

CCIT

OCTOBER 19, 2011

SUMMARY OF FACT SCENARIO

WHAT? - DPA Controller's Office's ("OSC") existing computer mainframe, which houses a vendor information system, can no longer meet the needs of the OSC. OSC desires to move the vendor information system to a new platform.

WHEN? - OSC has estimated that the needs of the agency will exceed the tolerances of the mainframe within 12 months.

No other agency or State personnel that provide the services to the OSC.

There is no other State contract through which the services can be provided to the OSC.

OSC is expressly permitted to procure the services.

OSC has a budget of \$1.5 million in immediately available funds for FY 12-13, and an additional \$500,000 of funds that will be available in FY 13-14 and FY 14-15 and an additional \$250,000 of funds that will be available in FY 15 -16.

DPA has spending authority for all proposed expenditures.

OIT will allow DPA to procure the services, but it will be a Central Approver on the contract.

Planning- Risk Assessment

IDENTIFY REASONS FOR OUTSOURCING THE PROJECT

► **The reasons for outsourcing the project often help to identify other risks.**

- Are State resources available? _____

- Can you reduce risk to State by outsourcing? _____

- Reduce costs? _____

- Gain access to specific qualifications? _____

- Other? _____

WHAT ARE THE FINANCIAL RISKS?

► **Can you keep the procurement within the budgeted amount? Will there be other costs?**

- Are State resources available to monitor performance/budget? _____

- Does the procurement include all needs? Or has procurement been reduced for budget/time constraints? _____

- Is good/service dependent upon other goods/services? _____

- Are rates “locked in”? _____

- Take into account continued maintenance? _____

- Continued availability of funds? _____

Planning- Risk Assessment

- Other? _____

IDENTIFY TIME RISKS

► **What are the risks involved to keep the project on schedule?**

- Does the vendor have the resources to provide the services/goods? _____
- Can all team members meet the deadlines? _____
- Do you need legislative approval? _____
- What are industry standards? _____
- Other? _____

IDENTIFY DELIVERY RISKS

► **What are the risks involved to keep the contractor on task and meeting milestones?**

- Are all components available for the goods? _____
- Are the contractor's services dependent upon anyone/anything else? _____
- Does weather impact the services/goods? _____
- Other? _____

Planning- Risk Assessment

IDENTIFY IT RISKS

► **What are the risks related to the technology involved?**

- What systems will the contractor access? _____

- What is the risk of a data breach? _____

- When will technology/software become obsolete? _____

- Other? _____

OTHER RISKS

- Will the procurement impact other systems or replace a current system? _____

- Will the procurement impact other agencies? _____

- Does vendor “fit” with agencies employees? _____

- _____

- _____

- _____
