



# SHIRLEY N. WEBER, Ph.D.

## CALIFORNIA SECRETARY OF STATE

Executive Office | 1500 11<sup>th</sup> Street | Sacramento, CA 95814 | Tel 916.653.7244 | [www.sos.ca.gov](http://www.sos.ca.gov)

July 15, 2022

The Honorable Nancy Skinner Chair  
Joint Legislative Budget Committee  
State Capitol, Room 553  
Sacramento, CA 95814

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

The Honorable Phil Ting, Vice Chair  
Joint Legislative Budget Committee  
State Capitol, Room 553  
Sacramento, CA 95814

The Honorable Chris R. Holden, Chair  
Assembly Appropriations Committee  
1021 O Street, Suite 8220  
Sacramento, California 95814

Dear Chairpersons Skinner, Ting, Portantino, and Holden:

Attached is the Secretary of State's quarterly status 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](http://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 Margie Hieter, Acting Division Chief, Political Reform Division, at (916) 517-8609 or Erric Garris, Deputy Secretary of State, Legislative Affairs, at (916) 653-6774.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shirley N. Weber".

Shirley N. Weber, Ph.D.  
Secretary of State

Attachment

## **Introduction**

Senate Bill 1349 (*Hertzberg – Ch. 845, Stat. of 2016*) requires the Secretary of State (SOS), in consultation with the Fair Political Practices Commission, 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.

During this past quarter (April 2022 – through June 2022), the CAL-ACCESS Replacement System CARS Project started pre-planning and planning activities as recommended in the Independent Assessment report delivered to the SOS' Office at the end of December 2021. A summary of activities currently underway are: (1) adopt the budget, schedule, and resource estimates provided in the Independent Assessment as a baseline and update them according to the SOS' operational and staff resources needs; (2) engage in a thorough project planning and procurement process; (3) seek assistance from the California Department of Technology (CDT) in both advisory and oversight roles to decrease project risk; (4) engage in data readiness activities with CDT, and (5) utilize a combination of staffing expertise that includes existing SOS staff and CDT's advisory and oversight support.

## **Progress for the Period of April 2022 through June 2022**

The CARS Project made the following progress this past quarter:

- The project team continues to update the Go Forward Strategy (Remediation Plan) that serves as the foundational document for the project planning activities and will be finalized next month. This document will be used to create a Project Charter and Project Governance.
- A Request for Offer to acquire contractor resources is underway and is expected to be released in August 2022. Once the contractor resources are acquired, it will allow four critical project planning workstreams to start: (1) the System Integrator Request for Proposal; (2) business process reengineering and optimization; (3) requirements review and update; and (4) data readiness activities.
- A Memorandum of Understanding between SOS and CDT has been finalized, and CDT has assigned staff to provide project advisory and oversight services.
- The first stage of the Project Approval Lifecycle process has started with the creation of a Stage 1 Business Analysis document currently underway with input and guidance provided by CDT advisory and oversight staff. This document is expected to receive CDT approval during August.
- CDT and SOS staff have engaged in discussions to determine the components of a data readiness strategy. Future discussions will focus on the resources and time needed to complete data readiness activities prior to onboarding a System Integration team.
- To reduce project risk related to staffing needs, the Political Reform Division, the Project Management Office, and the Information Technology Division have started the process to recruit and hire limited-term and permanent full-time staff.

## **Scope, Schedule, and Budget**

**Scope:** The scope has not changed during this reporting period.

**Schedule:** The schedule has not changed during this reporting period and includes pre-planning and planning activities that began in February 2022. A project end date is not yet known and will be developed when a System Integrator is acquired and provides an estimated project completion date. Initial planning estimates show a System Integrator onboard during March of 2024. Based on information contained in the Independent Assessment Report, project implementation is estimated at 27 months.

**Budget:** The May Revise budget included a request for \$11.3 million to acquire limited-term, permanent full-time, and contract staffing, and other project-related resources. The funding request has been approved with the following stipulations.

- \$8.03 million is immediately available to the project
- The remaining funds will become available to the project after:
  - CDT approves the Stage 1 Business Analysis
  - An update is provided to the Joint Legislative Budget Committee (JLBC)
  - The JLBC approves the project's access to the remaining funds.