

Project Investment Justification

Crime Victim Notification System

JC24001

Arizona Criminal Justice Commission

Contents

1. General Information	3
2. Meeting Pre-Work	3
3. Pre-PIJ/Assessment	7
4. Project	7
5. Schedule	8
6. Impact	11
7. Budget	11
8. Technology	12
9. Security	14
10. Areas of Impact	15
11. Financials	16
12. Project Success	18
13. Conditions	19
14. Oversight Summary	19
15. PIJ Review Checklist	21

1. GENERAL INFORMATION

PIJ ID: JC24001

PIJ Name: Crime Victim Notification System

Account: Arizona Criminal Justice Commission

Business Unit Requesting: Arizona Criminal Justice Commission

Sponsor: Lloyd Y. Asato

Sponsor Title: Criminal Justice Systems Improvement Program Mgr

Sponsor Email: lasato@azcjc.gov

Sponsor Phone: (602) 364-1152

2. MEETING PRE-WORK

2.1 What is the operational issue or business need that the Agency is trying to solve? (i.e....current process is manual, which increases resource time/costs to the State/Agency, and leads to errors...):

House Bill 2482, passed in 2023 and signed by Governor Hobbs, requires the Arizona Criminal Justice Commission (ACJC) to use appropriated monies in the Law Enforcement Crime Victim Notification Fund (Fund) to expand the automated crime victim notification system and to pay for the costs for law enforcement agencies to use the automated crime victim notification system.

The Arizona State Constitution contains a Victim's Bill of Rights (Article 2 Section 2.1) that preserves and protects the victim's right to justice and due process. These rights include the right "To be informed, upon request, when the accused or convicted person is released from custody or has escaped." (Article 2 Section 2.1 (A) 2).

Arizona Revised Statutes, Title 13, Chapter 40 and Arizona Revised Statutes, Title 8, Chapter 3, Article 7 outlines additional victim's rights. Including the right to be notified of key events.

An automated crime victim notification system provides law enforcement agencies with new technology that reduces personnel costs, increases efficiency and productivity gains, and ensures that crime victims rights are met.

The expansion of the system to include local and other law enforcement agencies and prosecution agencies further reduces personnel costs and increases efficiency and productivity gains. It also provides this new technology to agencies that are required to provide crime victim notification.

The current automated crime victim notification system connects with the county jail's computerized management system to provide automated messages of custody changes (booked into jail, transferred, escaped, or other events). This system replaces phone calls and email messages from victim services personnel, allowing them to focus on other duties. The system also allows members of the public to register against an offender and receive notifications.

The current automated crime victim notification system is live or in development in 9 county sheriff offices. The

system allows for automated victim notification for changes in custody of the county jail's inmates. The current system participants include county sheriffs with future expansion planned for state prisons (ADCRR).

HB 2482 allows ACJC to use monies in the fund to expand ACJC's automated crime victim notification system. Requires ACJC to use monies in the fund to pay for the costs for law enforcement agencies that choose to use the automated crime victim notification system. Requires ACJC to include a partnership between at least two vendors to expand ACJC's automated crime victim notification system. Adds additional requirements that the automated crime victim notification system and the software to implement the system must meet.

The additional requirements in HB 2482 include that the software used by ACJC to deploy the automated crime victim notification system must meet the following requirements:

Comply with victims' rights as prescribed;

Enable ACJC to deploy an automated crime victim notification system;

Provide for multi agency notification to enable an agency to automatically share the status of an incident or investigation with an identified partner agency;

Provide the capability to allow victims to leverage conversational artificial intelligence for bidirectional real-time communication with law enforcement agencies through voice, text messages and email and provide a virtual agent that responds and asks questions based on the victim's questions and responses;

Provide a mechanism to track whether there is a data outage at a law enforcement agency and inform the law enforcement agency and ACJC of the data outage;

Have a backup process for law enforcement agencies to ensure that notifications are made in a timely manner in the event of a data outage;

Comply with the technical guidelines and standards for the operation of a statewide automated crime victim notification system as recommended by the U.S. Department of Justice's Bureau of Justice Assistance; and

Provide a designated statewide toll-free number that is available 24 hours a day, 7 days a week and that: i. is operated by trained operators; ii. is available in multiple languages; and iii. allows victims, surviving immediate family members, witnesses and other concerned citizens to search for information about an offender, inmate or case and to register for notifications.

