

# Report Title: IT Strategic Plan Summary

Agency: 122 Department of Planning & Budget

Date: 5/4/2017

## 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 and Northrop Grumman partnership (VITA\NG) provides strategic direction for the use of technology resources for the Commonwealth. In that regard, VITA\NG 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 and is the first systematic and consolidated overhaul of the state's budget system in Virginia since the early 1980's. 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 over the next year to six years 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 Project Performance Company. However, the nongeneral fund appropriation used to cover PB system expenses resides within the budget of the Department of Accounts.

DPB's Web-based Electronic Fiscal Impact Statement System and Virginia Regulatory Town Hall Web site application are long-standing applications, whereas the Commonwealth's Performance Budgeting System is relatively new.

DPB's Web-based Electronic Fiscal Impact Statement System simplifies the tracking and development of Fiscal Impact Statements (FIS). FIS are issued on bills introduced during the General Assembly sessions. FIS describe the fiscal impact of proposed legislation and are intended to aid legislators and the Governor's Office in the decision-making process. Each FIS is electronically communicated to legislative services where it is posted electronically with the legislation, and electronic copies are sent to the patron and relevant committees.

## 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 full staffing to support its existing IT platform and the current staffing level will continue to support the Performance Budgeting System, the Fiscal Impact Statement System, and the Virginia Regulatory Town Hall Web site.

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.

CLOUD APPLICATION HOSTING - DPB does not plan to use cloud application hosting at the present time.

### **IT INFRASTRUCTURE TRANSITION**

- a. There are no new projects in process.
- b. The PPC contract currently in place for the PB system is updated annually and is mandatory.
- c. Listed below are the Application Names and Databases/Datasets. The devices are located at CECS unless otherwise noted.

DPB Network Attached Storage - Virginia Performs (VAPerforms) & Electronic Fiscal Impact Statement - COVAPLCES-MSQ07

Electronic Fiscal Impact Statement System - Electronic Fiscal Impact Statement - COVAPLCES-MSQ07 & WWB00771

Electronic Legislative Action Summary System - Electronic Fiscal Impact Statement - COVAPLCES-MSQ07 & WWB00771

Electronic Pre-session Agency Legislation - Electronic Fiscal Impact Statement - COVAPICES-MSQ05, COVAPLCES-MSQ06, COVAPLCES-MSQ07 & WWB00771

Performance Budgeting System – ELAS - COVAPLCES-WEB28, COVAPLCES-WEB29, COVAPLCES-WEB30, COVAPLCES-WEB34, COVAPLCES-WEB35, COVAPLCES-WEB36, NG00111794 (At DPB), NG00111788 (At DPB), COVTESCES-MSQ05, NG00088456 (At DPB), COVTESCES-WEB08, COVTESCES-WEB12 & WAD02316

Virginia Performs - Virginia Performs (VAPerforms) - COVAPICES-MSQ05, COVAPLCES-MSQ06, COVAPLCES-WEB26, COVAPLCES-WEB27, COVAPLCES-WEB28, COVAPLCES-WEB29, COVAPLCES-WEB30, COVAPLCES-WEB34, COVAPLCES-WEB35, COVAPLCES-WEB36, COVDBICES-MSQ21, NG00111794, NG00111788, COVTESCES-MSQ05, NG00088456, COVTESCES-WEB08, WAD02316 & WWB00771

Virginia Regulatory Town Hall - Town Hall I - COVAPICES-MSQ05, COVAPLCES-MSQ06, COVAPLCES-MSQ07 & WWB00772

- d. DPB will consider application testing in advance of any transition.

## **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 VITAs Commonwealth Security and Risk Management for IT security services that will be implemented over the next three years. 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, vulnerability scans, 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 Commonwealths Performance Budgeting System, the Fiscal Impact Statement and Electronic Legislative Action Summary Systems, and the Virginia Regulatory Town Hall Web site.

Ongoing maintenance and support related to the Commonwealths 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: Strategic Plan

Agency: Department of Planning & Budget

Date: 5/4/2017

## Current IT Services

Category	Costs Year 1		Costs Year 2	
	GF	NGF	GF	NGF
Projected Service Fees	\$460,932	\$0	\$477,979	\$0
VITA Infrastructure Changes	\$0	\$0	\$0	\$0
Estimated VITA Infrastructure	\$460,932	\$0	\$477,979	\$0
Specialized Infrastructure	\$0	\$1,461,432	\$0	\$1,505,268
Agency IT Staff	\$86,000	\$114,000	\$86,000	\$114,000
Non-agency IT Staff	\$0	\$0	\$0	\$0
Cloud Computing Service	\$0	\$0	\$0	\$0
Other Application Costs	\$0	\$15,000	\$0	\$15,000
<b>Total</b>	<b>\$546,932</b>	<b>\$1,590,432</b>	<b>\$563,979</b>	<b>\$1,634,268</b>

## Proposed IT Investments

Category	Costs Year 1		Costs Year 2	
	GF	NGF	GF	NGF
Major IT Projects	\$0	\$0	\$0	\$0
Non-Major IT Projects	\$0	\$0	\$0	\$0
Agency-Level IT Projects	\$33,096	\$0	\$34,952	\$0
Major Stand Alone IT Procurements	\$0	\$0	\$0	\$0
Non-Major Stand Alone IT Procurements	\$0	\$0	\$0	\$0
Agency-Level Stand Alone IT Procurements	\$0	\$0	\$0	\$0
Procurement Adjustment for Staffing	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$33,096</b>	<b>\$0</b>	<b>\$34,952</b>	<b>\$0</b>

