



# ADOA - ASET

Arizona Strategic Enterprise Technology

## Project Investment Justification

Version 01.01

A Statewide Standard Document for Information Technology Projects

**Project Title:**

**Data Capture**

<b>Agency Name:</b>	Department of Revenue
<b>Date:</b>	09/16/2014
<b>Agency Contact Name:</b>	Janice Swim
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[Hover for Instructions](#)

## I. Management Summary\*

This project will capture data on page two of the individual income tax returns and data on AZ Form 301 (Nonrefundable Individual Tax Credits and Recapture). This information will be uploaded from e-filing and 2D barcode tax returns into the Tax Administration System (TAS). The individual income tax returns which are mailed to the ADOR would be keyed by Processing Administration staff. The project will require scanning all pages of the paper forms 140, 140A, 140NR, 140PY, 140X and related documents. It would also require the data entry screens to be revised to reflect the additional data being captured. Once the data is captured it will need to have a place in TAS to reside, therefore requiring additional fields and display screens to be added to the system. Also, current reports which are generated by TAS would need to be modified to include the additional data.

## II. Project Investment Justification (PIJ) Type\*

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

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.	\$0

Explain:

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

## III. Business Case

### A. Business Problem\*

ADOR is required to provide statistical data to the Governor's Office and the Legislature detailing the approximate costs in lost revenue for all state tax expenditures. This information includes deductions, subtractions, exclusions, exemptions, allowances and credits. It also includes the impact of the reduction in long-term capital gains subject to income tax. Currently, page 2 information on an individual income tax return is not captured in TAS which stores this data. Since the data is not captured in TAS the process of developing audit leads for individual income tax audit and providing statistics for the department's annual report to the Governor's Office is a manual process.

Individual Income Tax has four basic audit programs. Program #1 is Match Merge, where differences between the Federal individual income tax return and the Arizona State individual income tax return are compared line-by-line. Staff manually look for differences in entries such as federal adjusted gross income (FAGI), filing status, tax credits, and so on. Once the comparisons have been completed the returns considered as audit leads are those with an added tax greater than \$100. Program #2 is non-filers, where staff checks social security numbers (SSN) on Federal returns against social security numbers on Arizona returns. The staff also considers SSN transpositions, flip-flops (where the Federal SSN1 filed as Arizona SSN2 and Federal SSN2 filed as Arizona SSN1) and other SSN differences. Those leads where SSNs don't match are considered candidates for a non-filer audit. Program #3 is CP2000

audits. The Internal Revenue Service (IRS) will check for differences on filed returns, comparing what the taxpayer reports and what is reported on supporting documents such as W-2s, 1099s, 1098s, etc. If there is a difference, the IRS can perform a CP2000 audit. The department receives 6 CP2000 cycles for each tax year from the IRS and a summary 7th cycle at the end of the year. The department uses these reports to compare against the Arizona returns. Program #4 is RAR audits. These audits come from IRS closed examination case records but do not include appealed cases. These cases are sent to the department monthly and used to compare against the Arizona return in order to decide whether an audit is worth pursuing.

Capturing page 2 data from paper returns would help the department compare dependents on the Federal return vs. dependents on the Arizona return, exemption differences (over 65, blind, dependents, parents) as well as specific addition/subtraction differences.

In addition, information on AZ Form 301 is not captured in TAS. The Office of Economic Research & Analysis (OERA) researches individual income tax credits. Currently, OERA has to provide the department's warehouse with a list of 2D barcode and paper returns with credits to be pulled and copied. The warehouse copies the first page of the 140, 140NR, 140PY, both pages of the 301 and any other credit forms attached to the return. Then the data from the copies provided by the warehouse is keyed into credit tracking spreadsheets for analysis.

Capturing data from 301 would eliminate the manual process of updating the spreadsheet and having the warehouse copy this form. If all of the return was scanned OERA would be able to view the returns electronically thereby eliminating the need to have these forms pulled and copied by warehouse staff. It would also allow for a timelier turnaround time for analyzing credits on individual income tax returns.