HB 2482 defines law enforcement agency as a state, city, town, county, tribal, university or prosecutorial agency. This expands the current system to include local and other law enforcement, and prosecution agencies.

The current system that ACJC uses is a service called Victim Information and Notification Everyday (VINE) and is provided by Appriss Insights, LLC. The current system has been paid for with funding (2019-V3-GX-K044) from the Office for Victims of Crime. That grant funding (\$600K) expires September 30, 2024.

2.2 How will solving this issue or addressing this need benefit the State or the Agency?

An automated crime victim notification system is a service that provides required email, text, and/or voice notifications to crime victims. This reduces the burden on victim services personnel while ensuring victims rights

are being met. An automated system will reduce the time between triggering event and when messages are sent giving victims more time to prepare or plan for their safety.

This new system provides more law enforcement agencies with this technology. HB 2482 is intended to be a statewide solution and ACJC will support any eligible agency that chooses to participate. Large agencies with large caseloads will benefit as victim services staff are freed up to address other needs. Smaller and rural agencies with less infrastructure and resources to implement new technologies will benefit from a hosted solution.

The system interfaces with the agency's current management system and does not require input or effort from users. Notifications are sent based upon triggering events in the agency computerized management system. Users (officers, jail personnel, intake, prosecutors, et cetera) work as normal in their regular management system. Users do not need to be trained or have to use an additional system.

Agencies do not need to purchase additional services or software to be able to use the new system. Agencies do have the ability to control and modify all parts of the system and how and when notifications are sent. There are costs associated with set-up and training of technology staff.

It is estimated that the new system will reduce the time victim services staff spend on notification by 60%

2.3 Describe the proposed solution to this business need.

We propose using Appriss Insights which is a service that provides automated victim notifications. Appriss Insights is a partnership between Versaterm and Equifax. Appriss Insights is a statewide service that extends VINE with SpidrTech to provide a unified notification system. Appriss Insights meets the requirement in HB 2482 that requires ACJC to include a partnership between at least two vendors to expand ACJC's automated crime victim notification system.

An automated crime victim notification system is a service that provides required email, text, and/or voice notifications to crime victims. This reduces the burden on victim services personnel while ensuring victims rights are being met. An automated system will reduce the time between triggering event and when messages are sent giving victims more time to prepare or plan for their safety.

2.4 Has the existing technology environment, into which the proposed solution will be implemented, been documented?

Yes

2.4a Please describe the existing technology environment into which the proposed solution will be implemented.

2.5 Have the business requirements been gathered, along with any technology requirements that have been identified?

Yes

2.5a Please explain below why the requirements are not available.

3. PRE-PIJ/ASSESSMENT

3.1 Are you submitting this as a Pre-PIJ in order to issue a Request for Proposal (RFP) to evaluate options and select a solution that meets the project requirements?

No

3.1a Is the final Statement of Work (SOW) for the RFP available for review?

3.2 Will you be completing an assessment/Pilot/RFP phase, i.e. an evaluation by a vendor, 3rd party or your agency, of the current state, needs, & desired future state, in order to determine the cost, effort, approach and/or feasibility of a project?

Yes

3.2a Describe the reason for completing the assessment/pilot/RFP and the expected deliverables.

The goal of the RFP was to receive a range of solutions so that we could evaluate using existing solutions, developing a custom solution, or use a new solution.

3.2b Provide the estimated cost, if any, to conduct the assessment phase and/or Pilot and/or RFP/solicitation process.

0

3.2e Based on research to date, provide a high-level cost estimate to implement the final solution.

0

4. PROJECT

4.1 Does your agency have a formal project methodology in place?

Yes

4.2 Describe the high level makeup and roles/responsibilities of the Agency, Vendor(s) and other third parties (i.e. agency will do...vendor will do...third party will do).

Vendor will be responsible for implementation and project management for the project. Vendor will be responsible for agency implementation which will consist of these phases.

