

# 2024 - 2026 IT Strategic Plan

**Agency:** 122 Department of Planning & Budget

**Date:** 11/28/2023

## Current IT State

**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?**

Mission: The Department of Planning and Budget (DPB) advises the Governor on how to wisely use public resources for the benefit of all Virginians by analyzing, developing and implementing various fiscal, programmatic and regulatory policies.

Vision: DPB advises the Governor in the prudent allocation of public resources and promotes the development and implementation of fiscal, legislative and regulatory policies that maximize empowerment of Virginia's citizens and minimize their dependence on government. We serve our customers through creative, proactive, objective, accurate and timely planning, analysis and evaluation.

Values: DPB is committed to the following:

- Earning the respect, trust, and confidence of its customers, which include the Governor, the Governor's Cabinet, elected and appointed officials, state agencies, and the public.
- Allocating public resources prudently and ethically.
- Promoting objective, fiscal, legislative, and regulatory policies that benefit and protect the Commonwealth and minimize the dependence on government.

Agency Objectives:

DPB has established the following goals with related objectives to provide the overarching direction to help steer long-term outcomes. DPB has established three agency objectives for the upcoming biennium.

- Provide the highest quality financial management for the Commonwealth to protect its fiscal integrity.  
o Objective: Develop a structurally sound budget in which proposed recurring spending can be maintained by recurring revenue over time.
- Provide objective, accurate and timely information with respect to planning and evaluation of fiscal, legislative and regulatory activities, in order to enhance the efficiency and effectiveness of state government.  
o Objective: Provide timely analysis of the economic impact of proposed regulations, with the objective of designing regulations in the most efficient, effective, and least intrusive manner.
- Continue to strengthen communication and relationships with customers.

o Objective: Respond to all customer requests in a timely, efficient, and transparent manner. The accomplishment of each of these goals will help protect the state's fiscal reputation, its AAA bond rating and its status as a best-managed state.

#### AGENCY PAIN POINTS AND CHALLENGES

· Challenges around attracting talent to the workforce

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 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 third party contractors. However, the non-general fund appropriation used to cover PB system expenses resides within the budget of the Department of Accounts since they serve as the fiscal agent for the system (collecting agency payments, etc.). DPB also maintains the following systems, which reside on one common platform and were developed in-house.

1. DPB's Regulatory Town Hall gathers and maintains information about proposed changes to Virginia's regulations, including a meetings calendar and board minutes to facilitate the executive review process. 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 agencies to describe the potential cost or saving impacts of legislative proposals introduced 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 as part of the executive legislative review process.
4. DPB's Electronic Pre-session Agency Legislation (EPAL) is used by authorized state users to create, submit, review, and track the executive review process for state agency 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 effect IT in other Commonwealth agencies, or in other states? If so, how?**

It is the opinion of management that DPB has sufficient resources to support its existing IT applications and the current resources will continue to support the Performance Budgeting System, and other DPB applications. The agency does

note that it has limited resources to meet the breadth of VITA governance requirements and the complexity of VITA processes sometimes hamper ability to implement solutions as quickly as desired.

**SECURITY SHARED SERVICES** - 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 participates with the information technology security service center that supports the information technology security needs of DPB.

### **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?**

For the proposed future IT solutions for the existing applications, adequate funding and technical support exists within the agency or with its contractors 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 is necessary in order to maintain the existing statewide system. Adequate funding will continue to be received through rates charged to state agencies.