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

The proposed solution is to continue to scan page one and two of the individual income tax returns and add the scanning of AZ Form 301 for paper returns using the current vendor. Scanning of the individual income tax returns means that the paper document is imaged so it can be displayed on a monitor for the data entry staff to be able to read and key the information into the data processing system; no data is electronically captured by the scanning process. In the future, the department intends to explore the possibility of enhancing this process to include an electronic data capture system. Referred to as optical character recognition (OCR) this converts scanned or photographed images of typewritten or printed text into machine-encoded/computer-readable text. For the current project, Processing Administration staff would key the information from the scanned documents for page 2 and AZ Form 301.

For 2D barcode and Me-Efile returns, data from page 2 and form 301 would be captured and uploaded into TAS. The data reported on the additional credit forms will be available through the vendor batch viewer. The other remaining data which is not uploaded to TAS but received by 2D barcode and Me-Efile returns will also be made available to OERA.

The IT Division would update the current input screens used by Processing Administration to key the data to be captured. In some instances new input screens may need to be developed. Also some new fields may need to be created in TAS to store the data. IT Staff would need to update and/or develop

new screens for displaying the data. IT would also need to modify the current reports generated by TAS to include the additional information.

**C. Quantified Benefits\***

<input checked="" type="checkbox"/>	Service enhancement
<input checked="" type="checkbox"/>	Increased revenue
<input checked="" type="checkbox"/>	Cost reduction
<input checked="" type="checkbox"/>	Problem avoidance
<input checked="" type="checkbox"/>	Risk avoidance

Explain: Benefits of capturing individual income tax data from page 2 and AZ Form 301 from the returns would be as follows:

The total benefit to the Audit and OERA teams for increased data capture is an estimated \$2,273,414. The additional data will give Audit the ability to further refine the current Match Merge program and create possible new automated audit programs for areas currently being manually worked. The Audit and OERA benefits can be divided into two categories:

**Decreased Costs**

With additional data capture, Audit would generate cost savings associated with printing microfilmed copies of tax returns for the Match Merge, Revenue Agents' Reports (RAR), and Federal Income Adjustments (CP2000). If Individual Income tax return data was available in an electronic format, the microfilmed copies would not be required. Audit would be able to further refine the Match Merge program to account for each data element of the tax return. Currently for the paper filed returns, only totals from each section of the tax return are used in the Match Merge program. This required the printing of the microfilmed returns for the auditors to be able to review and process these audit leads. On average, over the two fiscal years (FY11 and FY12), 24,690 audits were processed that required the paper return to be printed from microfilm. This is using an estimated 40% paper filed returns for the three major audit programs (based upon tax year 2008 audits issued). With an average cost to print a microfilmed return at approximately \$6.25, by not having to print returns, this works out to a cost savings of \$154,313 per year. The OERA averaged 4,500 printed returns in tax year 2012. Eliminating the need to print those returns would result in cost savings of approximately \$28,125 per year.

If all tax return data was available electronically, then the department as a whole could look at reducing the retention schedules for stored paper tax returns, microfilm and fiche records. This would ultimately result in additional savings to the department. For Individual Income Tax, the Records Management Center currently has over 26,000 boxes that cost the department an average of \$2.50 per box per year or a total of \$65,000 per year.

The total cost savings related to microfilming would be approximately \$247,438 per year.

## Increased Revenue

In addition to cost reduction, the true value of capturing more data for Audit is the ability to better produce leads. According to Audit data, the increase in revenue would be over \$2.09 million. This is detailed as follows:

With more data, audit would achieve further refinements to the audit selection programs, increase audit leads created, and reduce auditors work resulting in no additional tax due. For the same two fiscal years (FY11 and FY12), an average of 63,978 audit leads were created. Of that number, 4,810 resulted in no additional tax due. This is approximately 7.5% of all audit leads. The remaining 59,168 audits generated collection revenue of \$23,972,516 or \$405.16 per audit. If the no change percentage could be reduced to 4% or 2,560 leads, this would result in an increase in assessments of 2,250 with associated additional revenue of \$912,000.