Kickoff

Technical Deployment

Configuration

Quality Assurance

User Acceptance

Training

Go Live

ACJC is responsible for fund management and project oversight. An inclusive and detailed breakdown can be found in the attached document, "ACJC Project Plan", for specific information regarding the internal project team and their areas of responsibilities.

4.3 PM Name

Sasha Allen(ACJC) and Lisa Simon(Equifax) lisa.simon@equifax.com

4.3 PM Email

sallen@azcjc.gov

4.4 Is the proposed procurement the result of an RFP solicitation process?

Yes

4.5 Is this project referenced in your agency's Strategic IT Plan?

Yes

5. SCHEDULE

5.1 Is a project plan available that reflects the estimated Start Date and End Date of the project, and the supporting Milestones of the project?

Yes

5.2 Provide an estimated start and finish date for implementing the proposed solution.

Est. Implementation Start Date

Est. Implementation End Date

9/3/2024 12:00:00 AM

4/30/2025 12:00:00 AM

5.3 How were the start and end dates determined?

Other

5.3a List the expected high level project tasks/milestones of the project, e.g., acquire new web server, develop software interfaces, deploy new application, production go live, and estimate start/finish dates for each, if known.

Milestone / Task	Estimated Start Date	Estimated Finish Date
SSP is required due to ADOA-ASET.	09/02/24	10/01/24
Go Live - Transition of currently active Sworn Officers. (Tolleson PD- 37, Apache Junction PD- 85, Pinetop Lakeside PD- 15, Marana PD- 91, Surprise PD- 172, Show Low PD- 36, Chandler PD- 332, Pima County SO-	09/03/24	09/30/24

504, Flagstaff PD- 111, Pinal County SO- 240.		
Milestone 1 Gilbert PD Cottonwood PD Queen Creek PD ASU PD	09/09/24	09/30/24
Milestone 2/3 Phoenix PD	09/16/24	09/30/24
Milestone 4a - Kickoff through UAT Mesa PD Yavapai PD	09/16/24	10/21/24
Milestone 4b Kickoff through QA AZDPS Gilbert Prosecutor Buckeye PD St Johns PD	10/01/24	10/28/24
Milestone 4a - Training through Go Live Mesa PD Yavapai PD	11/02/24	11/16/24
Milestone 4b - UAT through Go Live AZDPS Gilbert Prosecutor Buckeye PD St Johns PD	11/02/24	12/08/24
Milestone 4c - Kickoff through QA Oro Valley PD Gila County SO Avondale PD	11/04/24	12/09/24
Milestone 5a - Kickoff through QA Peoria PD	11/11/24	12/09/24
Milestone 5b - Kickoff through QA Casa Grande PD UArizona PD Goodyear PD Coolidge PD Prescott PD	12/02/24	01/11/25
Milestone 4c - UAT through GO Live Oro Valley PD Gila County SO Avondale PD	12/08/24	01/11/25
Milestone 5a - UAT through Go Live Peoria PD	12/15/24	01/11/25
Milestone 5c - Kickoff through QA Sahuarita PD SRPM PD MCSO Yuma PD	01/06/25	02/09/25
Milestone 5b - UAT through Go Live Casa Grande PD UArizona PD Goodyear PD	01/11/25	02/16/25

Coolidge PD Prescott PD		
Milestone 5c -Kickoff through QA Mesa Prosecutor Queen Creek Prosecutor NAU PD MC Prosecutor	01/20/25	02/24/25
Milestone 5c - UAT through Go Live Sahuarita PD SRPM PD MCSO Yuma PD	02/16/25	03/13/25
Milestone 5c - UAT through Go Live Mesa Prosecutor Queen Creek Prosecutor NAU PD MC Prosecutor	03/06/25	03/27/25
Lessons learned and Closeout	03/30/25	04/30/25

5.4 Have steps needed to roll-out to all impacted parties been incorporated, e.g. communications, planned outages, deployment plan?

No

5.5 Will any physical infrastructure improvements be required prior to the implementation of the proposed solution. e.g., building reconstruction, cabling, etc.?

No

5.5a Does the PIJ include the facilities costs associated with construction?

5.5b Does the project plan reflect the timeline associated with completing the construction?