## Projected Total IT Budget

Category	Costs Year 1		Costs Year 2		Total Costs
	GF	NGF	GF	NGF	
Current IT Services	\$546,932	\$1,590,432	\$563,979	\$1,634,268	\$4,335,611
Proposed IT Investments	\$33,096	\$0	\$34,952	\$0	\$68,048
<b>Total</b>	<b>\$580,028</b>	<b>\$1,590,432</b>	<b>\$598,931</b>	<b>\$1,634,268</b>	<b>\$4,403,659</b>

**Report Title: Business Requirements For Technology****Agency:** Department of Planning & Budget (DPB)**Date:** 5/4/2017**BIDS Annual Software Maintenance for 2015 - Procurement****BRT Type:** Business Requirement for Existing Technology**Date Submitted:** 12/12/2014**Mandate:** No**Mission Critical:** Yes**Description:**

Renewal of maintenance and support for current and ongoing requirements of the Performance Budgeting (PB) system.

**BReT - Performance Budgeting System (SOW Exhibit D-27) Procurement****BRT Type:** Business Requirement for Existing Technology**Date Submitted:** 7/25/2016**Mandate:** No**Mission Critical:** Yes**Description:**

The Department of Planning and Budget (DPB), business owner of the Performance Budgeting System, has determined that ongoing operations and maintenance support of the Commonwealth's Performance Budget System is needed. Services needed are detailed in the attached Statement of Work (Exhibit D-27) approved by Daniel S. Timberlake, Director of the Department of Planning and Budget. The Performance Budgeting System is the Commonwealth's core budgeting and strategic planning system.

**BRET - Support Existing Technology Related to Performance Budgeting (PB) System****BRT Type:** Business Requirement for Existing Technology**Date Submitted:** 9/30/2014**Mandate:** Yes**Mission Critical:** 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 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.

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 \$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.

## DPB IT Sourcing BReT

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

**Date Submitted:** 9/30/2016

**Mandate:** No

**Mission Critical:**

### Description:

#### Messaging BReT:

VITA is initiating disentanglement from NG messaging services in 2016. Messaging Services for email, enterprise collaboration services, and mobile device management are required for 60 users and 25 distribution lists in our agency. We also have 15 applications that have hooks into messaging services which will need to be tested. Workplace Collaboration Services (VITA provided SharePoint) Department of Planning and Budget does not use WCS SharePoint. DPB has 5 applications serviced via AirWatch which will need remediation.

#### IBM Mainframe BReT:

VITA is initiating disentanglement from NG IBM Mainframe services in 2016. Department of Planning and Budget has 1 application on the IBM which will need to be migrated and tested during this transition.

#### Server/storage (including housing of equipment) BReT:

VITA is initiating disentanglement from NG servers and storage. Department of Planning and Budget has 30 servers which will need to be migrated and tested during this transition. Seven applications will be affected by this move and will need to be tested.

#### Authentication/directory services BReT:

Department of Planning and Budget has 7 applications which will need to be migrated and tested during the authentication/directory services transition. The number of users (internal and external) are 60 internal and 1200 external.

#### End user computing BReT :

Department of Planning and Budget has 5 desktops and 55 laptops and 10 network printers which will need to be migrated.

#### Data networks BReT :

Department of Planning and Budget does not have any non-mpls networks that will need to be migrated.

#### Voice Networks BReT:

Department of Planning and Budget does not have any UCaaS phone lines and has 60 non-UCaaS phone lines/other phone lines which will need to be migrated.

#### Cloud Computing BReT:

Department of Planning and Budget is not investigating moving applications to a Cloud services vendor. There is no business reason to move to the Cloud. None of the DPB Applications are cloud ready. Agency will not need to bring in outside consulting to assess what needs to be done to the applications and supporting infrastructure in order to become cloud ready.

#### Security Services BReT:

To meet Commonwealth Security requirements, Department of Planning and Budget will engage VITA's Shared Security Services.

#### Internet Usage BReT:

Department of Planning and Budget projects that internet usage will increase by 25% due to the potential

increase in video streaming of State Senate and House, General Assembly sessions, and a potential increase in DPB's users accessing the internet for budget research and general information.

Report Title: Appendix A 16 - 18 Report

**Agency:** Department of Planning & Budget (DPB)

**Date:** 5/4/2017

**Agency Head Approval:**

No

There are no Category 1, 2, or 3 IT Projects and no Budget Category: Major IT Projects for this agency.



Report Title: Appendix A 16 - 18 Report

Agency: Department of Planning & Budget (DPB)

Date: 5/4/2017

Agency Head Approval:

No

## Stand Alone Major Procurements

Procurement Name:		Performance Budgeting System (SOW Exhibit D-27) Procurement	
Procurement Description:	The Department of Planning and Budget (DPB), business owner of the Performance Budgeting System, has determined that ongoing operations and maintenance support of the Commonwealth's Performance Budget System is needed. Services needed are detailed in the attached Statement of Work (Exhibit D-27) approved by Daniel S. Timberlake, Director of the Department of Planning and Budget. The Performance Budgeting System is the Commonwealth's core budgeting and strategic planning system.		
Procurement Planned Start Date		Procurement Planned Completion Date	8/10/2016
		Appropriation Act Status	
Service Area			Weight
There are no service areas for this project.			