

Report Title: 2020 - 2022 IT Strategic Plan

Agency: 226 Board of Accountancy (BOA)

Date: 7/31/2020

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?

In 2017, VBOA completed procurement of a new licensing system implementation project (mission critical) to enhance access to and delivery of its services to its constituents. The primary focus of the project was to design, build and operate an Internet-based solution that facilitates the completion of CPA exam and licensure applications, the issuance and renewal of CPA licenses, and the enforcement of license standards. The project was launched in first half of 2018. Due to project management issues, this project was suspended with VITA approval in FY19. The need to update the current VBOA technology is mission critical, once a resolution has been reached, additional funding may be needed to complete the project or to restart the procurement process.

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 effect IT in other Commonwealth agencies, or in other states? If so, how?

In FY20, an interim solution was developed which included an upgrade of the current licensing system (Systems Automation) and moving to a hosted environment. VBOA has also updated their website from a Dreamweaver platform to (CMS) WordPress and moved it to a hosted environment. These efforts complement the user experience and allows the agency to manage content. Moving to a hosted environment (EO19) for mission critical functions (licensing and website) will reduce data residing on current CESC servers. Based on projected hosting and system maintenance cost, VBOA will need to request increased funding for the 20-22 biennium.

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?

Not at this time.

Report Title: Business Requirements For Technology

Agency: 226 Board of Accountancy (BOA)

Date: 7/31/2020

BReT IT Security Audit Services	
BRT Type:	Business Requirement for Existing Technology
Date Submitted:	5/30/2020
Mandate:	Yes
Mission Critical:	Yes
Description:	
To meet Commonwealth Security requirements, the Virginia Board of Accountancy has engaged into a Memorandum of Understanding (MOU) with VITA's Shared Services for IT Security Audit Services as required by Chapter 780, Item 435. Per this MOU VITA will provide an audit of VBOA's systems that will meet the requirement of VITA for performing an audit of a system.	
BReT Project Management Services	
BRT Type:	Business Requirement for Existing Technology
Date Submitted:	5/30/2020
Mandate:	Yes
Mission Critical:	Yes
Description:	
The Virginia Board of Accountancy (VBOA) has utilized a VITA state contract to obtain project management support through a staff augmentation contract to assist with the upgrade of our licensing software system. The project manager will act as the single point-of-contact with the existing vendor to ensure VBOA and the vendor meet the project plan deliverables and deadlines.	
BReT Security Services - Information Security Officer (ISO) services	
BRT Type:	Business Requirement for Existing Technology
Date Submitted:	5/30/2020
Mandate:	Yes
Mission Critical:	Yes
Description:	
To meet Commonwealth Security requirements, the Virginia Board of Accountancy has engaged VITA's Shared Security Services and entered into a Memorandum of Understanding (MOU) as required by Chapter 780, Item 435. Per this MOU VITA will perform and document Business Impact Analysis (BIA's) and System Security Plans/Risk Assessments for VBOA systems.	
BRet System Automation Maintenance Fees	
BRT Type:	Business Requirement for Existing Technology
Date Submitted:	5/30/2020
Mandate:	No
Mission Critical:	Yes
Description:	
System Automation (SA) contract VA-040901-SA includes maintenance fees for the MyLicense Office System for the Board of Accountancy. This contract also includes 4 other participating agencies. This contract covers Software Licenses, Annual Maintenance and Software Support Services.	

BReT System Automation System Maintenance and Support	
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BRT Type:	Business Requirement for Existing Technology
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Date Submitted:	5/30/2020
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Mandate:	No
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Mission Critical:	Yes
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Description:

<p>The Virginia Board of Accountancy (VBOA) has utilized a VITA contract VA-040901-SA with our existing system vendor to provide system maintenance and support for our current system (MyLicense Office). This service was previously provided by the Department of Health Professions and transferred to a new VBOA IT position; however, the position was vacated and VBOA elected to utilize contract services to provide these services.</p>

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Report Title: IT Strategic Plan Budget Tables

Agency: 226 Board of Accountancy (BOA)

Date: 7/31/2020

Current IT Services				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
Projected Service Fees	\$0.00	\$95,646.00	\$0.00	\$98,515.00
VITA Infrastructure Changes	\$0.00	\$28,494.00	\$0.00	\$26,125.00
Estimated VITA Infrastructure	\$0.00	\$124,140.00	\$0.00	\$124,640.00
Specialized Infrastructure	\$0.00	\$0.00	\$0.00	\$0.00
Agency IT Staff	\$0.00	\$0.00	\$0.00	\$0.00
Non-agency IT Staff	\$0.00	\$17,405.00	\$0.00	\$17,405.00
Cloud Computing Service	\$0.00	\$163,200.00	\$0.00	\$163,200.00
Other Application Costs	\$0.00	\$72,000.00	\$0.00	\$72,000.00
Total	\$0.00	\$376,745.00	\$0.00	\$377,245.00

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	\$0.00	\$0.00	\$0.00
Non-Major Stand Alone IT Procurements	\$0.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00

Projected Total IT Budget				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
Current IT Services	\$0.00	\$376,745.00	\$0.00	\$377,245.00
Proposed IT Investments	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$376,745.00	\$0.00	\$377,245.00

Report Title: IT Strategic Plan Projects

Agency: 226 Board of Accountancy (BOA)

Date: 7/31/2020

Projects			
VBOA Licensing System/Database			
Oversight and Governance Category: Category 2: High/Medium or High/Low or Medium/High			Investment Business Case Approval
<p>VBOA issued an RFP for a licensing and management {database} solution in March of 2016. The purpose of the RFP was to solicit sealed proposals from qualified vendors to enable the VBOA to use technology to enhance access to and delivery of its services to its constituents. The primary focus of the project is to design, build and operate an Internet-based solution that facilitates the completion of CPA exam and licensure applications, the issuance and renewal of CPA licenses, and the enforcement of license standards; and, accounts for the funds received from these activities in a user-friendly and secure manner.</p> <p>Through the RFP process, the VBOA has negotiated a contract with a vendor, and has obtained initial VITA approval to proceed with the contract. The OAG has also approved the contract for signature. The VBOA is positioned to sign the contract with the vendor upon PIA approval.</p>			
Planned Project Start Date: 12/1/2015			Planned Project End Date: 1/1/2017
Estimated Costs:	Total	General Fund	Nongeneral Fund
Project Cost	\$866,397.00	\$0.00	\$866,397.00
Estimated project expenditures first year of biennium:	\$0.00	\$0.00	\$0.00
Estimated project expenditures second year of biennium:	\$0.00	\$0.00	\$0.00
Project Related Procurements			
Procurement - VBOA Licensing System/Database			
<p>The Virginia Board of Accountancy (VBOA) is currently supported by a mission critical off-the-shelf licensing software system (MyLicense Office System) installed in 2009 which is used for licensing and enforcement of CPAs and CPA firms which includes online licensing renewals (over 26,000/year) and applications (over 1,800/year). VBOA wishes to utilize the RFP process to select a replacement system. The Estimated Procurement Cost for this procurement is based recent market analysis and guidance provided by DGIF who is finalizing a similar procurement. The estimated cost assumes a full 5-year contract period.</p>			

Report Title: IT Strategic Plan Procurements

Agency: 226 Board of Accountancy (BOA)

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Stand Alone Procurements:

There are no stand alone procurements for this agency.