6. IMPACT

6.1 Are there any known resource availability conflicts that could impact the project?

No

6.1a Have the identified conflicts been taken into account in the project plan?

6.2 Does your schedule have dependencies on any other projects or procurements?

No

6.2a Please identify the projects or procurements.

6.3 Will the implementation involve major end user view or functionality changes?

No

6.4 Will the proposed solution result in a change to a public-facing application or system?

Yes

7. BUDGET

7.1 Is a detailed project budget reflecting all of the up-front/startup costs to implement the project available, e.g., hardware, initial software licenses, training, taxes, P&OS, etc.?

Yes

7.2 Have the ongoing support costs for sustaining the proposed solution over a 5-year lifecycle, once the project is complete, been determined, e.g., ongoing vendor hosting costs, annual maintenance and support not acquired upfront, etc.?

Yes

7.3 Have all required funding sources for the project and ongoing support costs been identified?

Yes

7.4 Will the funding for this project expire on a specific date, regardless of project timelines?

No

7.5 Will the funding allocated for this project include any contingency, in the event of cost over-runs or potential changes in scope?

Yes

8. TECHNOLOGY

8.1 Please indicate whether a statewide enterprise solution will be used or select the primary reason for not choosing an enterprise solution.

There is not a statewide enterprise solution available

8.2 Will the technology and all required services be acquired off existing State contract(s)?

No

8.3 Will any software be acquired through the current State value-added reseller contract?

No

8.3a Describe how the software was selected below:

8.4 Does the project involve technology that is new and/or unfamiliar to your agency, e.g., software tool never used before, virtualized server environment?

No

8.5 Does your agency have experience with the vendor (if known)?

Yes

8.6 Does the vendor (if known) have professional experience with similar projects?

Yes

8.7 Does the project involve any coordination across multiple vendors?

Yes

8.8 Does this project require multiple system interfaces, e.g., APIs, data exchange with other external application systems/agencies or other internal systems/divisions?

Yes

8.9 Have any compatibility issues been identified between the proposed solution and the existing environment, e.g., upgrade to server needed before new COTS solution can be installed?

No

8.9a Describe below the issues that were identified and how they have been/will be resolved, or whether an ADOA-ASET representative should contact you.

8.10 Will a migration/conversion step be required, i.e., data extract, transformation and load?

Yes

8.11 Is this replacing an existing solution?

No

8.11a Indicate below when the solution being replaced was originally acquired.

8.11b Describe the planned disposition of the existing technology below, e.g., surplus, retired, used as backup, used for another purpose:

8.12 Describe how the agency determined the quantities reflected in the PIJ, e.g., number of hours of P&OS, disk capacity required, number of licenses, etc. for the proposed solution?

We used "number of sworn officers" as the performance measure. This is commonly used to determine volume or intensity of use. This measure is preferred over sites as agency size varies. Prosecutors will count as one sworn officer in these measures.

8.13 Does the proposed solution and associated costs reflect any assumptions regarding projected growth, e.g., more users over time, increases in the amount of data to be stored over 5 years?

Yes

8.14 Does the proposed solution and associated costs include failover and disaster recovery contingencies?

Yes

8.14a Please select why failover and disaster recovery is not included in the proposed solution.

8.15 Will the vendor need to configure the proposed solution for use by your agency?

Yes

8.15a Are the costs associated with that configuration included in the PIJ financials?

Yes

8.16 Will any app dev or customization of the proposed solution be required for the agency to use the project in the current/planned tech environment, e.g. a COTS app that will req custom programming, an agency app that will be entirely custom developed?

No

8.16a Will the customizations inhibit the ability to implement regular product updates, or to move to future versions?

8.16b Describe who will be customizing the solution below:

8.16c Do the resources that will be customizing the application have experience with the technology platform being used, e.g., .NET, Java, Drupal?

8.16d Please select the application development methodology that will be used:

8.16e Provide an estimate of the amount of customized development required, e.g., 25% for a COTS application, 100% for pure custom development, and describe how that estimate was determined below:

8.16f Are any/all Professional & Outside Services costs associated with the customized development included in the PIJ financials?

8.17 Have you determined that this project is in compliance with all applicable statutes, regulations, policies, standards & procedures, incl. those for network, security, platform, software/application &/or data/info found at aset.az.gov/resources/psp?

