



ADOOA-ASET

Project Investment Justification

Version 03.31.15

A Statewide Standard Document for Information Technology Projects

Project Title:

Electronic Death Registration System (EDRS)

Agency Name:	Arizona Department of Health Services
Date:	March 7, 2016
Agency Contact Name:	Raghu Ramaswamy
Agency Contact Phone:	602-542-2786
Agency Contact Email:	Raghu.ramaswamy@azdhs.gov

[Hover for Instructions](#)

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I. 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.	N/A
Based on research done to date, provide a high-level estimate or range of development costs anticipated for the full PIJ.	\$1.5M to \$4.7M

Explain:

[Click here to enter text.](#)

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

II. Business Case

A. Business Problem*

The Arizona Department of Health Service’s (ADHS) - Bureau of Vital Records (BVR) is responsible for registering, maintaining and issuing certified copies of vital records, including birth, death, fetal death certificates, and certificates of birth resulting in stillbirth for events that occurred in Arizona. The ADHS BVR and the Bureau of Public Health Statistics collaboratively focus on the mission to provide meaningful and timely information on patterns and trends regarding the health status of Arizonans.

In 2008, ADHS implemented the current Electronic Death Registration System (EDRS) as part of the Vital Statistics Information Management System (VSIMS). It is a web-based death certificate registration and issuance system that annually tracks statistics about major causes of injury and mortality among Arizona residents including detailed information by intent (accidents, suicides, homicides), and mechanism of injury (firearms, falls, drowning, drugs). VSIMS also tracks natural deaths.

In 2013, the system began experiencing major failures and performance issues. While ADHS has worked with the vendor to make significant strides in stabilizing the system, VSIMS continues to fall short of operational expectations for an EDRS and as the system ages there is evidence that it is reaching its capacity. As a result, the agency began to explore options to ensure continuity of services in providing an effective statewide system.

ADHS BVR is looking for a system that meets the support needs for our office as well as our partners such as county health department offices of vital records, funeral homes, and the county offices of the medical examiner. The current system does not meet these needs therefore; we are seeking to procure a new system.

B. Proposed Business Solution*

Recognizing the need to provide continuity of service to the BVR and their key stakeholders, ADHS has initiated efforts to identify options available for a long-term solution. Through this process, the agency decided that the most viable option is to procure a solution through the Request for Proposal (RFP) process for a new EDRS. The ADHS Procurement team released the Electronic Death Registration System Request for Proposal (RFP) for bid on November 9, 2015.

The new system must provide stability and continuity of operations while aligning with the agency's long-term business goals and strategies. To achieve this goal the system must provide all current EDRS functionality and have the ability to accept web orders. As a result, the new EDRS system will provide an easier and timelier solution for customers obtaining certified copies of registered records.

The EDRS RFP closed on January 12, 2016. The ADHS will contract with a vendor who best meets the requirements outlined in the RFP based on the evaluation criteria outlined in the Selection Process section of this document.

1. The new system will be a fully operational web-based vital records and customer service management system for use by the ADHS BVR and all statewide stakeholders that:
 - Includes the creation, registration, amendment and issuance of death and fetal death records
 - The creation, approval, and issuance of disposition transit and disinterment/re-interment permits
 - Integration of the Electronic Birth Registration System (EBRS) for printing birth certificates
2. The new system will provide administration and security functionality including:
 - Registration of death records
 - Amendment and correction of death records
 - Issuance of certified copies for birth records
 - Security paper serial number tracking
 - Audit history including changes made, date, and individual user making changes
 - Roles-based access to functionality.
3. The system will also include data extracts that meet standards from national organizations including:
 - National Center for Health Statistics (NCHS)
 - Social Security Administration (SSA)
 - National Association of Public Health Statistics and Information Systems (NAPHSIS).
4. The system will allow direct entry by data providers such as:

- ADHS Bureau of Vital Records
 - County health department offices of vital records
 - Funeral homes
 - County offices of the medical examiner
5. The system will need to be able to accommodate future enhancements as laws change and additional national standards are developed or modified to include:
- Future integration of certificate ordering with computer based kiosks

C. Quantified Benefits*

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

1. Service Enhancement

By procuring a comprehensive Customer Service Management (CSMS) and EDRS system that will allow for web orders, ADHS will be enhancing services provided to the public. The agency also anticipates that the new system will have less downtime and have a more intuitive design.