In addition, refinements made to the Match Merge selection program could eliminate audit leads that are not worthy of review. For the same two fiscal years (FY11 and FY12), an average of 3,860 leads were created that required auditor review and which were subsequently determined to be not worth pursuing. Eliminating these bad audit leads would allow auditors' to use their time to pursue worthwhile audits. It is estimated that lost revenue associated with these leads would be the equivalent of one and one-half auditors' average production in a fiscal year. Based upon the average collections per auditor of \$785,984, this works out to lost revenue of \$1,178,976.

## IV. Technology Approach

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

The proposed technology solution is to scan the entire individual income tax return and have Processing Administration staff enter the "page two" and "AZ Form 301" information into TAS. This would require IT staff to develop and modify the current input screens for the individual income tax returns. This would also include the addition of various business rules to be identified and programmed into the logic of the data entry system. These rules would either not allow the return to process or make an adjustment to the return and generate a billing. IT staff would also need to develop and modify the display screens in TAS. ADOR would also need to purchase additional SAN storage in the amount of \$20,688.12 with yearly maintenance fees of \$8,472. See attached quote. Storage needs are based on a calculation of 40,000 additional documents to be scanned per year and stored for at least five years. The average document requires 400 kilobytes. The smallest increment of storage that can be purchased from the State's contracted vendor is 12 terabytes.

In addition to displaying data in TAS, the department would also need to modify the Me-Efile viewer to display images of the returns filed by 2D barcode and modify reports that are currently generated from this information.

**B. Technology Environment**

Currently, only page 1 and 2 of the individual income tax returns are scanned and only page 1 is entered by Processing Administration and displayed in TAS. AZ Form 301 is not keyed or displayed in TAS.

TAS is an Oracle based application and database located in the State data center that supports individual, withholding, transaction privilege and corporate tax types. TAS is used to process 5.6 million tax documents and facilitates the collection of \$13+ billion in annual tax revenues. This is a very complex application with more than 320 modules of logic, which use over 6,000,000 lines of custom code built by Accenture. It is a web based application that is built with multiple layers of software. Oracle is the primary technology of the TAS application. The application uses supported versions of Oracle 11g database, Oracle 11g Forms, Oracle 11g Reports and Oracle WebLogic application server. This application integrates with the Agency’s Remittance, Cashier, Modernized E-File, AZFSET and other applications.

**C. Selection Process**

The selection process was mandated by the ADOR’s Strategic Plan and included an analysis of security risks. Our technology is currently based in Oracle and our primary tax application is a customized solution that is designed for securing taxpayer data.

Under Laws 2014, Chapter 18 HB2703 Sec. 123 – Automation Projects fund; fiscal year 2014-2015; appropriations, “B. The sum of \$1,700,000 is appropriated to the department of administration from the automation projects fund established by section 41-714, Arizona Revised Statutes, in fiscal year 2014-2015 to increase the accuracy and timeliness of reporting income tax credits and to determine the impact of the reduction in long-term capital gains subject to income tax, as required by Laws 2012, chapter 343.” In addition, A.R.S. § 42-1005 titled “Powers and duties of director” provides that “on or before November 15 of each year issue a written report to the governor and legislature detailing the approximate costs in lost revenue for all state tax expenditures in effect at the time of the report. For the purpose of this paragraph, “tax expenditure” means any tax provision in state law which exempts, in whole or in part, any persons, income goods, services or property from the impact of established taxes including deductions, subtractions, exclusions, exemptions, allowances and credits.”(emphasis added).

As noted above, the legislature mandated through statute to automate the process and provide an analysis of capital gains and credits in the ADOR’s Annual Report.