Yes

8.17a Describe below the compliance issues that were identified and how they have been/will be resolved, or whether an ADOA-ASET representative should contact you:

8.18 Are there other high risk project issues that have not been identified as part of this PIJ?

No

8.18a Please explain all unidentified high risk project issues below:

9. SECURITY

9.1 Will the proposed solution be vendor-hosted?

Yes

9.1a Please select from the following vendor-hosted options:

Commercial data center environment, e.g AWS, Azure

9.1b Describe the rationale for selecting the vendor-hosted option below:

Data is hosted in AWS GOV cloud. Data at rest and in transit encryption are in place, as well as a security program that is aligned with CJIS standards (which includes NIST 800 53 moderate controls as well as specific CJIS enhancements).

9.1c Has the agency been able to confirm the long-term viability of the vendor hosted environment?

Yes

9.1d Has the agency addressed contract termination contingencies, e.g., solution ownership, data ownership, application portability, migration plans upon contract/support termination?

Yes

9.1e Has a Conceptual Design/Network Diagram been provided and reviewed by ASET-SPR?

No

9.1f Has the spreadsheet located at <https://aset.az.gov/arizona-baseline-security-controls-excel> already been completed by the vendor and approved by ASET-SPR?

No

9.2 Will the proposed solution be hosted on-premise in a state agency?

No

9.2a Where will the on-premise solution be located:

9.2b Were vendor-hosted options available and reviewed?

9.2c Describe the rationale for selecting an on-premise option below:

9.2d Will any data be transmitted into or out of the agency's on-premise environment or the State Data Center?

9.3 Will any PII, PHI, CGIS, or other Protected Information as defined in the 8110 Statewide Data Classification Policy be transmitted, stored, or processed with this project?

Yes

9.3a Describe below what security infrastructure/controls are/will be put in place to safeguard this data:

Data at rest and in transit encryption are in place, as well as a security program that is aligned with CJIS standards (which includes NIST 800 53 moderate controls as well as specific CJIS enhancements).

10. AREAS OF IMPACT

Application Systems

Application Enhancements;New Application Development

Database Systems

Software

COTS Application Customization

Hardware

Hosted Solution (Cloud Implementation)

Vendor Hosted

Security

Telecommunications

Enterprise Solutions

Other

Contract Services/Procurements

11. FINANCIALS

Description	PIJ Category	Cost Type	Fiscal Year Spend	Quantity	Unit Cost	Extended Cost	Tax Rate	Tax	Total Cost
Milestone 1, 2 & 3 Monthly Fee	Professional & Outside Services	Development	1	1	\$363,750	\$363,750	0.00%	\$0	\$363,750
Milestone 1, 2 & 3 Monthly Fee	Professional & Outside Services	Development	1	1	\$363,750	\$363,750	0.00%	\$0	\$363,750
Milestone 4a One time development charge Mesa PD Yavapai PD	Professional & Outside Services	Development	1	1	\$500,000	\$500,000	0.00%	\$0	\$500,000
Milestone 4a	Professional &	Development	1	1	\$412,250	\$412,250	0.00%	\$0	\$412,250

Monthly Fee	Outside Services								
Milestone 4b Monthly Fee AZDPS Gilbert Prosecutor Buckeye PD St Johns PD	Professional & Outside Services	Development	1	1	\$412,250	\$412,250	0.00%	\$0	\$412,250
Milestone 4c/5a One time development fee Oro Valley PD Gila County SO Avondale PD Peoria PD	Professional & Outside Services	Development	1	1	\$500,000	\$500,000	0.00%	\$0	\$500,000
Milestone 4c/5a Monthly Fee	Professional & Outside Services	Development	1	1	\$436,500	\$436,500	0.00%	\$0	\$436,500
Milestone 5b Monthly Fee Casa Grande PD UArizona PD Goodyear PD Coolidge PD Prescott PD	Professional & Outside Services	Development	1	1	\$436,500	\$436,500	0.00%	\$0	\$436,500
Milestone 5c Monthly Fee Sahuarita PD SRPM PD MCSO Yuma PD Mesa Prosecutor Queen Creek Prosecutor NAU PD MC Prosecutor	Professional & Outside Services	Development	1	1	\$436,500	\$436,500	0.00%	\$0	\$436,500
IV&V	Professional & Outside Services	Development	1	1	\$169,000	\$169,000	0.00%	\$0	\$169,000
Milestone 1, 2 & 3 One time development charge for: Tolleson PD, Apache Junction PD, Pinetop Lakeside PD Marana PD, Surprise PD, Show Low PD, Chandler PD Pima County SO Flagstaff PD Pinal County SO Gilbert PD Cottonwood PD Queen Creek PD ASU PD Phoenix PD	Professional & Outside Services	Development	1	1	\$1,500,000	\$1,500,000	0.00%	\$0	\$1,500,000

