

Report Title: 2020 - 2022 IT Strategic Plan

Agency: 122 Department of Planning & Budget (DPB)

Date: 6/11/2020

Current Operational IT Investments

In this section, describe the high-level strategy the agency will use to manage existing operational IT investments over the next year to 5 years. This section should align with identified Business Requirements for Existing Technology (BReTs). At minimum, please address the following questions in your description of your agency's strategy for managing existing operational IT investments:

Are there existing IT investments that will require additional funding over the next year to 5 years, such as license renewals, re-competition of current IT contracts, or system enhancements required by the Agency Strategic Plan?

If there are systems that will no longer support the agency's business needs, either through poor performance or excessive cost, how does IT leadership in the agency plan to address the issues?

If the agency does not have the staff or funding to meet increasing demand for IT services, how will IT leadership fulfill the requests?

The Virginia Information Technologies Agency (VITA) and its partners provide strategic direction for the use of technology resources for the Commonwealth. In that regard, VITA oversees the pre-selection, selection, control, and evaluation of all DPB information technology projects and procurements in support of Executive Branch Agency business objectives. The Commonwealth's Performance Budgeting System is fully implemented. The Performance Budgeting System combines under one system: budget development; budget execution; capital; strategic planning; and, performance measurement. The Department of Planning and Budget (DPB) is responsible for overseeing the operation and maintenance of the system. This is an existing investment that will require additional funding for ongoing maintenance and support and for system enhancements. The ongoing cost of this effort is paid for through rates charged to state agencies. DPB manages all contracts for services related to the maintenance and support of the PB system provided by a third party contractor. However, the non-general fund appropriation used to cover PB system expenses resides within the budget of the Department of Accounts. DPB also maintains the following systems.

1. DPB's Regulatory Town Hall is a source of information about proposed changes to Virginia's regulations, including a meetings calendar and board minutes. This site also facilitates public participation through online comment forums and an email notification service.
2. DPB's Electronic Fiscal Impact Statement System (EFIS) is used by DPB analysts and other state analysts to describe the potential cost or saving impacts of new legislative proposals during each General Assembly Session. These analyses are used by legislators and others during the decision making processes.
3. DPB's Electronic Legislative Action Summary System (ELAS) is used by authorized state users to assign, track and report on Legislative Action Summary documents.
4. DPB's Electronic Pre-session Agency Legislation (EPAL) is used by authorized state users to create, submit, review and track proposals for new legislation to be introduced in the next session of the Virginia General Assembly.

Factors Impacting the Current IT

In this section, the agency will describe the changes in their business environment that will require or mandate changes to the agency's current IT investments. These are requirements and mandates from external sources, such as other agencies or business partners, the agency's customer base, product and service providers, or new federal or state legislation or regulations. The agency must identify the business value of the change, any important deadlines that must be met, and the consequences if the deadlines are not met. In your discussion, be sure to note whether the proposed enhancements are funded or not. If the agency's existing current IT investments will not need enhancement due to requirements or mandates from external sources in the foreseeable future, the agency should enter the following text rather than leave the Factors Impacting the Current IT section blank

For each mandated change, summarize your agency's response from your Agency Strategic Plan, and is it the opinion of agency IT leadership that the IT portion of the response is adequately funded?

Do the mandated changes affect IT in other Commonwealth agencies, or in other states? If so, how?

It is the opinion of management that DPB has full staffing to support its existing IT platform and the current staffing level will continue to support the Performance Budgeting System, and other DPB platforms.

SECURITY SHARED SERVICES - DPB has signed an MOU with VITA for the security and audit service.

INTERNET UTILIZATION - DPB does not plan to increase its Internet use.

DPB Network Attached Storage
Electronic Fiscal Impact Statement System
Electronic Legislative Action Summary System
Electronic Pre-session Agency Legislation
Performance Budgeting System
Virginia Regulatory Town Hall (Town Hall)

Proposed IT Solutions

In this section, describe the high-level strategy the agency will use to initiate new IT investments over the next year to 5 years in support of the agency strategic objectives documented in your Agency Strategic Plan. The agency does not need to consider specific technologies at this time, however, the strategy should identify how the IT implementation will provide business value to the organization. This section should align with identified Business Requirements for New Technology (BRnTs). At minimum, please address the following questions in your description of your agency's strategy for initiating new IT investments:

What are the most important solutions, based on the priority assigned to the requirements by the business sponsors in your agency, and what is the approach to achieving these priority solutions?

If any new IT initiatives will be started in the upcoming budget biennium, is it the opinion of agency IT leadership that it is adequately funded?

Does the agency's current IT staff have the appropriate skill set needed to support future agency technologies? If not, what skill sets need to be acquired?

If the agency will be engaged in multiple new IT initiatives, how will agency IT staff and agency subject matter experts be used across the initiatives?

Due to limited IT security resources that most small Agencies share, the Department of Planning and Budget has signed a Memorandum of Understanding with VITA's Commonwealth Security and Risk Management for IT security and audit services. As part of the IT security services, DPB will participate in the information technology security service center that will support the information technology security needs of DPB. The resources provided by the service center shall include, but not be limited to, information technology security audits and Information Security Officer services.

For the proposed future IT solutions for the existing applications, adequate funding and technical support exists within the agency related to the Commonwealth's Performance Budgeting System, the Fiscal Impact Statement and other Electronic Legislative Systems, and the Virginia Regulatory Town Hall Web site.

Ongoing maintenance and support related to the Commonwealth's Performance Budget System will be necessary in order to maintain the existing statewide system. Funding will continue to be received through rates charged to state agencies.

