



# ADOA - ASET

Arizona Strategic Enterprise Technology

## Project Investment Justification

Version 01.01

A Statewide Standard Document for Information Technology Projects

### Project Title:

**Arizona Department of Corrections Staff Radio Augmentation**

Agency Name:	Arizona Department of Corrections
Date:	April 23, 2014
Agency Contact Name:	Julie M. Augeri
Agency Contact Phone:	
Agency Contact Email:	

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## I. Management Summary\*

Following emergent risk assessments, the Arizona Department of Corrections recently adjusted operational security posts and equipment standards for support staff. Staff are now assigned to conduct continual checks of an institution building or cluster. The posts were designated to conduct health and welfare checks and as a deterrent for inmate self-harm. The support staff radios are designed to provide an added layer of security for staffs with direct inmate contact. As a result of these changes, the Department must purchase additional radios and ancillary equipment for staff dissemination.

## 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.	\$
Based on research done to date, provide a high-level estimate or range of development costs anticipated for the full PIJ.	\$

Explain:

[Click here to enter text.](#)

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

## III. Business Case

### A. **Business Problem\***

As field radios reach their end -of-life, end-of-use these radios need to be replenished. As non-functioning radios and batteries are replaced with in-house supplies these supplies must also be replenished. Purchase of the replenish radios and ancillary equipment will enable security officers who perform roving posts in maximum security units to quickly replace these end -of-life, end-of-use and non-functional radios. The radios will also allow the agency to equip all support staff (education, medical, administrative), who have direct contact with inmates, with emergency identification capability.

### B. **Proposed Business Solution\***

The agency intends to purchase an additional 185 radios and 220 batteries to outfit units/personnel. The agency will use baseline funds to purchase the radios.

### C. **Quantified Benefits\***

- Service enhancement  
 Increased revenue

- Cost reduction
- Problem avoidance
- Risk avoidance

Explain:

Service enhancement and Risk avoidance: Agency staff will have the capability of notifying appropriate personnel of potential or active dangers or hazards quickly, the result of which reduces the risk to staff and the inmate populations through the provision of additional emergency communications in situations where staff members might be threatened during inmate interaction.

#### IV. Technology Approach

##### **A. Proposed Technology Solution\***

The agency intends to purchase radios with internal software packages; the radios will be compatible with existing infrastructure. The agency also intends to purchase extra batteries for the radios.

\* The vendor has given ADC a one-time trade in credit of \$18,500.00 for old radios which will be applied at the time of purchase. This table and the financial spreadsheet reflects the price quote with the trade in allowance subtracted from the purchase price of the original cost of the radios (\$562.50 ea. X 185 radios + \$8637.19 tax = \$112,699.69. This matches the quote.

##### **B. Technology Environment**

The radios will be integrated into the existing infrastructure environment in order to achieve capability. The agency maintains inventory parts allowing sustained maintenance. The majority of existing technology was purchased and deployed in 2012 as a part of the agency's Narrow Band deployment.

**C. Selection Process**

This vendor is on state contract and ADC has used this vendor before

**V. Project Approach**

**A. Project Schedule\***

Project Start Date: 4/28/2014 Project End Date: 8/04/2014

**B. Project Milestones**

Major Milestones	Start Date	Finish Date
Order Hardware	05/05/14	05/07/14
Receive Hardware	05/12/14	06/30/14
Program Equipment	07/02/14	07/18/14
Prepare Hand Receipts	7/21/2014	8/01/2014
Deploy Equipment	8/04/2014	8/04/2014

**VI. Roles and Responsibilities**

**A. Project Roles and Responsibilities**

Emergency Preparedness Administrator Julie Augeri will maintain Project Oversight including the needs assessment, budgeting, PIJ preparation and Deployment Plan preparation. Radio Services Manager Brad Rogers will order and receive the equipment, oversee programming, hand receipt preparation and institution deployment. The agency Procurement Specialist will work with the vendor to deliver the radios and complete payment validation. The institutional staff will receive and disseminate radios as needed.

**B. Project Manager Certification**

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

**C. Full-Time Employee (FTE) Project Hours**

Total Full-Time Employee Hours	160
Total Full-Time Employee Cost	\$ 0

**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 <a href="http://aset.azdoa.gov/security/policies-standards-and-procedures">http://aset.azdoa.gov/security/policies-standards-and-procedures</a> , and applicable to this project? If <b>NO</b> , 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 <b>YES</b> , 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	\$
Total Project Cost *	VII. PIJ Financials tab	\$ 218,015.86
FTE Hours	VI. Roles and Responsibilities	160

**\*CREDIT OF \$18,500.00 APPLIED TO FINAL COST.**

### C. Agency Approvals\*

Contact	Printed Name	Signature	Email and Phone
Project Oversight:	Julie Augeri		
Agency CIO:	Stephen Welsh		
Project Sponsor:	Jeff Hood		

<b>Agency Director:</b>	Charles Ryan		
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**IX. Optional Attachments**

**A. *Vendor Quotes***

**X. Glossary**

**XI. Additional Information**

Links:

[ADOA-ASET Website](#)

[ADOA-ASET Project Investment Justification Information Templates and Contacts](#)

Email Addresses:

[Strategic Oversight](#)

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