2016 End User Device Refresh	
Agency Requesting The Project:	
Economic Security Department	
Business Unit Requesting The Project:	
Division of Technology Services	
Sponsor Of the Project:	
Stephen Welsh	
Sponsor Title:	
CIO	
Sponsor Phone Number:	**Extension:**
(602) 774-5147	
Sponsor Email Address:	
stephen.welsh@azdes.gov	

Has a Project Request been completed for this PIJ?	
	Y

What is the operational issue or business need that the Agency is trying to solve?

The DES does not have a centralized budget for the replacement of end user equipment or software. In the past, individual programs replaced equipment only as funding was available. Many programs operated with equipment that was well over five years old resulting in a technical environment that became increasingly inconsistent across the agency, becoming difficult and costly to maintain, and presented significant security risks.

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

In Fiscal Year (FY) 2011, the DES developed a new strategy to replace end user equipment throughout the agency that was greater than five years old. Since then, the DES has been able to replace the oldest of the end user desktop devices.

With the equipment replacements proposed in this PIJ, the DES will fulfill its commitment to maintaining an end user environment that is five years old or less. In addition, the requested new hardware will address the business requirements defined by the programs.

The proposed replacement equipment will provide field personnel with products that will address their business needs and are supportive of productivity improvements. The new equipment and software will address federal and state data security requirements.

Describe the proposed solution to this business need:

The DES has assessed the age of its end user equipment inventory in relation to current staffing levels and is seeking to replace equipment that will be greater than five years old by the end of the current calendar year.

Personal Computers: The DES will replace aged workstations with new systems that will provide for the future defined needs of the Department. These systems will have sufficient memory and processing capabilities to meet the current and future process improvements being proposed by DES programs, including the ability to provide remote training opportunities that will reduce the need for travel. All new PCs will be equipped with Windows 7 Enterprise x64, which has been established as the agency's Operating System standard. All devices will support the encryption with state of the art security suites to ensure secure data in accordance with federal requirements. The DES plans to surplus any PCs that are deemed end-of-life.

Printers: Printers will meet the production requirements of end users and field offices, while addressing federal data security requirements. Variations in expected utilization (page count) will be taken into consideration at the time of purchase. In some cases, multi-function devices (fax, print, and copy) may be purchased to replace old printers in large offices, as they offer more diverse functionality and are more cost-effective for some offices. All new printers will be purchased with encryption software for the hard drives and disk overwrite software to ensure the protection of confidential information both while in service and when moved to state surplus. A medium range printer has been used for the purpose of estimating costs.

Scanners: DES has utilized a series of Multifunction Printers in lieu of small profile scanner. These will be purchased with encryption software for the hard drives and disk overwrite software to ensure the protection of confidential information both while in service and when moved to state surplus.

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

Indicate where that documentation can be found, or provide the information under separate cover before the meeting, otherwise describe below:
Microsoft SCCM inventory data is used to document the equipment and determine which aging hardware will need to be replaced.

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

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?	N

Will you be completing an assessment phase, i.e., an evaluation by a vendor, third party or your agency, of the current state, needs, and desired future state, in order to determine the cost, effort, approach (RFP or otherwise) and/or feasibility of a project before submitting the full PIJ?	N

Does the project fall into one of the following categories: - hardware technology refresh/expansion, e.g., replacement/more laptops, radios, peripherals, etc.? - software version refresh/additional licenses, e.g., MS Office 2013 replacing 2010, extra software licenses needed for additional PCs?	Y

Is there any possibility that project implementation costs could reach $1 million or more?	Y

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

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

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

Describe the make-up and roles/responsibilities of the project team, e.g. participants, sponsors, stakeholders, etc. below:
DES will manage this project internally and will utilized desktop support teams to image and deploy all replacement machines.

Will a PM be assigned to manage the project, regardless of whether internal or vendor provided?	Y

If the PM is credentialed, e.g., PMP, CPM, etc., please provide certification information below:
The PM is PMP certified.

