July 15, 2020

The Honorable Holly J. Mitchell, Chair
Joint Legislative Budget Committee
1020 N Street, Room 553
Sacramento, CA 95814

The Honorable Anthony J. Portantino, Chair
Senate Appropriations Committee
State Capitol, Room 2206
Sacramento, CA 95814

The Honorable Lorena Gonzalez, Chair
Assembly Appropriations Committee
State Capitol, Room 2114
Sacramento, California 95814

Dear Chairpersons Mitchell, Portantino, and Gonzalez:

Attached is my office's quarterly report on the progress of the CAL-ACCESS Replacement
System Project, in accordance with Government Code section 84602(c). Previous reports are
posted on the Secretary of State's office website at www.sos.ca.gov/administration/agency-
reports/cal-access-replacement-project-cars-agency-reports. If you have any questions about
this report, please feel free to contact me at (916) 653-7244, or have your staff contact my Chief
of Legislative Affairs, Tiffany Mok, at (916) 695-1686.

Sincerely,

Alex Padilla
Secretary of State

Attachment

Introduction

In September of 2016, the Governor signed into law Senate Bill (SB) 1349, the Political Reform Act of 1974: Secretary of State: online filing and disclosure system. The bill requires the Secretary of State, in consultation with the Fair Political Practices Commission (FPPC), to develop and certify for public use an online filing and disclosure system for campaign statements and reports that provides public disclosure of campaign finance and lobbying information in a user-friendly, easily understandable format.

The law calls for the Secretary of State to submit a report to the chairs of the Joint Legislative Budget Committee and the fiscal committees of the Legislature on or before December 31, 2017, and on or before every April 15, July 15, October 15, and January 15 thereafter, that certifies whether changes are anticipated to the project's scope, schedule, or budget and any problem that is considered a risk to the project's completion according to the approved project schedule and budget.

CAL-ACCESS Replacement System Project Status – July 2020

Below is a summary of the Secretary of State's efforts on the CAL-ACCESS Replacement System (CARS) project for this reporting period.

New System Integrator

The Secretary of State implemented two strategic changes to address project issues and technology deficiencies: a pivot to the Salesforce platform and the issuance of a Stop Work Order to the prior System Integrator (SI). Subsequently, the SOS released a competitive bid process to procure SI services for the configuration and implementation of the Salesforce solution along with accompanying software. The new SI team was selected, on-boarded and has begun working within the Salesforce environments procured earlier this year. The SI has California State Government experience, including the recent implementation of the Salesforce platform for a State agency in Sacramento.

Scope, Schedule and Budget

Scope: No change in scope of the project is being considered nor has there been a change in scope since the release of the Request for Offer and the formation of the current contract.

Schedule: Considering the change to a new SI and the potential risks identified below, the SOS will continue to monitor any future impacts to schedule. None have been realized during this reporting period.

Budget: The SOS does not foresee a change in the budget request for the project. We anticipate accomplishing all project implementation activities within our budget.

The SOS be evaluating the costs of Maintenance and Operations (M&O) and we anticipate that a budget request will be made to sustain the CAL-ACCESS program once all architecture and licensing costs for M&O are identified.

Implementation Plan

The CARS SI has a developed a draft schedule for the CAL-ACCESS implementation, with the final schedule due to be delivered to the SOS on the same date as this report, July 15, 2020.

The following key project milestone dates were extracted from the draft schedule:

Project Stages	Milestone	Dates	Status
Alternatives Analysis	Complete Alternatives Analysis	11/2016	Complete
Solution Development	Refine Business Requirements and initiate project management and procurement plans (data governance; communications; issue/risk management; project; and contract management.)	12/2016 – 07/2017	Complete
	Release Request for Solicitation	08/2017	Complete
Project Readiness and Approval - Relaunch	Evaluate final Vendor responses	5/2020	Complete
	Award Contract	5/2020	Complete
Initialization and Planning - Relaunch	Develop Project Management related plans and Integrated Project Schedule	6/2020 – 7/2020	In progress
Design Development & Implementation	Requirements Validation	6/2020 – 7/2020	In progress
	Design and Development	7/2020 – 12/2020	In progress
	Develop Remaining Development Related Project Plans	7/2020 – 01/2021	In progress
	Training and Testing	7/2020 – 2/2021	Not started
	Implementation	12/2020 - 2/2021	Not started
Maintenance and Operations	First Year Operation and Closeout	3/2021 - 2/2022	Not started

During this reporting period, the SOS, the State and the entire United States has encountered the COVID-19 pandemic resulting in a change in work environments and conditions. Further, the budget impact of COVID-19 had a significant impact to the economy and resulted in the implementation of a 9.3% reduction in pay for state workers, that will be managed by the Personal Leave Plan (PLP). These two statewide events have not significantly had a negative impact to the schedule; however, the team is monitoring these activities as additional information and guidance is released related to COVID-19 and the administration of the PLP.

Project Risks

Pursuant to Cal. Government Code §84602(c)(2) the potential risks from COVID-19 and the PLP have been identified and the project team will continue working to mitigate their impact and realization. The SOS Management has prioritized this project because of its significance and all efforts will be made to minimize project impacts to ensure the successful implementation of the CARS project.