Report Title: IT Strategic Plan Budget Tables

Agency: 122 Department of Planning & Budget (DPB)

Date: 6/11/2020

Current IT Services				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
Projected Service Fees	\$585,297.00	\$0.00	\$602,856.00	\$0.00
VITA Infrastructure Changes	\$0.00	\$0.00	\$0.00	\$0.00
Estimated VITA Infrastructure	\$585,297.00	\$0.00	\$602,856.00	\$0.00
Specialized Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00
Agency IT Staff	\$134,257.79	\$167,661.58	\$134,257.79	\$167,661.58
Non-agency IT Staff	\$47,468.00	\$0.00	\$47,468.00	\$0.00
Cloud Computing Service	\$0.00	\$0.00	\$0.00	\$0.00
Other Application Costs	\$0.00	\$1,833,748.00	\$0.00	\$1,873,144.00
Total	\$767,022.79	\$2,001,409.58	\$784,581.79	\$2,040,805.58
Proposed IT Investments				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
Major IT Projects	\$0.00	\$0.00	\$0.00	\$0.00
Non-Major IT Projects	\$0.00	\$0.00	\$0.00	\$0.00
Agency-Level IT Projects	\$0.00	\$0.00	\$0.00	\$0.00
Major Stand Alone IT Procurements	\$0.00	\$1,614,936.00	\$0.00	\$1,655,304.00
Non-Major Stand Alone IT Procurements	\$0.00	\$118,208.00	\$0.00	\$118,208.00
Agency-Level Stand Alone IT Procurements	\$0.00	\$0.00	\$0.00	\$0.00
Procurement Adjustment for Staffing	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$1,733,144.00	\$0.00	\$1,773,512.00
Projected Total IT Budget				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
Current IT Services	\$767,022.79	\$2,001,409.58	\$784,581.79	\$2,040,805.58
Proposed IT Investments	\$0.00	\$1,733,144.00	\$0.00	\$1,773,512.00
Total	\$767,022.79	\$3,734,553.58	\$784,581.79	\$3,814,317.58

Report Title: Business Requirements For Technology

Agency: 122 Department of Planning & Budget (DPB)

Date: 6/11/2020

BRET - Support Existing Technology Related to Performance Budgeting (PB) System	
BRT Type:	Business Requirement for Existing Technology
Date Submitted:	6/7/2019
Mandate:	Yes
Mission Critical:	Yes
Description:	
<p>The Department of Planning and Budget (DPB), the business owner of the PB System, has determined that additional support for the PB application is necessary in both years of the 2014-2016 biennium. The PB application is relatively new and DPB anticipates that additional functionality and improvements to processes will be identified in the biennium. Services provided in support of the PB application include: 1) software maintenance; 2) software sustainment; and 3) help desk services. DPB's contractor provides on-site and remote support. The PB application is funded through a nongeneral fund appropriation within the Department of Accounts. This nongeneral fund appropriation represents rates charged to state agencies for use of the system.</p> <p>There are other small IT contracts that DPB enters into with other vendors to support certain elements of the PB system. The total of these contracts on an annual basis is approximately \$500,000. Funding for these contracts also resides in the nongeneral fund budget of the Department of Accounts.</p> <p>The IT Budget Estimation Tables contained in the IT Strategic Plan list approximately \$400,000 in general fund costs related to VITA projected service fees. These costs include not only direct costs assessed to DPB but VITA support of the PB system. DPB estimates that 50 percent of the total listed in the Budget Estimation Tables is allocated directly to the PB system and paid through an appropriation (internal service fund) that resides in the Department of Accounts.</p>	
BReT DPB Logi Analytics Support	
BRT Type:	Business Requirement for Existing Technology
Date Submitted:	5/3/2019
Mandate:	No
Mission Critical:	Yes
Description:	
yearly maintenance, non-production - yearly maintenance, Logi Info Studio, Premier Support, Logi Application Health Check	
COVA BIDS Enterprise License Maintenance Renewal	
BRT Type:	Business Requirement for Existing Technology
Date Submitted:	9/17/2019
Mandate:	No
Mission Critical:	Yes
Description:	
<p>The Performance Budgeting System contract between VITA and PPC had an option in 2018 for the Commonwealth to convert to an enterprise license agreement for the BIDS software, which resulted in savings to the Commonwealth. This option was exercised last year (2018). The Commonwealth now pays an annual fee for an enterprise-wide perpetual license. The annual maintenance fee is \$298,642, before adjustments for the consumer price index (CPI). With the CPI adjustment, the license cost is \$304,017.56 in 2019.</p>	

Report Title: IT Strategic Plan Projects

Agency: 122 Department of Planning & Budget (DPB)

Date: 6/11/2020

Projects

There are no projects for this agency.

Report Title: IT Strategic Plan Procurements

Agency: 122 Department of Planning & Budget (DPB)

Date: 6/11/2020

Stand Alone Procurements:	
Procurement Name:	DPB Performance Budgeting system 2020 to 2022
Procurement Description:	Provide Operations and Maintenance support for the Performance Budgeting system. System, quality assurance and project management services for FY 20, FY21 and FY22. The estimated project costs is \$1,575,540 in FY20, \$1,614,936 in FY21, and \$1,655,304 in FY22.
Procurement Date:	7/1/2019
Procurement Name:	DPB Logi Analytics Support - Procurement 2019
Procurement Description:	Provide a 3 year contract for yearly maintenance, non-production ? yearly maintenance, Logi Info Studio, Premier Support, Logi Application Health Check
Procurement Date:	5/15/2019 Multiyear Contract