Is a project plan available that reflects the estimated start date and end date of the project, and the supporting milestones for the project?	N

Provide an estimated start and finish date for implementing the proposed solution:			
Estimated Start	06/01/16	Estimated Finish	12/31/16

How were the start and end dates determined:
Provided

Has a test/pilot phase been incorporated?	N

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

Will the implementation require any physical infrastructure improvements, e.g., building reconstruction, major re-wiring, etc.?	N

Are there any known resource availability conflicts that could impact the project?	N
Does your schedule have dependencies on any other projects or procurements?	N
Will the implementation involve major end user view or functionality changes?	N
Will the proposed solution result in a change to a public-facing application or system?	N
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.?	Y
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.?	Y
Have all required funding sources for the project and ongoing support costs been identified?	Y
Will the funding for this project expire on a specific date, regardless of project timelines?	N
Will the funding allocated for this project include any contingency, in the event of cost over-runs or potential changes in scope?	N
Please indicate whether a statewide enterprise solution will be used or select the primary reason for not choosing an enterprise solution: Statewide Enterprise Solution	
Will the technology and all required services be acquired off existing State contract(s)?	Y
Will any software be acquired through the current State value-added reseller contract?	N
Does the project involve any technology that is new and/or unfamiliar to your agency, e.g., software tool never used before, virtualized server environment?	N
Does your agency have experience with the vendor (if known)?	Y
Does the vendor (if known) have professional experience with similar projects?	Y
Does the project involve any coordination across multiple vendors?	N
Does this project require multiple system interfaces, e.g., APIs, data exchange with other external application systems/agencies or other internal systems/divisions?	N
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?	N
Will a migration/conversion step be required, i.e., data extract, transformation and load?	N
Is this replacing an existing solution?	N
Describe how the agency determined the quantities reflected in the PIJ, e.g., number of hours of P&OS, disk capacity required, etc. for the proposed solution? Purchase data from existing equipment, along with expired warranty information, was used to determine the age of computers in the existing environment.	
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?	N

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

Please select why failover and disaster recovery is not included in the proposed solution.
Not needed

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

Will any application development or customization of the proposed solution be required for the agency to use the product in the current/planned technology environment, e.g., a COTS application that will require custom programming, an agency application that will be entirely custom developed?	N

Have you determined that this project is in compliance with all applicable statutes, regulations, policies, standards, and procedures, including those for network, security, platform, software/application, and/or data/information found at https://aset.az.gov/resources/psp?	Y

Are there other high risk project items not identified?	N

Will the proposed solution be vendor-hosted?	N

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

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

Summary of PIJ Financials

Total of Development Cost:	$	5,148,885
Total of Operational Cost:	$	-
Total Costs:	$	5,148,885

Project Cost - Itemized

Item	Description	Category	Development (Implementation) or Operational (Ongoing)	Fiscal Year Spend	Qty or Hours	Unit Cost	Extended Cost	Enter Tax Rate if Applicable (Generally 8.3% for PHX)	Tax	Total Cost
1	Desktop PC	Hardware	Development	1	4254	$755	$3,211,770	8.60%	$276,212	$3,487,982
2	Mobile Device (Laptop)	Hardware	Development	1	594	$1,584	$940,896	8.60%	$80,917	$1,021,813
3	Network Computer (Thin Client)	Hardware	Development	1	1300	$233	$302,900	8.60%	$26,049	$328,949
4	Monitors	Hardware	Development	1	550	$163	$89,650	8.60%	$7,710	$97,360
5	Printers	Hardware	Development	1	92	$1,240	$114,080	8.60%	$9,811	$123,891
6	Scanners	Hardware	Development	1	50	$1,637	$81,850	8.60%	$7,039	$88,889
7		[--Select--]	[--Select--]	[--Select--]						
8		[--Select--]	[--Select--]	[--Select--]						
9		[--Select--]	[--Select--]	[--Select--]						
10		[--Select--]	[--Select--]	[--Select--]						
11		[--Select--]	[--Select--]	[--Select--]						
12		[--Select--]	[--Select--]	[--Select--]						
13		[--Select--]	[--Select--]	[--Select--]						
14		[--Select--]	[--Select--]	[--Select--]						
15		[--Select--]	[--Select--]	[--Select--]						
16		[--Select--]	[--Select--]	[--Select--]						
17		[--Select--]	[--Select--]	[--Select--]						

Total Development Cost	$5,148,885
Total Operational Cost	$0
Total Itemization of Costs:	**$5,148,885**

