

Change Request Review
Arizona Criminal Justice Commission
JC24001 # - Crime Victim Notification System - CR-1253
Oversight Name: Les
[CR-1253](#)

OA Peer Review Date: 4/2/25 <div style="background-color: #2e7d32; color: white; padding: 2px; text-align: center;">Approve with Standard Con... ▾</div>	OA Recommendation Date: <div style="background-color: #9e9e9e; color: black; padding: 2px; text-align: center;">No Response ▾</div>	EM Review Date: 4/3/25 <div style="background-color: #2e7d32; color: white; padding: 2px; text-align: center;">Approve with Standard... ▾</div>
Oversight Director Decision Date: 4/3/25 <div style="background-color: #c8e6c9; color: black; padding: 2px; text-align: center;">ITAC Recommendation ▾</div>	OR Deputy CIO Decision Date: <div style="background-color: #9e9e9e; color: black; padding: 2px; text-align: center;">No Response ▾</div>	

Area of Impact

<input type="checkbox"/> Budget	<input type="checkbox"/> Scope	<input checked="" type="checkbox"/> Timeline
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Brief Project Description:

(ACJC) 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.

What Initiated This Change, Reasons:

The project's end date has been changed due to unforeseen delays. These delays are due to:

- Contract issues have caused delays in onboarding new agencies
- Contracts are taking longer than expected to be reviewed by the agencies
- Some agencies have pushed back the timeline due to prior commitments that must be completed first

CR Submission Date: 3/17/25

Original Project Duration:

Start Date: 9/3/24
End Date: 4/30/25

CR Project Duration:

Start Date: 9/3/24
End Date: 11/30/25

Original Project Budget

APF Development Cost	\$ 0.00
Non-APF Dev Cost	\$ 5,530,500.00
Operational Cost	\$ 20,952,000.00
Total Cost	\$ 26,482,500.00

CR Project Budget

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If the project has prior CR list below:

CR-ID	Approved Date	Type
CR-1253	Pending	End Date

Security Review

Has the change impacted security? **No**

EX. Vendor, Hosting Environment, Scope, system interfaces and any other situation impacting the environment, interfaces or other directly or indirectly impact Security.

If Yes, the CR will have to go through a Security Review with the new information provided by the agency.

Funding source re-verification* Required if there is a change to the Development costs on the project

The budget will be available through the following sources:	Funding expiration(s)?
% Base Budget	Start Date: End Date:
% Federal	Start Date: End Date:
% APF	Start Date: End Date:
% Other Appropriated	Start Date: End Date:
% Other Non-Appropriated	Start Date: End Date:

CR Checklist

Requirement	Not Needed ▾	
Is the CR above 10%	Received ▾	
Security approval (SSP update)	Not Needed ▾	
New SOW or quote from the vendor	Received ▾	
New Project Plan	Received ▾	

5-Year Equipment Refresh Plan for Equipment Purchases	Not Needed ▾	
Maintenance & Support Options Identified for Years 2-5	Received ▾	
Cloud Exception Form for On-Prem Servers	Not Needed ▾	
Vendor activity or documentation (training, functionally change, etc.) to be Shared with Agency (Knowledge Transfer)	Not Needed ▾	
Internal Approvals from the Director, CTO, CIO, CFO/Budget Manager via email	Received ▾	
Have the original ITAC conditions reviewed	Received ▾	
If APF funding, Has it been discussed with Financial Analyst	Not Needed ▾	
Ask Report needed	Received ▾	

Risks

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Vendor Selection if applicable (3 Quote)

- Considered Vendors:
- Selected Vendor:
- 3 Quotes Obtained:
- Exception Reason:

CR Modifications + Follow-Up

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[CR-1253](#)

OA Post-Approval Checklist

<input type="checkbox"/> Copy the information from this document into the Oversight Summary section in Salesforce (Project Background, Business Justification, Implementation Plan, Vendor Selection, and Budget or Funding Considerations).
<input type="checkbox"/> Ensure that within the Submission Info section of the PIJ in Salesforce, the IT Goal, Brief Description, Status Report Frequency, and Requested Development Amount fields have been populated.
<input type="checkbox"/> Add the appropriate conditions within the Conditional Approval Section.
<input type="checkbox"/> Complete any follow-up/edits to the CR that were noted in the executive review.
<input type="checkbox"/> After the CR is complete, pdf this document and attach to the Project.
<input type="checkbox"/> Click Generate CR Document, copy as a pdf, and attach to the approval email.
<input type="checkbox"/> Log the approval email to the Project in Salesforce using the Gmail Extension.

Guides

Milestones

Common milestones include, but not limited to:

- Project Kickoff
- Delivery of Signed SOW
- Delivery of Project Plan Document
 - Sometimes an Agency can only produce this after an assessment from the vendor. Ensure this is added as a milestone after the assessment takes place, and ensure the assessment is added as a milestone as well.
- Installation
- Configuration
- Sprints (design & build, with descriptions)
- UAT
- Training (support team/admin)
- Training (end users)
- Go Live
- Payment Invoices (by milestone or date(s))
- Final Payment of Invoices
- Lessons Learned
- Project Close

Common things to look out for:

- If milestones span a long interval of time, for example, several months or longer, there are events that take place within this milestone that can be broken into several milestones that can be more easily monitored.

Financials

- All financials during the first fiscal year are considered Development. Every year after is Operational. However this may be different for projects that span over 1 year.
- Professional services cannot be taxed.

- Ensure the quote from the vendor matches the financials' line items.
- Keep note of the funding expiration dates, when payments will be made (identified within milestones), and whether the Agency has the budget for the project. For example, some Agencies receive new funding every October. Ensure their payment dates are aligned with their ability to pay using the funding they anticipate to receive. Some projects will have multiple funding sources expiring at different times.
- Ensure the categorization of the line items makes sense and they are separated by 1 item per line. For example, licenses and professional services should not be combined; they should be separated into each line item with the applicable categorization and tax information.
- If static maintenance and support costs for years 2-5 are not guaranteed by the vendor, include a 2.5% increase year over year in order to account for any future price increases.

Risks

- Common risks include:
 - Aggressive timelines
 - Two or more agencies involved with the project
 - Two or more vendors involved with the project
 - Paying the vendor at one time, all upfront, prior to any work being performed
 - Any other items included in the conditional approval that are required within future status report submissions