**V. Project Approach**

**A. Project Schedule\***

Project Start Date: 10/1/2014 Project End Date: 6/30/2015

**B. Project Milestones**

Major Milestones	Start Date	Finish Date
Business Requirements (use cases)	10/1/2014	10/31/2014
Initial Discovery	10/1/2014	10/31/2014

Project Charter	10/1/2014	10/31/2014
Technology Architecture	10/1/2014	10/31/2014
Software Development	10/1/2014	10/31/2014
Testing of Software	11/1/2014	11/30/2014
Training of staff	12/1/2014	12/31/2014
User Acceptance - Application	12/1/2014	12/31/2014
Deploy Software to Systems	12/31/2014	12/31/2014
Reporting	1/1/2015	6/30/2015
User Acceptance – Reporting	5/1/2015	5/31/2015
Release Project Resources	6/30/2015	6/30/2015
Project Closeout	6/15/2015	6/30/2015

## VI. Roles and Responsibilities

### A. Project Roles and Responsibilities

Role	Responsibilities
Business Owner and Sponsor Lynette Nowlan Assistant Director, ADOR Processing Administration Division	<ul style="list-style-type: none"> <li>▪ Ultimate decision-maker and tie-breaker</li> <li>▪ Provide project oversight and guidance</li> <li>▪ Review/approve project elements</li> <li>▪ Commits department resources</li> <li>▪ Approves resource allocation strategies, and significant changes to resource allocation</li> <li>▪ Resolves conflicts and issues</li> <li>▪ Provides direction to the Analyst</li> <li>▪ Review deliverables</li> </ul>
ADOR Project Manager	<ul style="list-style-type: none"> <li>▪ Manages projects in accordance to the appropriate methodology or framework</li> <li>▪ Communicate and coordinate with IT Developers</li> <li>▪ Manage the project progress of IT Developers</li> <li>▪ Serves as SME to the sponsor(s)</li> <li>▪ Receive direction and guidance from the sponsors</li> <li>▪ Provides regular updates to sponsors</li> <li>▪ Provide overall project direction</li> <li>▪ Direct/lead team members toward project objectives</li> <li>▪ Market projects to agency staff/units</li> </ul>
ADOR Audit, Process Administration, Technology Divisions Subject Matter Experts	<ul style="list-style-type: none"> <li>▪ Complete Assigned Tasks</li> <li>▪ Lend expertise and guidance as needed</li> <li>▪ Understand the user needs and business processes of their area</li> <li>▪ Act as consumer advocate in representing their area</li> <li>▪ Communicate project goals, status and progress throughout the project to personnel in their area</li> <li>▪ Review and approve deliverables</li> <li>▪ Provide knowledge and recommendations</li> <li>▪ Helps identify and remove barriers</li> </ul>

Role	Responsibilities
	<ul style="list-style-type: none"> <li>▪ Assure quality of deliverables that will meet the project goals and objectives</li> <li>▪ Identify risks and issues and help in resolutions</li> <li>▪ Information Security</li> </ul>
ADOR Information Technology Divisions	<ul style="list-style-type: none"> <li>▪ Identify risks and issues and help in resolutions</li> <li>▪ Equipment Acquisition</li> <li>▪ Information Security</li> <li>▪ Requirements Documentation</li> <li>▪ Work with identified ADOR resources to complete required Hardware and/or Software installation and configuration</li> <li>▪ Testing</li> <li>▪ Training</li> </ul>

**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	7,500
Total Full-Time Employee Cost	\$575,000

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



Project Investment  
Justification.xlsx

**VIII. Project Approvals**

**A. Agency CIO Review\***

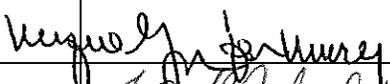
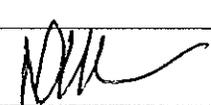
Key Management Information	Yes	No
1. Is this project for a mission-critical application system?		X
2. Is this project referenced in your agency's Strategic IT Plan?	X	
3. Is this project in compliance with all agency and State standards and policies for network, security, platform, software/application, 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 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	\$1,700,000
Total Operational Cost	VII. PIJ Financials tab	\$33,888
Total Project Cost	VII. PIJ Financials tab	\$1,733,888
FTE Hours	VI. Roles and Responsibilities	7,500

