ADOA-ASET

Project Investment Justification

Version 01.01

A Statewide Standard Document for Information Technology Projects

Project Title:

ADOA Security System Replacement

Agency Name:	**Arizona Department of Administration**
Date:	**September 30, 2014**
Agency Contact Name:	**William Hernandez**
Agency Contact Phone:	
Agency Contact Email:	

Hover for Instructions

I. Management Summary*

The physical security section within the Arizona Department of Administration (ADOA), General Services Division (GSD) manages and maintains the electronic security system which protects 59 of 73 state facilities in the metro Phoenix and Tucson areas. With this project, ADOA proposes to upgrade the State's current building access / egress security system with a new, non-proprietary security access control solution. The State owned facilities that will be affected are located in the Capitol Mall ring in downtown Phoenix, Scottsdale, and Tucson. The new system will include new card readers, servers and computer equipment, electrical panels, security system electronics, printers/scanners, and new security access cards for more than 9,000 State employees.

II. Project Investment Justification (PIJ) Type*

☐ **Yes** ☒ **No** Is this document being provided for a Pre-PIJ / Assessment phase?

If Yes,

Identify any cost to be incurred during the Assessment phase.	$0.00
Based on research done to date, provide a high-level estimate or range of development costs anticipated for the full PIJ.	$0.00

Explain:
6T

☐ **Yes** ☒ **No** Will a Request for Proposal (RFP) be issued as part of the Pre-PIJ or PIJ?

III. Business Case

*A. Business Problem**

The Arizona Department of Administration (ADOA) is responsible for the physical security of State employees and 73 State buildings. In order to protect and monitor State facilities, ADOA has implemented automated systems to monitor entry and exit of employees, visitors and vehicles to and from government buildings. The MDI system was originally installed in 1992 and components of the current system, devices and processes were last upgraded in 2008 to protect against identified health and safety threats. The existing State facilities security system has reached end-of-life and is in need of replacement in order to accommodate an increased need for tighter security measures.

*B. Proposed Business Solution**

ADOA proposes to upgrade the State's current building access and egress security system with a new, non-proprietary security access control solution. Security system technology has changed considerably over the past few years, and the new solution will require replacement of obsolete components of the facilities physical control panels. The changes will continue to support the use of biometrics as previously requested by the State Health Laboratory and other Agencies during the system upgrade in 2008. Biometrics provides a more secure form of access control and identification.

Arizona Department of Public Safety (DPS) duty office personnel will serve as the monitoring agency of the system. The new software and hardware solution will be more user-friendly and reliable. Security system enhancements will allow authorized employees / contractors to access secured areas without being impeded by system failures. All 59 buildings, over 900 doors and 8 garages will lock and unlock on time allowing employees and customer's efficient and reliable access.

The new solution will interface with the State's Human Resources Information System (HRIS) in order to keep updated all current employee access configurations. This will allow for the removal of former State employees' access privileges in an efficient manner, keeping the security system up-to-date.

*C. Quantified Benefits**

x	Service enhancement
	Increased revenue
	Cost reduction
x	Problem avoidance
x	Risk avoidance

Explain:

ADOA anticipates improved reliability, remote access, expanded capacity, new features and functions to better safeguard employees and facilities. This upgrade will update the software, allow for self-diagnosis, increase operational functionality, and reduce after hour trouble calls.

IV. Technology Approach

*A. Proposed Technology Solution**

ADOA will purchase and implement new hardware and software dedicated to the physical protection of State facilities. The proposed system includes file servers with operating software, access readers, access card printers, scanners, associated software, ancillary equipment, installation, and support services. The proposed solution includes a dual server configuration in both Phoenix and Tucson for redundancy, and has a life expectancy of 8-10 years.

This project will replace the existing MDI card access system for ADOA managed facilities, including head-end equipment, and existing servers, controllers, power supplies, batteries, enclosures, communications cabling, software and computing hardware, relays and miscellaneous equipment.

Access control database programming will be conducted by the vendor. Functionality will be verified to assure accurate usability and configuration with card reader information, I/O functions, access levels, holidays, schedules, and cardholder information into the new access control database.

The vendor will coordinate with State agencies to create a badging procedure that will maximize efficiency of time for the customer. This will include State employee photographing, new badge printing, and retrieval of old badges.

B. Technology Environment

Components of the existing electronic security access system that were upgraded had a useful life of five years. The last upgrade occurred in 2008 and the system is reaching the end of its expected operational life. The system stores information on up to 50,000 cardholders, and sends and receives millions of bits of electronic signals to lock and unlock doors and raise garage gates, each time an access card is presented or on a pre-programed timed-schedule. The system also controls access on secured elevators, enunciates break-ins, fire alarms, panic alarms and activates motion sensors. The primary components are two file servers, 93 control panels, 8 workstations (including Badging and the Tucson system) and other ancillary mechanisms.

