



SHIRLEY N. WEBER, Ph.D.

CALIFORNIA SECRETARY OF STATE

Executive Office | 1500 11th Street | Sacramento, CA 95814 | Tel 916.653.7244 | www.sos.ca.gov

July 14, 2023

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

The Honorable Phil Ting, Vice 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 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. If you have any questions about this report, please feel free to contact me or my staff, Margie Hieter, Division Chief, Political Reform Division, at (916) 517-8609 or Erric Garris, Deputy Secretary of State, Legislative Affairs, at (916) 695-1686.

Sincerely,

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

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

Attachment

**Secretary of State's Quarterly Status Report
CAL-ACCESS Replacement System (CARS) Project
Fiscal Year 2022-23, Quarter 4: April 2023 – June 2023**

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 provide public disclosure of campaign finance and lobbying information in a user-friendly, easily understandable format.

During this past quarter (April 2023 through June 2023), the CAL-ACCESS Replacement System (CARS) Project team continued its planning activities. A summary of activities currently underway is presented below:

- Developing the Request for Proposal (RFP) document needed to acquire the CARS solution Prime Vendor. This document, and the detailed solution requirements it includes, are a part of the California Department of Technology (CDT) Project Approval Lifecycle's (PAL) Stage Three Solution Analysis (solicitation document development) effort. The project anticipates obtaining the CDT's approval of this stage and releasing the Prime Vendor RFP to the vendor community in September 2023;
 - The final PAL stage, Stage Four Project Readiness and Approval (solicitation release and vendor selection), is scheduled for CDT's approval in June 2024, after which the Prime Vendor Agreement will be executed;
- Identifying, cleansing, and validating the legacy CAL-ACCESS data prior to migrating it to a staging database in preparation for the Prime Vendor's data conversion and migration activities;
- Undertaking business process analysis activities to ensure all business workflow documents are current and ready for the Prime Vendor solicitation;
- Recruiting the remaining CARS permanent full-time staff needed to assist with the project planning and execution activities;
- Acquiring an Organizational Change Management (OCM) contractor team to assist the SOS and other CARS stakeholders with adopting the new business processes brought about by the new solution;
- Meeting regularly with both Independent Validation & Verification (IV&V) staff and the CDT project approvals and oversight staff to decrease project risk;
- Regularly convening the project's Executive Steering Committee to introduce topics that require its formal decision-making authority; and
- Formally identifying and tracking all project risks and issues at the weekly Risk and Issue Meeting.

Progress for the Period of April 2023 through June 2023

The CARS Project made the following progress this past quarter:

- Obtained the CDT's formal approval letter for the Stage Two Alternatives Analysis (S2AA) submission on May 12, 2023. Although the project submitted the completed S2AA to the CDT on schedule in February 2023, the CDT's approval was contingent upon the Department of Finance's recommendation of project funding which was included in the 2023-24 May Revise Budget.
- Executed an agreement with Sabot Technologies on April 28, 2023, for Independent Verification and Validation (IV&V) services. The IV&V contractor is providing the project with an objective third party analysis to verify that the requirements are correctly defined and validate that the system correctly implements the required functionality.
- Executed an agreement with Capitol Tech Solutions to acquire both schedule management and requirements management consultant services.
- Completed the Political Reform Division's (PRD) "Data Governance Plan" with assistance from the CDT's Data Readiness Advisor staff. The plan defines the formal governance processes for making decisions regarding PRD data, including the data that will be converted and migrated to the new CARS solution.
- Provided responses to questions asked by the Assembly Budget Subcommittee No. 4 on State Administration about the CARS Project funding within the 2023-24 May Revise Budget.
- Met monthly with external stakeholders to provide them both project updates and other information related to the legacy CAL-ACCESS.
 - On July 5, 2023, the project announced to the stakeholders that it is temporarily pausing the project's Monthly CARS Stakeholder Meeting series until the prime vendor solicitation activities are complete to ensure the integrity of the solicitation process.
 - Once project execution phase begins, the project will then resume the monthly CARS Stakeholder Meetings and will ensure stakeholder engagement in future project milestones, such as project design reviews and user acceptance testing.
 - In the interim, the SOS will provide updates on the CARS Project via its public-facing website that is accessible to all.

Scope, Schedule, and Budget

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

Schedule: The project is on schedule to meet its planning milestones. A project end date is not yet known and will be determined when a Prime Vendor is acquired and provides an estimated project completion date. Based on information contained in the CARS Independent Assessment Report, project development and implementation activities are estimated at 27 months.

Budget: The project is operating within its approved budget of \$9.13 million for FY 2022-23.

The SOS submitted the CARS Project's Spring Finance Letter (SFL) to the DOF on February 7, 2023, requesting funding for FY 2023-24, and the DOF recommended funding the project in full in the 2023-24 May Revise Budget released on May 12, 2023. The SFL included estimated costs for the remaining project planning activities and the initial months of the project execution activities. The SFL also included revised current FY estimates based on current project expenditures.