**C. Agency Approvals\***

Contact	Printed Name	Signature	Email and Phone
Project Manager:	Marcy Fleming		MFleming@azdor.gov
Agency Information Security Officer:	Fawn Medesha		FMedesha@azdor.gov
Agency CIO:	Carole Martin		CMartin@azdor.gov
Project Sponsor:	Lynette Nowlan		LNowlan@azdor.gov
Agency Director:	David Raber		DRaber@azdor.gov

**IX. Optional Attachments**

- A. Copies of individual income tax returns for 2013 and AZ Form 301**
- B. Costs associated with printing filmed returns for match merge audits**
- C. Summary of individual income tax returns with credits**

**X. Glossary**

**ADOR – Arizona Department of Revenue**

**TAS - Tax Administration System**

**2D barcode – two-dimensional barcode which is a machine-readable optical label that contains the individual income tax return information**

**XI. Additional Information**



September 15, 2014 11:40 AM  
 Page 1 of 2  
 AZ State -- State Contract#ADSP012-024658

Prepared By: Grenda, Angela M.

Submitted Date: 15-SEP-14  
 Contact: Milanovits, Angelica  
 Agency/Company: AZ Dept of Revenue

World Wide Technology, Inc.  
 2231 E Camelback Rd, Suite 100  
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Phone: 602-716-6589

Phone: 6024727307  
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 e-mail: Angela.Grenda@wwt.com

e-mail: amilanovits@azdor.gov

P.O.C.: Grenda, Angela

Bid #: VMAX 11TB Disk Upg PU  
 Quote #: 19943362

Account Manager: HANSON, THOMAS (Tom)  
 Acct. Mgr. Phone: 6024727230  
 Acct. Mgr. e-mail: Tom.Hanson@wwt.com

Item	Description	Manufacturer	Part Number	Qty	Customer Unit Price	Extended Price	*ATS (Days)	SPA Number
Line Comment: QUOTE FOR BUDGETARY PURPOSES								
1	VMAX 10K 2000GB 7_2K DRIVE R6(6+2) UPG	EMC2	AT472200068U	8	\$620.00	\$4,960.00		
2	VMAX 10K 2000GB 7_2K DRIVE SPARE UPG	EMC2	AT472200068U	1	\$620.00	\$620.00		
3	SYMM LICENSE SOLUTION	EMC2	SYMM4LS	1	\$0.00	\$0.00		
4	VMAX 10K BAS SRDF SUITE REG 1TB	EMC2	456-104-349	7	\$497.00	\$3,479.00		
5	VMAX 10K BAS SRDF SUITE REG CAP UG	EMC2	457-101-028	1	\$0.00	\$0.00		
6	VMAX 10K ENGINMITY SUITE SATA 1TB	EMC2	456-104-372	16	\$144.00	\$2,304.00		
7	VMAX 10K ADV SW SUITE II SATA 1TB	EMC2	456-104-376	16	\$269.00	\$4,304.00		
8	VMAX 10K ENGINMITY SUITE CAP UPG LIC	EMC2	457-101-062	1	\$0.00	\$0.00		
9	VMAX 10K ADV SW SUITE II UPG LIC	EMC2	457-101-060	1	\$0.00	\$0.00		
10	ESA FOR 10K CAPACITY UPGRADE LICENSE -CB	EMC2	ESA-10K-C-UPG	1	\$0.00	\$0.00		
11	ESA FOR 10K SATA - PER TB-CB	EMC2	ESA-10K-SATA	16	\$45.00	\$720.00		
12	ZERO DOLLAR VMAX/VMAXe UPGRADE	EMC2	PSUPGD-VMAX	1	\$0.00	\$0.00		
13	EMC Premium Software Support	EMC2	M-PRESW-012	1	\$641.00	\$641.00		
14	EMC Premium Support Option - Technical support - phone consulting - 1 year - 24x7	EMC2	M-PRESW-E12	1	\$7,831.00	\$7,831.00		
15	VMAX Upgrade Design	EMC2	PS-BAS-VMDUPGD	1	\$2,941.00	\$2,941.00		
16	Tax 8.3% Hardware total of \$16,387	WORLD WIDE TECHNOLOGY	TAX	1	\$1,360.12	\$1,360.12		