The current system controls the security operations of the following:

- Buildings 59 (including Tucson)
- Card readers 1025
- Garages 8
- Panic buttons 130
- Fire alarm links 120
- Door controllers 5000
- Employees 9000
- Burglar alarms 5

While the upgrade completed in 2008 eliminated some functional difficulties, failures now occur weekly and the system continues to be overloaded with transactions and requests for additional card readers, panic buttons, and timed-events. The database management software was not updated in 2008 and the system still operates on Microsoft SQL 2000 for database management and uses a Windows Server 2003 operating system. It is believed that the database management software was not upgraded due to compatibility issues. Unfortunately the core groups of individuals behind this upgrade were lost in a Reduction in Force (RIF) in 2009.

C. Selection Process

ADOA has selected this approach to provide a stable, safe, and secure environment for State facilities and operations. ADOA competitively procured a Construction-Manager-at-Risk (CMAR) to provide pre-construction services during the design phase of the project, serve as the general contractor throughout construction, and assume the risk of delivering the project through a series of fixed lump sums or Guaranteed Maximum Price (GMP). Working with the State and the design team the CMAR recommended a vendor based on qualifications to act as our integrator. The selected integrator has completed several comparable projects over a 28 year period.

V. Project Approach

*A. Project Schedule**

Project Start Date: 10/14/2014 **Project End Date**: 10/01/2015

B. Project Milestones

Major Milestones	Start Date	Finish Date
Verify Authorized Signers & Employee Credentials	10/15/2014	03/06/2015
Migration of existing database	11/03/2014	03/06/2015
Roadshows	3/09/2015	06/15/2015
Construction phase	3/09/2015	08/24/2015
Warranty & Commissioning	08/24/2015	10/1/2015

VI. Roles and Responsibilities

A. Project Roles and Responsibilities

Agency Director: Kathy Peckardt, ADOA Interim Director
Chief Information Officer: Aaron V. Sandeen, ADOA Deputy Director, State CIO
Project Sponsor: William Hernandez, Assistant Director, Building & Planning Services, ADOA
Project Manager (PM): John Hauptman, Assistant General Manager, ADOA
Technical Support: Sun Eagle, CMAR
Technical Support: ASSI, Integrator

B. Project Manager Certification

- [ ] Project Management Professional (PMP) Certified
- [ ] State of Arizona Certified
- [x] Project Management Certification not required

C. Full-Time Employee (FTE) Project Hours

Total Full-Time Employee Hours	1500
Total Full-Time Employee Cost	$

VII. Risk Matrix, Areas of Impact, Itemized List, PIJ Financials

VIII. Project Approvals

A. *Agency CIO Review**

Key Management Information	Yes	No
1. Is this project for a mission-critical application system?	x	
2. Is this project referenced in your agency's Strategic IT Plan?		x
3. Is this project in compliance with all agency and State standards and policies for network, security, platform, software/application, and/or data/information as defined in http://aset.azdoa.gov/security/policies-standards-and-procedures, and applicable to this project? If **NO**, explain in detail in the "XI. Additional Information" section below.	x	
4. Will this project transmit, store, or process sensitive, confidential or Personally Identifiable Information (PII) data? If **YES,** in the "XI. Additional Information" section below, describe what security controls are being put in place to protect the data.	x	
5. Is this project in compliance with the Arizona Revised Statutes (A.R.S.) and GRRC rules?	x	
6. Is this project in compliance with the statewide policy regarding the accessibility to equipment and information technology for citizens with disabilities?	x	

B. *Project Values**

The following table should be populated with summary information from other sections of the PIJ.

Description	Section	Number or Cost
Assessment Cost (if applicable for Pre-PIJ)	II. PIJ Type - Pre-PIJ Assessment Cost	**$ 0**
Total Development Cost	VII. PIJ Financials tab	**$ 444,054.65**
Total Project Cost	VII. PIJ Financials tab	**$ 594,054.65**
FTE Hours	VI. Roles and Responsibilities	**1500**

C. *Agency Approvals**

Contact	Printed Name	Signature	Email and Phone
Project Manager:	John Hauptman		
Agency Information Security Officer:	Mike Lettman		
Agency CIO:	Aaron V. Sandeen		
Project Sponsor:	William Hernandez		
Interim Agency Director:	Kathy Peckardt		

IX. Optional Attachments

A. Vendor Quotes

X. Glossary

XI. Additional Information

PII will be handled through controls that have been put in place through ADOA's Security, Privacy and Risk (SPR) Team, based on the ADOA Security Policy Manual. These controls are based on NIST (National Institute of Standards and Technology) guidelines.

Links:

ADOA-ASET Website

ADOA-ASET Project Investment Justification Information Templates and Contacts

Email Addresses:

Strategic Oversight

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