



ADOA - ASET

Arizona Strategic Enterprise Technology

Project Investment Justification

Version 01.01

A Statewide Standard Document for Information Technology Projects

**Arizona Department of Corrections Staff Radio Augmentation –
ASPC-Lewis, Rast Unit Expansion**

Agency Name:	Arizona Department of Corrections
Date:	18 September 2014
Agency Contact Name:	Tina Summers
Agency Contact Phone:	
Agency Contact Email:	

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I. Management Summary*

The Arizona Department of Corrections was authorized for the construction expansion of 500 maximum custody prison beds. These changes include the addition of 115 security staff, 15 security supervisors, plus administrative staff, counselors, medical and volunteer staff. Each unit is responsible to ensure all staff that enters any unit has a hand held radio on their person so they may communicate with others, or call for assistance if required. The support staff radios are designed to provide an added layer of security for staff members 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:

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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 maximum custody expansion will add an additional 115 security staff, 15 security supervisors, plus administrative staff, counselor, medical and volunteer staff. Each unit is responsible to ensure all staff that enters any unit has a hand held radio on their person so they may communicate with others, or call for assistance if required. Purchase of the additional radios and ancillary equipment will enable security officers, now performing roving posts in maximum security units, to have quick response communications capability. The radios will also allow the agency to equip all support staff (education, medical, administrative), which have direct contact with inmates, with emergency identification capability.

B. Proposed Business Solution*

The agency intends to purchase an additional 55 radios with associated equipment and 100 batteries to outfit units/personnel. The agency will use allocated funds to purchase the radios.

C. Quantified Benefits*

- Service enhancement
- Increased revenue
- Cost reduction

- Problem avoidance
- Risk avoidance

Explain:

The agency will reduce the risk to the inmate populations and staff through provision of additional emergency communications for use in mitigation checks and for use in emergency situations where a staff member 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.

Base stations / MC2000 are also required as part of the infrastructure, the base radios are installed in unit and pod control rooms, these radios have a higher output and pick up and send a stronger signal.

XTL 2500 are vehicle mounted radios, speakers and other parts required to install and equip vehicles with ADOC frequency radios. ADOC Vehicles are required to have radio communication for safety of the Public, staff and inmates.

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. We will be operating under the new Distributed Antenna System (DAS). The radios and software that we are requesting to purchase are compatible with the narrow band radios purchased in 2012, and the one that we currently use. Age of radio is not an issue; new equipment is required with the addition of staffing and inmates. The agency maintains inventory parts allowing sustained maintenance.

C. Selection Process

The agency will only purchase Narrow-Band compliant equipment. Agency communications are conducted currently in the Analog, Very High Frequency Spectrum so equipment must be purchased which is configured accordingly.

V. Project Approach

A. Project Schedule*

Project Start Date: 8/12/2014 Project End Date: 11/30/2014

B. Project Milestones

Major Milestones	Start Date	Finish Date
Conduct Needs Assessment	8/12/2014	8/25/2014
Obtain Equipment Quotes	8/26/2014	8/26/2014
Secure PIJ Approval	9/10/2014	10/10/2014
Purchase Equipment	10/10/2014	10/24/2014
Program Equipment	10/27/2014	10/29/2014
Prepare Hand Receipts	10/31/2014	10/31/2014
Deploy Equipment	11/03/2014	11/03/2014
Complete Billing	11/30/2014	11/30/2014

VI. Roles and Responsibilities

A. Project Roles and Responsibilities

Account Tech III Tina Summers will maintain Project Oversight including the needs assessment, budgeting, PIJ preparation and Deployment Plan preparation, hand receipt preparation, institution deployment, will work with the vendor to deliver the radios and complete payment validation. Radio Services Manager Brad Rogers will oversee ordering and receiving of the equipment, oversee programming. The institutional staff will receive and disseminate radios to selected individuals.

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 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	NA
Total Development Cost	VII. PIJ Financials tab	\$ 103,160.71
Total Project Cost	VII. PIJ Financials tab	\$ 103,160.71
FTE Hours	VI. Roles and Responsibilities	160

C. Agency Approvals*

Contact	Printed Name	Signature	Email and Phone
Project Oversight:	Tina Summers		
Agency Information Security Officer:	Randy Newman		
Agency CIO:	Stephen Welsh		
Project Sponsor:	Jeff Hood		
Agency Director:	Charles Ryan		

IX. Optional Attachments

A. Vendor Quotes - *see attachment

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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