Total:	\$29,160.12
Shipping Fee:	\$0.00
Tax:	
Grand Total:	\$29,160.12



Links:

[ADOA-ASET Website](#)

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

Email Addresses:

[Strategic Oversight](#)

[ADOA-ASET\\_Webmaster@azdoa.gov](mailto:ADOA-ASET_Webmaster@azdoa.gov)

# ADOA-ASET - Arizona Strategic Enterprise Technology

## Areas of Impact

Please check which of the following technology areas will be included in the proposed solution - check all that apply:

### Application Systems

- Application Enhancements
- New Application Development

### Database Systems

- Data Warehouse/Mart
- Database Consolidation/Migration/Extract Transform and Load Data
- Database Products and Tools

### Hardware

- LAN/WAN Infrastructure
- Mainframe Infrastructure
- PC Purchases, Peripherals
- Public Safety Radios, Systems
- Storage Area Network Devices
- All Other Hardware

### Software

- COTS Application Acquisition
- COTS Application Customization
- Mainframe Systems Software
- Open Source
- PC/LAN Systems Software
- All Other Software

### Telecommunications

- Network Communications Infrastructure
- Telephony Upgrade-Business-Specific
- Telephony Upgrade-EIC Solution
- Videoconferencing

### Web

- az.gov Web Portal Interface
- Internal Use Web Application
- Mobile App Business-Specific Acquisition
- Mobile App Development

### Specialty Products

- Business Intelligence System
- Disaster Recovery/ Business Continuity Plan
- Document Management/Imaging
- eLicensing
- E-Signatures
- Geographic Information System
- Management Systems - Financial, Grants, Asset
- Multi-agency project

- Other Imaging - Photos, Fingerprints, etc.
- RFP Required
- Security
- Statewide/Enterprise Solution
- Thin Client/Virtual
- Wireless
- All Other

**Services**

- Contract Project Mgmt
- Contractor Support Services
- Install/Configuration Contract Services
- Outsource/Hosting
- All Other

**Other - Please specify:**

- Enter text below.

**ADOA-ASET - Arizona Strategic Enterprise Technology  
Project Investment Justification - Risk Matrix**

Project ID:

RV15001

Date Accepted:

09/22/14

**Project Information**

Agency Name	Project Name	Date Submitted
Department of Revenue	Data Capture	09/19/14

Project Questions	Agency Response (Y/N)
Does the project involve customized software not previously implemented by your agency?	N
Does the project involve a customized application not previously developed by your agency?	N
Does the project involve any technology that is new and/or unfamiliar to your agency?	N
Does the project involve multi-agency and/or multiple vendor coordination?	N
Is there any possibility that project implementation costs could reach \$1 million or more? (Include professional services, hardware, software, license fees, taxes, shipping, etc.)	N
Will the project require that a Request for Proposal (RFP) be issued?	N
Are there any known schedule or budget constraints?	N
Does this system interface among 2 or more applications?	Y
Will the implementation involve major end user view or functionality changes?	Y
Will the project involve the use of any Personally Identifiable information (PII) or Protected Health Information (PHI)?	Y
Are there other high risk project items not identified? If so, please explain below:	N
Does the project fall into one of the following categories - hardware technology refresh, e.g., PCs, laptops, radios, peripherals, etc.? - software version refresh, e.g., MS Office 2010 replacing 2007? - enhancements to an existing application, e.g., web app, internal system?	Y
Will the technology and all required services be acquired off existing State contract(s)?	Y
Does the project have the correct skillset and number of in-house resources assigned to meet the objectives?	Y
Will a dedicated Project Manager (PM) be assigned?	Y
Does your agency have experience with the vendor (if used), and does the vendor have professional experience with similar projects?	Y