2. Problem Avoidance

VSIMS frequently experiences performance issues related to responsiveness and is difficult to maintain. In order to ensure minimal impact to business operations, our database administration team is required to continuously monitor the system and frequently work with Oracle to improve system performance. The vendor will adhere to ADHS policies and procedures for testing and quality acceptance, which will ensure delivery of a stable product.

3. Risk Avoidance

The instability of the current system has generated significant risks to operations inhibiting the release of enhancements or maintenance fixes. This has a significant impact to the business services provided to Arizona residents when the system is not operational. The new system will be stable and maintainable, thereby mitigating the risk to the business operations, maintenance releases, and expanding capability and features through system enhancements.

III. Technology Approach

A. Proposed Technology Solution*

ADHS is looking to procure a system that is in use in other states; however some customizations may be required to meet the ADHS BVR requirements. Once a system is selected, requirement gathering sessions and/or Joint Application Design (JAD) sessions will be held to identify any necessary customizations.

In addition to the customization of the standard platforms for the BVR business needs, the new system must integrate with some of the existing ADHS BVR applications as follows: (See Figure 1 below for a visual representation of these interfaces)

1. Electronic Birth Registration System

The Electronic Birth Registration System (EBRS) is an in-house secure web-based application for the registration of new and modification/amendment of previous birth-related events. The new EDRS will need to access EBRS to obtain the information to print birth certificates. The ADHS staff that support EBRS will need to work with the new vendor to enable integration for a smooth transition to the new EDRS system.

2. Microfilm

State law requires ADHS BVR to microfilm vital records and send the microfilm to the Arizona State Library, Archive, and Public Records. The new EDRS will need to provide a file that will be used to generate an image (TIF file) which is then used to create a microfilm tape.

3. Birth Death Matching

ADHS has an in-house Birth/Death Matching system that is used to locate birth records corresponding to death records. The new EDRS will need to provide a file that will be used by this system.

4. Electronic Verification of Vital Events (EVVE)

The National Association of Public Health Statistics and Information Systems (NAPHSIS) operates and provides customers with the ability to quickly, reliably, and securely verify and certify birth and death information. The system matches electronic inquiries from authorized users against the birth and death databases as well as other databases nationwide. An electronic response either verifies or denies a match within a matter of seconds. The new EDRS will need to integrate with EVVE.

5. Donor Network

The Donor Network of Arizona accesses death records from the past 30 days through a specifically designed web application. This application will need to be modified to work with the new EDRS.

6. State and Territorial Exchange of Vital Events (STEVE) -

STEVE is a system used by US vital records jurisdictions to exchange vital records data with other jurisdictions, to provide data to the National Center for Health Statistics (NCHS) and provide data to public health partner programs.

STEVE is owned by NAPHSIS and was developed and is maintained by Systems Made Simple (SMS) under a contract with NAPHSIS. All data extracts for STEVE will need to be modified for the new EDRS.