Annual Service Fee	License & Maintenance Fees	Operational	2	1	\$5,238,000	\$5,238,000	0.00%	\$0	\$5,238,000
Annual Service Fee	License & Maintenance Fees	Operational	3	1	\$5,238,000	\$5,238,000	0.00%	\$0	\$5,238,000
Annual Service Fee	License & Maintenance Fees	Operational	4	1	\$5,238,000	\$5,238,000	0.00%	\$0	\$5,238,000
Annual Service Fee	License & Maintenance Fees	Operational	5	1	\$5,238,000	\$5,238,000	0.00%	\$0	\$5,238,000

Base Budget (Available)	Base Budget (To Be Req)	Base Budget % of Project
\$0	\$0	0%
APF (Available)	APF (To Be Req)	APF % of Project
\$0	\$0	0%
Other Appropriated (Available)	Other Appropriated (To Be Req)	Other Appropriated % of Project
\$0	\$0	0%
Federal (Available)	Federal (To Be Req)	Federal % of Project
\$0	\$0	0%
Other Non-Appropriated (Available)	Other Non-Appropriated (To Be Req)	Other Non-Appropriated % of Project
\$12,885,563	\$15,714,000	100%

Total Budget Available	Total Development Cost
\$12,885,563	\$5,530,500
Total Budget To Be Req	Total Operational Cost
\$15,714,000	\$20,952,000
Total Budget	Total Cost
\$28,599,563	\$26,482,500

12. PROJECT SUCCESS

Please specify what performance indicator(s) will be referenced in determining the success of the proposed project (e.g. increased productivity, improved customer service, etc.)? (A minimum of one performance indicator must be specified)

Please provide the performance objective as a quantifiable metric for each performance indicator specified.

Note: The performance objective should provide the current performance level, the performance goal, and the time period within which that performance goal is intended to be achieved. You should have an auditable means to measure and take corrective action to address any deviations.

Example: Within 6 months of project completion, the agency would hope to increase "Neighborhood Beautification" program registration by 20% (3,986 registrants) from the current registration count of 19,930 active participants.

Performance Indicators

The current average for a victim to receive notification of a triggering event being input is 24 hours. Within one year after implementation, we expect the notification to be received by the victim within the hour of the triggering event being input. This will be a 23 hour reduction in the time it takes for a victim to be notified by switching to an automated workflow.

13. CONDITIONS

Conditions for Approval

Should development costs exceed the approved estimates by 10% or more, or should there be significant changes to the proposed technology scope of work or implementation schedule, the Agency must amend the PIJ to reflect the changes and submit it to ADOA-ASET, and ITAC if required, for review and approval prior to further expenditure of funds.

Monthly reporting on the project status is due to ADOA-ASET no later than the 15th of the month following the start of the project. Failure to comply with timely project status reporting will affect the overall project health. The first status report for this project is due on October 15, 2024.

Prior to system production environment launch or go live, the Agency must work with the Department of Administration (ADOA) and Department of Homeland Security (AZDOHS) Cyber Command, to assure the System Security Plan document is completed and approved by Cyber Command in order to ensure that the selected solution will provide an appropriate level of protection for State data.

14. OVERSIGHT SUMMARY

Project Background

What is the role of the agency? What does the agency do?

The Arizona Criminal Justice Commission (ACJC) is a statutorily authorized agency that coordinates, monitors, and reports on the management and administration of criminal justice programs in Arizona.