Investment Sustainability Questions	Agency Response (Y/N)
Are ongoing/5-year support costs, once the project has been implemented, reflected in the operational costs for the PIJ?	N
Has your agency addressed supporting components to ensure the investment can be sustained, e.g., documentation, application ownership, portability, plans upon contract/support termination?	Y
Does the production site have sufficient failover and disaster recovery plans in place to assure your agency will be able to recover from an unplanned incident?	Y
Does your agency and/or the proposed vendor have the resources and supporting infrastructure currently in place to sustain the proposed investment?	Y

Agency Questions	Agency Response (Y/N)
Are all current agency projects in "Green" status, with no outstanding issues that ADOA-ASET is monitoring?	N
Does your agency currently have any projects that are in "Red" status?	Y
Has your agency demonstrated a consistent reporting relationship with ADOA-ASET Oversight, e.g. reports submitted on time and accurate (verified by CIO)?	Y
Is this your agency's first PIJ?	N
Has it been more than 2 years since your agency submitted a PIJ?	N
Does your agency have a formal project methodology in place?	Y

**ADOA-ASET - Arizona Strategic Enterprise Technology  
Project Investment Justification - Itemized List**

Project ID:

Date Accepted:

**Project Information**

Project Name	Agency Name	Date Submitted
Data Capture	Department of Revenue	09/19/14

**Project Cost - Itemized**

Item	Description	Category	Development or Operational	Qty or Hours	Unit Cost	Tax (if app)	Extended Cost
1	Contractors / Developers	Prof & Outside Services	Development	13000	\$85.00		\$1,105,000.00
2	SAN Storage Space	Hardware	Development		\$19,328.00	\$1,360.12	\$20,688.12
3	Maintenance Software and Hardware (year 1)	License & Maint Fees	Development	1	\$8,472.00		\$8,472.00
4	Ongoing Maintenance Software and Hardware (years 2 - 5)	License & Maint Fees	Operational	4	\$8,472.00		\$33,888.00
5	Contingency	Other	Development		\$565,839.88		\$565,839.88
6		[--Select--]	[--Select--]				\$0.00
7		[--Select--]	[--Select--]				\$0.00
8		[--Select--]	[--Select--]				\$0.00
9		[--Select--]	[--Select--]				\$0.00
10		[--Select--]	[--Select--]				\$0.00

Total of Development Cost    \$1,700,000.00  
 Total of Operational Cost    \$33,888.00  
**Total Itemization of Costs:**    \$1,733,888.00

## ADOA-ASET - Arizona Strategic Enterprise Technology

### Project Investment Justification - Financials

Project ID:

RV15001

Date Accepted:

09/22/14

#### Project Information

Agency Name	Project Name	Date Submitted
Department of Revenue	Data Capture	09/19/14

#### PIJ Development & Operational Cost Summary

Description	Type	Year 1	Year 2	Year 3	Year 4	Year 5	Extended Cost
Professional & Outside Services	Development	\$1,105,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,105,000.00
	Operational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hardware	Development	\$20,688.12	\$0.00	\$0.00	\$0.00	\$0.00	\$20,688.12
	Operational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Software	Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Operational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Communications	Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Operational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities	Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Operational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Licensing & Maintenance Fees	Development	\$8,472.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,472.00
	Operational	\$0.00	\$8,472.00	\$8,472.00	\$8,472.00	\$8,472.00	\$33,888.00
Other - Contingency	Development	\$565,839.88	\$0.00	\$0.00	\$0.00	\$0.00	\$565,839.88
	Operational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Development Cost:** \$1,700,000.00

**Operational Cost:** \$33,888.00

**Total Cost:** \$1,733,888.00

#### Project Funding (add sources as appropriate)

Funding Source Category	Fund Name	Development Budget (\$)		Operational Budget (\$)		Total (\$)
		Currently Available	New Request	Currently Available	New Request	
General Funds	General Fund	\$33,888.00				\$33,888.00
Federal Funds						\$0.00
Other Appropriated Funds	Automation Projects Fund FY15	\$1,700,000.00				\$1,700,000.00
Other Non-Appropriated Funds						\$0.00
<b>Total Funding</b>		\$1,733,888.00	\$0.00	\$0.00	\$0.00	\$1,733,888.00