



# 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)

April 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](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 me or my staff, Margie Hieter, Acting Division Chief, Political Reform Division, at (916) 517-8609 or Erric Garris, Deputy Secretary of State, Legislative Affairs, at (916) 695-1686.

Sincerely,

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 3: January – March 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 (January through March 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 document needed to acquire the CARS solution Prime Vendor. This document and the detailed solution requirements it references are a part of the California Department of Technology (CDT) Project Approval Lifecycle (PAL) Stage Three Solution Development (solicitation document development) effort. The project is on schedule to complete this stage in November 2023.
- The final PAL stage, Stage Four Project Readiness and Approval (solicitation release and vendor selection) is scheduled for completion in June 2024;
- Identifying, cleansing, and validating the legacy CAL-ACCESS data prior to migrating it to a staging database in preparation for the Prime Vendor;
- Undertaking business process analysis activities necessary to ensure all business workflow documents are current and ready for the Prime Vendor solicitation;
- Continuing to recruit and acquire the remaining CARS permanent full-time staff and contracted project resources needed to assist with the project planning and execution activities;
- Completing the remaining steps to onboard an Independent Verification and Validation (IV&V) contractor in April 2023. The IV&V contractor will provide an objective third party analysis to verify that the requirements are correctly defined and validate that the system correctly implements the required functionality.
- Acquiring contractor services for the project's Organizational Change Management (OCM) activities. The OCM contractor will assist the SOS and other CARS stakeholders with adopting the new business processes brought about by the new solution;
- Meeting regularly with CDT in both its advisory and oversight roles to decrease project risk;
- Continue meeting monthly with external stakeholders to provide them both project updates and other information related to the legacy CAL-ACCESS;
- Regularly convening the project's Executive Steering Committee to address matters 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 January through March 2023**

The CARS Project made the following progress this past quarter:

- Submitted the project's final Stage Two Alternatives Analysis (S2AA) to the CDT on February 15, 2023. It is currently pending CDT formal approval.
- Conducted robust market research during Stage Two and analyzed the findings to determine the best solicitation approach to competitively acquire the new solution. Some of the market research activities included:
  - Release of a Request for Information document to the vendor community, and
  - Meeting with other states (including New York, Pennsylvania, and Illinois among others) and the Federal Election Commission to inquire into their online campaign filing and disclosure systems as well as their lessons learned and best practices.
- Provided CARS Project status to the Assembly Budget Subcommittee No. 4 on State Administration on Tuesday, March 28, 2023.

## **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 Independent Assessment Report, project development and implementation activities are estimated at 27 months.

**Budget:** The project is operating within its approved budget. The enacted 2022-23 Budget includes \$11.3 million General Fund to acquire limited-term, permanent full-time, and contract staffing, in addition to other project-related resources. Of the \$11.3 million total funds, \$8.03 million was made immediately available to the project on July 1, 2022. Following its quarterly update letter to the JLBC on October 14, 2022, the SOS met with the committee and informed it that the project requires only \$1.1 million of the remaining \$3.24 million for the remainder of the year based on projected expenditures. On November 22, 2022, the JLBC informed the Department of Finance that it had reviewed the notification and the revised budget proposal and approved the release of the \$1.1 million. The revised total amount approved for use in FY 2022-23 is \$9.13 million.

The SOS submitted the CARS Project Spring Finance Letter (SFL) to the Department of Finance on February 7, 2023. The SFL requests funding for FY 2023-24 which includes estimated costs for the remaining project planning activities and the initial months of the project execution activities. The SFL also includes revised current FY estimates based on current project expenditures.