The Arizona Criminal Justice Commission (ACJC) was established in 1982 to coordinate, monitor, and report on the management of criminal justice programs in Arizona. The ACJC also serves as a resource for the criminal justice community on issues such as drugs, gangs, victim assistance, and record improvement programs.

What is the role of a specific unit within the agency (if applicable)?

N/A

What problem is the agency resolving with this PIJ?

The Arizona Criminal Justice Commission (ACJC) was established in 1982 to coordinate, monitor, and report on the management of criminal justice programs in Arizona. The ACJC also serves as a resource for the criminal justice community on issues such as drugs, gangs, victim assistance, and record improvement programs.

Business Justification

What metrics will improve by adopting the new solution and by how much?

The agency anticipates a reduction in time from triggering events to customer notification. This reduction is due to moving to an automated electronic workflow from a labor intensive system of using victim services staff to make calls, send emails or texts. Current baselines will vary by agency size and staffing.

The agency anticipates a reduction in staff time devoted to notification as a result of moving to an automated electronic workflow. Reductions in staff time will vary by agency. We anticipate a 30% reduction in staff time by using this system.

How does implementing this solution benefit the State?

This new system provides more law enforcement agencies with this technology. HB 2482 is intended to be a statewide solution and ACJC will support any eligible agency that chooses to participate. Large agencies with large caseloads will benefit as victim services staff are freed up to address other needs. Smaller and rural agencies with less infrastructure and resources to implement new technologies will benefit from a hosted solution.

Implementation Plan

Vendor will be responsible for implementation and project management for the project.

Vendor will be responsible for agency implementation which will consist of these phases.

Kickoff

Technical Deployment

Configuration

Quality Assurance

User Acceptance

Training

Go Live

ACJC is responsible for fund management and project oversight. An inclusive and detailed breakdown can be found in the attached document, "ACJC Project Plan", for specific information regarding the internal project team and their areas of responsibilities.

ACJC CJSI Program Manager and IT manager will track and ensure that the vendor's proposed solution meets the requirements of HB2482 and the deliverables agreed to in the contract. To be completed by 8/17/2024.

ACJC will assign two project managers to oversee the project. These managers will participate in the implementation process and track progress through the implementation phases. These project managers are responsible for tracking successful implementation, training, and verifying agency acceptance. Ongoing

ACJC will assign an Accountant 1 to receive and validate invoices. Accountant 1 will work with project managers to ensure agency acceptance. Monthly

ACJC will assign a Finance Manager to manage the fund and ensure compliance with all state requirements. The Finance Manager, project managers, and CJSI Program Manager must all approve payment prior to disbursement. Monthly

ACJC is responsible for ensuring that all eligible agencies are aware of the project and how they may participate. The PIO along with project managers will communicate with all eligible agencies through various channels. Ongoing.

ACJC Deputy Director/CFO ensures all policies and procedures are current, meets all state and federal requirements, and are understood and followed. Annually

ACJC's role at UAT is to monitor progress. The agency will do this with desk reviews with IT, Site Security Officer, and project leads to identify any issues and ensure they are addressed by the vendor.

Project Sponsor: Lloyd Y. Asato

Project Manager:

Sasha Allen(ACJC)

Lisa Simon(Equifax)

Project Manager - Shayla Gilleland sfordyce@azcjc.gov

IT Manager - Julie Podnar jpodnar@azcjc.gov

Finance Manager - Lisa Kautz lkautz@azcjc.gov

Accountant 1 - Jason Enlow jenlow@azcjc.gov

PIO - Molly Edwards medwards@azcjc.gov

Deputy Director/CFO - Anthony Vidaleavidale@azcjc.gov

There is only one vendor, Appriss Insights. Insights services include the VINE product and SpidrTech.

Vendor Selection

The SPO received two responses to the RFP.

Considered Vendors:

Selected Vendor:

Appriss Insights
IV&V is Info-Tech Research Group
3 Quotes Obtained:

Exception Reason:

Budget or Funding Considerations

The budget will be available through the following sources:

Funding expiration(s)? No

% Base Budget

Start Date:

End Date:

% Federal

Start Date:

End Date:

% Other Appropriated

Start Date:

End Date:

100% Other Non-Appropriated