Summary of Funding Sources

Fund Type	% of Project	$ of Project (Available)	$ of Project (To Be Requested)
Base Budget	19.70%	$1,014,330.35	
APF			
Other Appropriated	37.50%	$1,930,831.88	
Federal	38.30%	$1,972,022.96	
Other Non-Appropriated	4.50%	$231,699.83	

PIJ Development & Operational Cost Summary

Description	Type	Year 1	Year 2	Year 3	Year 4	Year 5	Extended Cost
Professional & Outside Services	Development	$0	$0	$0	$0	$0	$0
	Operational	$0	$0	$0	$0	$0	$0
Hardware	Development	$5,148,885	$0	$0	$0	$0	$5,148,885
	Operational	$0	$0	$0	$0	$0	$0
Software	Development	$0	$0	$0	$0	$0	$0
	Operational	$0	$0	$0	$0	$0	$0
Communications	Development	$0	$0	$0	$0	$0	$0
	Operational	$0	$0	$0	$0	$0	$0
Facilities	Development	$0	$0	$0	$0	$0	$0
	Operational	$0	$0	$0	$0	$0	$0
Licensing & Maintenance Fees	Development	$0	$0	$0	$0	$0	$0
	Operational	$0	$0	$0	$0	$0	$0
Other	Development	$0	$0	$0	$0	$0	$0
	Operational	$0	$0	$0	$0	$0	$0
	Development Cost:	$5,148,885	$0	$0	$0	$0	$5,148,885
	Operational Cost:	$0	$0	$0	$0	$0	$0
	Total Cost:						$5,148,885

Areas of Impact

1 **Application Systems**

	Application Enhancements
	Internal Use Web Application
	Mobile Application Development
	Arizona Enterprise Solution Platform (AESP) based Application
	New Application Development
	az.gov Web Portal Application
	Other: (Please specify below)

2 **Database Systems**

	Data Warehouse/Mart
	Database Consolidation/Migration/Extract Transform and Load Data
	Database Products and Tools:
	Oracle
	MySQL
	DB2
	MS SQL Server
	Other: (Please specify below)

3 **Software**

	COTS Application Customization
	COTS Application Acquisition
	Mainframe Systems Software
	Open Source
	PC/LAN Systems Software
	Virtualization
	Other: (Please specify below)

4 **Hardware**

	LAN/WAN Infrastructure
	Mainframe Infrastructure
	Storage Area Network Devices
	Public Safety Radios, Systems
X	PC Purchases, Peripherals
	Tape Libraries/Silos
	UPS Devices
	Other: (Please specify below)

5 **Hosted Solution (Cloud Implementation)**

☐ State Data Center

☐ Commercially Hosted:

☐ Amazon (AWS) GovCloud

☐ Century Link - I/O Data Center

☐ AWS (non-government) cloud

☐ Microsoft Azure

☐ Vendor Hosted

☐ Other: (Please explain below)

6 **Security**

☐ Encryption

☐ Security Appliances:

☐ Firewall

☐ Intrusion Detection System (IDS)

☐ Intrusion Prevention System (IPS)

☐ SecurityControls/Systems - Other: (Please specify below)

☐ Physical Controls (Badging Systems, Iris Scanners, Other: (Please specify below)

☐ Other: (Please specify below)

7 **Telecommunications**

☐ Network Communications Infrastructure

☐ Telephone Upgrade-Business-Specific

☐ Cabling

☐ Wireless Access Points

☐ Telephony Upgrade-EIC Solution

☐ Trenching

☐ Videoconferencing

☐ Other: (Please specify below)

8 **Enterprise Solutions**

- [ ] Business Intelligence System
- [ ] E-Signatures
- [ ] Geographic Information Systems
- [ ] Other Imaging - Photos, Fingerprints, etc.
- [ ] Document Management/Imaging
- [ ] eLicensing
- [ ] Management Systems - Financial, Grants, Asset
- [ ] Disaster Recovery/Business Continuity
- [ ] Other: (Please specify below)

9 **Contract Services/Procurement**

- [ ] Contracted Project Management
- [ ] Contractor Support Services
- [ ] Install/Configuration Contract Services
- [ ] State Contract
- [ ] Vendor provided
- [ ] Procurement (RFP, IFB, DPR, etc.)
- [ ] Other: (Please specify below)

