOJ has conducted market research and has determined the modernization of all firearms systems will be addressed through a custom solution. The custom solution will be more efficient and increase scalability, supportability, and maintainability for the DOJ Firearms systems. The custom solution 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, will 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. Implementation Plan

Upon approval of this request, DOJ will immediately begin the hiring process for the new permanent positions and processing procurements for external consultants to proceed with the PAL Framework for Stage Three on the FITSM Project.

F. Supplemental Information

N/A.

BCP Fiscal Detail Sheet

BCP Title: Firearms IT Systems Modernization Project

BR Name: 0820-082-BCP-2024-MR

Budget Request Summary

Personal Services

Personal Services	FY24 Current Year	FY24 Budget Year	FY24 BY+1	FY24 BY+2	FY24 BY+3	FY24 BY+4
Positions - Permanent	0.0	8.0	8.0	8.0	8.0	8.0
Total Positions	0.0	8.0	8.0	8.0	8.0	8.0
Earnings - Permanent	0	1,240	1,240	1,240	1,240	1,240
Total Salaries and Wages	\$0	\$1,240	\$1,240	\$1,240	\$1,240	\$1,240
Total Personal Services	\$0	\$1,240	\$1,240	\$1,240	\$1,240	\$1,240

Operating Expenses and Equipment

Operating Expenses and Equipment	FY24 Current Year	FY24 Budget Year	FY24 BY+1	FY24 BY+2	FY24 BY+3	FY24 BY+4
539X - Other	0	2,682	0	0	0	0
Total Operating Expenses and Equipment	\$0	\$2,682	\$0	\$0	\$0	\$0

Total Budget Request

Total Budget Request	FY24 Current Year	FY24 Budget Year	FY24 BY+1	FY24 BY+2	FY24 BY+3	FY24 BY+4
Total Budget Request	\$0	\$3,922	\$1,240	\$1,240	\$1,240	\$1,240

Fund Summary

Fund Source

Fund Source	FY24 Current Year	FY24 Budget Year	FY24 BY+1	FY24 BY+2	FY24 BY+3	FY24 BY+4
State Operations - 0001 - General Fund	0	3,922	1,240	1,240	1,240	1,240
Total State Operations Expenditures	\$0	\$3,922	\$1,240	\$1,240	\$1,240	\$1,240
Total All Funds	\$0	\$3,922	\$1,240	\$1,240	\$1,240	\$1,240

Program Summary

Program Funding

Program Funding	FY24 Current Year	FY24 Budget Year	FY24 BY+1	FY24 BY+2	FY24 BY+3	FY24 BY+4
0445010 - O. J. Hawkins Data Center	0	3,922	1,240	1,240	1,240	1,240
Total All Programs	\$0	\$3,922	\$1,240	\$1,240	\$1,240	\$1,240

Personal Services Details

Positions

Positions	FY24 Current Year	FY24 Budget Year	FY24 BY+1	FY24 BY+2	FY24 BY+3	FY24 BY+4
-	0.0	0.0	0.0	0.0	0.0	0.0
VR00 - Various	0.0	8.0	8.0	8.0	8.0	8.0
Total Positions	0.0	8.0	8.0	8.0	8.0	8.0