

ALVIN A. JAEGER
SECRETARY OF STATE

HOME PAGE www.nd.gov/sos



PHONE (701) 328-2900
FAX (701) 328-2992

E-MAIL sos@nd.gov

SECRETARY OF STATE
STATE OF NORTH DAKOTA
600 EAST BOULEVARD AVENUE DEPT 108
BISMARCK ND 58505-0500

January 11, 2012

TO: Chairman Robin Weisz and Members of the Information Technology Committee

FR: Al Jaeger, Secretary of State

RE: Secretary of State Data Processing System

In response to a question raised shortly before the noon break, I offer you the following information. In the spring of 2008, the Secretary of State's office issued a RFP and after several months of delays executed a contract with a vendor for \$1,959,000 to be paid over a three biennium period. The project was to be completed by the end of 2009. However, the project encountered numerous challenges and delays and the completion time line was extended by several months. During the summer of 2010, the vendor informed the Secretary of State that the project could not be completed without having additional funding beyond the contracted rate. At that point, the project was at a standstill with approximately \$500,000 having been paid to the vendor.

Through the budgeting process, the Governor recommended and the Legislature appropriated \$3,500,000 to complete the project under the direction of the Information Technology Department (ITD). The previous contract with the vendor was nullified. With carry over funds and since then, all expenditures have been made to ITD. To explain how this information is reported on the quarterly report, I will ask Justin Data from ITD to come forward when I am finished with my testimony.

Since the beginning of the biennium, ITD and the Secretary of State's office has been involved in numerous comprehensive sessions related to requirements gathering. That process was completed in December. I have attached the cover sheet that will be used for the fourth quarter large project management report that will be submitted through the appropriate channels and ultimately given to your committee.

As shown on the cover sheet, the requirements gathering involved 79 different documents. That number reflects the many and varied duties and functions of the Secretary of State's office. Since the process was completed, ITD has been preparing an analysis of the project's projected cost along with a time line. It is expected within the next few weeks. The project status is currently green.

Even though the project is progressing, it has not been without challenges. For example, this is a large project for an agency of our size with only 26 employees. Nevertheless, every effort has been made to respond in a timely manner to the requirements gathering time line. To do this and because of their other duties and the significant increase in filings for the office, it has been necessary to authorize overtime and to hire temporary personnel to provide what is called "backfill" to relieve managers and unit leads to assist in the requirements gathering process.

Here are two examples of the increased workload that has impacted staff availability for the project. As of yesterday, the number of Limited Liability Companies registered with the Secretary of State's office had increased 16% in the five and one-half months since July 25, 2011. That represented 2,474 new filings.

As of today, our office has 10,504 licensed contractors, which is an increase of 19% since the end of the last biennium on June 30, 2011. It is an increase of 42% since the beginning of that biennium on July 1, 2009, which represents an increase of 3,138 active contractor licenses. In the six working days since the beginning of the year, licenses have been issued to 127 contractors.

SOS-DPS

Quarterly Status Report

Project Name:	Office of the Secretary of State Data Processing System (SOS-DPS)
Sponsor:	Al Jaeger
Report Type:	Planning
For period:	Q4 2011
Project Manager:	Beverly Maitland

EXECUTIVE SUMMARY

Overall Summary	Prior Status	Yellow	Current Status	Green
Green	The project is within 20% variance of the currently approved baseline for budget and schedule, and is expected to substantially meet all of the business objectives established in the startup report.			
Yellow	The project has exceeded 20% variance of the currently approved baseline for budget and/or schedule and is expected to substantially meet all of the business objectives established in the startup report.			
Red	The project is at risk of termination, or at risk of not substantially meeting the business objectives established in the startup report.			

The following has been accomplished during the October - December 2011 timeframe:

- All Requirements Documents were completed and approved by the SOS office by December 15, 2011

Description	3 rd Qtr	4 th Qtr
Completed and approved	2	79
For approval	11	0
In Review	18	0
Rejected	0	0
Working on Documents	4	0
Waiting for meetings	42	0

- ITD Business Analysts have been working with the ITD SW Architect Team to finalize the SOS-DPS Data Model.
- ITD team is currently working on the After-Analysis Estimate, Project Plan and Project schedule. With a target date of 01/17/2012 to deliver to SOS office for review. Once these are approved by the SOS the project will transition into the Design Phase.
- ESC meetings are held monthly.
- SSN/TIN Mainframe effort was successfully transitioned to the mainframe on 12/30/2011. SOS office validated the changes to the mainframe and it was approved for production on 12/31/2011