Project Milestones/Deliverables

Major Milestones/Deliverables	Estimated Start Date	Estimated Finish Date
Receive and deploy end user devices	06/01/16	12/31/16
Surplus removed devices	01/01/17	03/01/17

Meeting Invite Checklist

Role	Name	Email Address	Date Reviewed
Agency Project Sponsor*	**Stephen Welsh**	Stephen.Welsh@azdes.gov	04/14/16
Agency Chief Information Officer (CIO) (or designee)*	**Stephen Welsh**	Stephen.Welsh@azdes.gov	04/14/16
Agency Information Security Officer (ISO) (or designee)*			
Joint Legislative Budget Committee (JLBC) representative			
Office of Strategic Planning & Budgeting (OSPB) representative			
ADOA-ASET Strategic Program Manager *	**James Dean**	James.Dean@azdoa.gov	04/22/16
ADOA-ASET Security, Privacy & Risk (ASET-SPR) representative			
Agency CPO or State Procurement Office (SPO) representative			
Agency CFO or Finance representative (if different from CPO)	**Jim Whallon**	JWhallon@azdes.gov	04/20/16
Others to Invite (if applicable):			
DES Deputy Director of Operations (Approver)	**Todd Bright**	TBright@azdes.gov	04/15/16
DTS Deputy CIO of Development (Approver)	**Todd Templeton**	TTempleton@azdes.gov	04/14/16
DTS Deputy CIO of Operations (Approver)	**Lori Cunningham**	LoriCunningham@azdes.gov	04/14/16
DTS PMO Administrator	**Dave Mathis**	DMathis@azdes.gov	
DTS Service Center Administrator	**Allen Platt**	DPlatt@azdes.gov	
DTS Deputy PMO Administrator	**Leisa Bell**	LBell@azdes.gov	

* Required Atendee

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✓	Has the value of the IT project to the public and the State been identified?
✓	Does the proposed solution address the stated problem or situation?
✓	Has the budget unit demonstrated competency to carry out the project successfully?
✓	Have all applicable questions in the PIJ been addressed?
✓	Have the Areas of Impact associated with the project been identified?
✓	Is sufficient sponsorship and support by budget unit leadership evidenced in the meeting?
✓	Has the compatibility of the proposed solution with other budget unit solutions been addressed?
✓	Has a reasonable Project Plan been provided?
✓	Has the compliance of the proposed solution with all applicable statewide standards been confirmed?
✓	Have any potential risks or issues associated with the project or the proposed solution been identified and appropriately addressed to minimize unintended consequences?
✓	Have the cost estimates for the project been vetted for accuracy?
✓	Have the PIJ Financials been completed?
✓	Have any/all of the following startup costs to implement the project been included under Development in the financial tables, if applicable - tax; shipping; upfront maintenance and support; professional services (P&OS); ancillary software to run on equipment; ancillary hardware to install equipment, e.g., cables; other associated costs, e.g., training, travel, documentation, etc.?
✓	Have any/all of the following ongoing/5-year support costs, once the project is implemented, been included under Operational in the financial tables, if applicable - ongoing vendor hosting costs, including any projected increase over time; annual maintenance and support not acquired upfront; extended costs after warranty expiration; P&OS commitments beyond implementation?
✓	Have you confirmed that no Full Time Employee (FTE) related costs have been included in the project costs?
✓	Have quotes been provided for all itemized costs in the PIJ, e.g., professional services, hardware, software, licensing, etc.?
✓	Do the quotes match the itemized list and only reflect those items and costs (within 5%) associated with this project?
✓	If not, describe below how the costs in the PIJ differ from the quotes, e.g., if quantities are different, costs are comprised of portions of multiple quotes provided, etc.:
	N/A

If any of the above are not complete, the PIJ cannot be approved at this time…..

PIJ Disposition

☐	Approved
☐	Approved with conditions
☐	Not Approved
✓	Recommended to ITAC
☐	Recommended to ITAC with conditions

Strategic Program Manager Analysis

DES does a large equipment refresh each year to replace all aging hardware that has reached end of life within the Agency. There are no issues or concners wit the project. Receommended to ITAC via delegated authority

Authorized Approver:	James Dean	Approval Date:	4/22/16

Condition (If Applicable)