

# 2022 - 2024 IT Strategic Plan

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

**Date:** 9/24/2022

## 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?**

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.

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

It is the opinion of management that DPB has full staffing (either by employees or contractors) 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 - 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; however, DPB has concerns about the shared services bureau's capacity to meet the expectations for all security requirements.

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

## **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

Agency:	122 Department of Planning & Budget			
Date:	9/24/2022			
<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>
Projected Service Fees	\$474,074.00		\$474,074.00	
VITA Infrastructure Changes				
Estimated VITA Infrastructure	\$474,074.00	\$0.00	\$474,074.00	\$0.00
<b>Specialized Infrastructure</b>				
Agency IT Staff	\$218,200.00	\$127,646.00	\$218,200.00	\$127,646.00
Non-agency IT Staff	\$71,292.00		\$71,292.00	
Cloud Computing Service				
Other Application Costs		\$503,270.00		\$503,270.00
<b>Total:</b>	<b>\$763,566.00</b>	<b>\$630,916.00</b>	<b>\$763,566.00</b>	<b>\$630,916.00</b>
<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>
Major IT Projects:				
Non-Major IT Projects:				
Agency-Level IT Projects:				
Major Stand Alone IT Procurements:		\$1,614,936.00		\$1,655,304.00
Non-Major Stand Alone IT Procurements:		\$165,000.00		\$118,208.00
Agency-Level Stand Alone IT Procurements:				
Procurement Adjustment for Staffing:				
<b>Total:</b>	<b>\$0.00</b>	<b>\$1,779,936.00</b>	<b>\$0.00</b>	<b>\$1,773,512.00</b>
<b>Projected Total IT Budget</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>
Current IT Services:	\$763,566.00	\$630,916.00	\$763,566.00	\$630,916.00
Proposed IT Investments:	\$0.00	\$1,779,936.00	\$0.00	\$1,773,512.00
<b>Total:</b>	<b>\$763,566.00</b>	<b>\$2,410,852.00</b>	<b>\$763,566.00</b>	<b>\$2,404,428.00</b>

# Business Requirements For Technology

<b>Agency:</b>	122 Department of Planning & Budget
<b>Date:</b>	9/24/2022
<b>BRET - Support Existing Technology Related to Perf</b>	
<b>BRT Type:</b>	Business Requirement for Existing Technology
<b>Date Submitted:</b>	3/5/2021
<b>Mandate:</b>	Yes
<b>Mission Critical:</b>	Yes
<b>Description:</b>	
<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 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.</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 \$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.</p>	
<b>BReT DPB Logi Analytics Support</b>	
<b>BRT Type:</b>	Business Requirement for Existing Technology
<b>Date Submitted:</b>	3/5/2021
<b>Mandate:</b>	
<b>Mission Critical:</b>	Yes
<b>Description:</b>	
yearly maintenance, non-production – yearly maintenance, Logi Info Studio, Premier Support, Logi Application Health Check	
<b>COVA BIDS Enterprise License Maintenance Renewal</b>	

<b>BRT Type:</b>	Business Requirement for Existing Technology
<b>Date Submitted:</b>	3/5/2021
<b>Mandate:</b>	
<b>Mission Critical:</b>	Yes
<b>Description:</b>	
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, 2022 to September 30, 2023 is \$329,037.	
<b>COVA/BIDS Annual Renewal</b>	
<b>BRT Type:</b>	Business Requirement for Existing Technology
<b>Date Submitted:</b>	8/18/2021
<b>Mandate:</b>	
<b>Mission Critical:</b>	Yes
<b>Description:</b>	
This is the annual renewal of the BIDS license and includes Iron Mountain escrow account.	

# IT Strategic Plan Projects

There are no projects for this agency.





# IT Strategic Plan Procurements

<b>Agency:</b>	122 Department of Planning & Budget
<b>Date:</b>	9/24/2022
<b>Stand Alone Procurements:</b>	
<b>Procurement Name:</b>	Blackboard Learn 21-23
<b>Procurement Date</b>	10/13/2020
<b>Procurement Description:</b>	Blackboard Learn is the learning management system for the university. The system is used to deliver academic content for each course which include the syllabus, learning objectives, learning activities, and e-textbooks.
<b>Procurement Name:</b>	COVA BIDS Enterprise License Maintenance Renewal
<b>Procurement Date</b>	9/30/2023
<b>Procurement Description:</b>	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 license. The annual maintenance fee for the time period of October 1, 2022 to October 30, 2023 is \$329,037.
<b>Procurement Name:</b>	EAB Admissions Marketing
<b>Procurement Date</b>	10/13/2020
<b>Procurement Description:</b>	VSU requests to use the EAB Admissions Marketing contract, a VASCUPP agreement with Longwood University to procure marketing leads for prospective high school seniors interested in attending college.

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