# IT Strategic Plan Budget Tables

<b>Agency:</b>	122 Department of Planning & Budget			
<b>Date:</b>	11/28/2023			
<b>Current IT Services</b>				
	<b>Costs Year 1</b>		<b>Costs Year 2</b>	
<b>Category</b>	<b>GF</b>	<b>NGF</b>	<b>GF</b>	<b>NGF</b>
<b>Projected Service Fees</b>	\$478,659.23		\$493,019.00	
<b>VITA Infrastructure Changes</b>				
<b>Estimated VITA Infrastructure</b>	\$478,659.23	\$0.00	\$493,019.00	\$0.00
<b>Specialized Infrastructure</b>				
<b>Agency IT Staff</b>	\$284,284.00		\$284,284.00	
<b>Non-agency IT Staff</b>				
<b>Cloud Computing Service</b>				
<b>Other Application Costs</b>				
<b>Total:</b>	\$762,943.23	\$0.00	\$777,303.00	\$0.00
<b>Proposed IT Investments</b>				
	<b>Costs Year 1</b>		<b>Costs Year 2</b>	
<b>Category</b>	<b>GF</b>	<b>NGF</b>	<b>GF</b>	<b>NGF</b>
<b>Major IT Projects:</b>				
<b>Non-Major IT Projects:</b>				
<b>Agency-Level IT Projects:</b>				
<b>Major Stand Alone IT Procurements:</b>	\$30,000.00	\$2,298,141.00	\$30,000.00	\$2,350,821.00
<b>Non-Major Stand Alone IT Procurements:</b>				
<b>Agency-Level Stand Alone IT Procurements:</b>				
<b>Procurement Adjustment for Staffing:</b>				
<b>Total:</b>	\$30,000.00	\$2,298,141.00	\$30,000.00	\$2,350,821.00

Projected Total IT Budget				
	Costs Year 1		Costs Year 2	
Category	GF	NGF	GF	NGF
<b>Current IT Services</b>	\$762,943.23	\$0.00	\$777,303.00	\$0.00
<b>Proposed IT Investments</b>	\$30,000.00	\$2,298,141.00	\$30,000.00	\$2,350,821.00
<b>Total</b>	<b>\$792,943.23</b>	<b>\$2,298,141.00</b>	<b>\$807,303.00</b>	<b>\$2,350,821.00</b>

# Business Requirements For Technology

<b>Agency:</b>	122 Department of Planning & Budget
<b>Date:</b>	11/28/2023

## BRET - Support Existing Technology Related to Perf

<b>BRT Type:</b>	Business Requirement for Existing Technology
<b>Requested Start:</b>	9/28/2023
<b>Mandate:</b>	Yes
<b>Mission Critical:</b>	Yes

**Description:**

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 2022-2024 biennium. 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 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.

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.

The IT Budget Estimation Tables contained in the IT Strategic Plan list approximately \$475,000 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.

## BReT DPB Logi Analytics Support

<b>BRT Type:</b>	Business Requirement for Existing Technology
<b>Requested Start:</b>	9/28/2023
<b>Mandate:</b>	
<b>Mission Critical:</b>	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

**Requested Start:** 10/1/2023

**Mandate:**

**Mission Critical:** Yes

**Description:**

The Performance Budgeting System contract between VITA and PPC has an enterprise license agreement for the BIDS software. The Commonwealth now pays an annual fee for an enterprise-wide perpetual license. The annual maintenance fee for the time period of October 1, 2023 to September 30, 2024 is \$338,908.13.

### DPB SD-WAN Upgrade

**BRT Type:** Business Requirement for Existing Technology

**Requested Start:** 3/1/2023

**Mandate:** Yes

**Mission Critical:** Yes

**Description:**

Configure existing routers to support SD-WAN capability across all agency locations. This approach prepares agency location(s) with the ability to add additional network capabilities (multiprotocol label switching (MPLS), broadband, wireless (i.e., Cradlepoint)) to take advantage of application -aware routing over private and public networks.

Three step process:

Remote internetwork operating system (IOS) software upgrade on the router.

Remote SD-WAN deployment

Circuit deployment as needed

## DPB Website Modernization

**BRT Type:** Business Requirement for New Technology

**Requested Start:** 6/15/2023

**Mandate:**

**Mission Critical:** Yes

**Description:**

The primary objective of the COV Website Modernization and the CMS Virginia.gov projects are to ensure all state sites are on a single common platform and are following required VITA, COV and 508 standards

# Commonwealth Projects $\geq$ \$250,000.00

There are no projects for this agency.

# Commonwealth Procurements >= \$250,000.00

<b>Agency:</b>	122 Department of Planning & Budget
<b>Date:</b>	11/28/2023
<b>Stand Alone Procurements:</b>	
<b>Procurement Name:</b>	Logi Three-Year Renewal
<b>Procurement Date</b>	6/1/2026
<b>Procurement Description:</b>	The agency has used Logi for many years. This is a three-year renewal under the VITA master contract. The agreement and pricing have been reviewed by Sara Hicks in VITA contracts. This is used for Performance Budgeting and other sensitive systems in DPB. This is hosted in QTS.