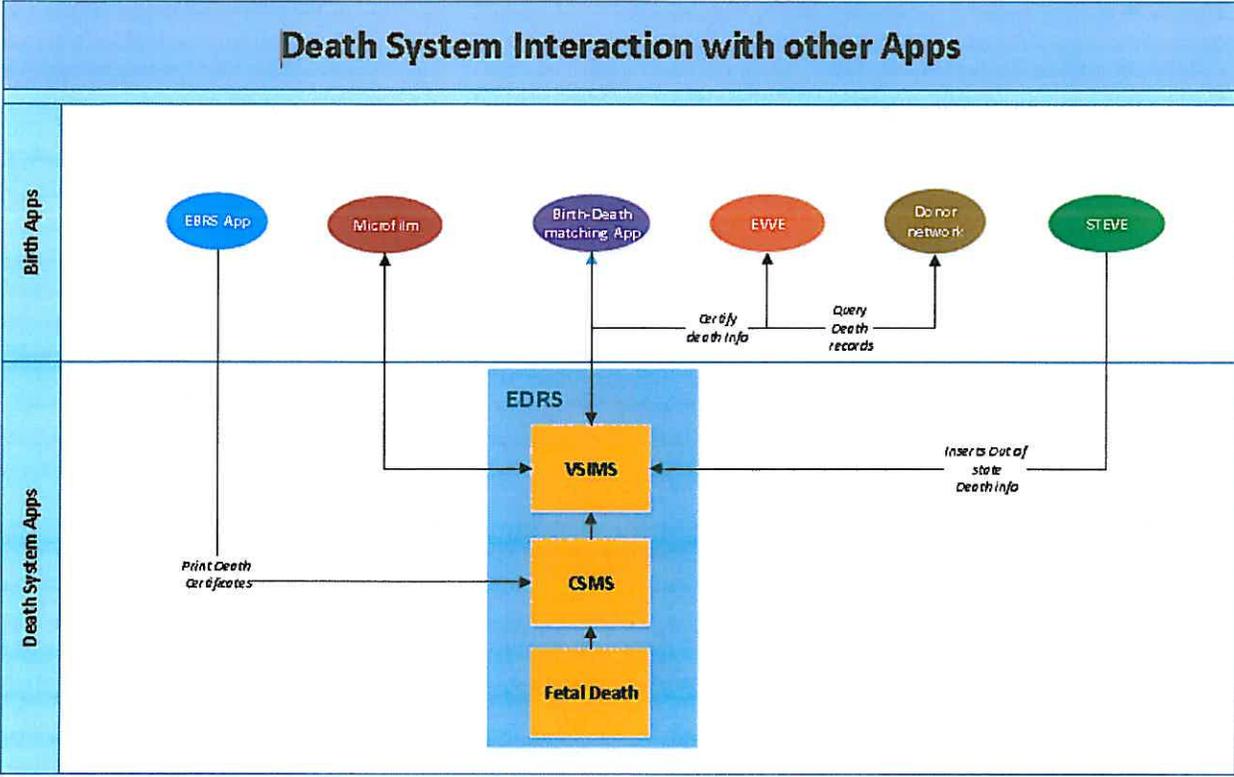


Figure 1 EDRS Interfaces

7. External Reporting

In addition, there are also several monthly reports sent by secure file transfer protocol (SFTP) to various state agencies with decedent information. These will need to be modified to work with the new EDRS system.

8. Training, Pilot, and Rollout

Upon completion of initial development, ADHS BVR will conduct a system wide training beginning with the identified pilot group. The training will provide enough information on the new system so that ADHS can begin User Acceptance Testing (UAT). Upon completion of UAT, the ADHS BVR training team will create training materials for the user community. In addition to providing training materials to users, the ADHS BVR team will develop a CBT course utilizing instructor led training.

9. Hosting Options

ADHS asked for system hosting alternatives as a part of the RFP. Options outlined include:

- Arizona Department of Administration (ADOA) data center operated by the ADHS IT Division
- Implementation in a data center operated by the vendor and
- Implementation as a cloud based solution.

B. Existing Technology Environment

There are several pieces of functionality, described below, which comprise the current EDRS environment:

1. Vital Statistics Information Management System (VSIMS)

VSIMS is the main application which stores death information, primarily an Oracle mod_plsql (Oracle mod_plsql provides support for building PL/SQL based applications on the web) application containing components which employ Java functionality. (See diagram Figure 2 below)

2. Online Verification System (OVS)

Software supplied by the Social Security Administration (SSA) to support verifying Social Security Numbers (SSN) entered in the death record in near real-time. OVS is a Java application that communicates with the VSIMS database and systems at the SSA.

3. Acordex Remote Attestation

Functionality that sends faxes to and receives faxes from local physicians, criminal investigators, and medical examiners.

4. Historic AZ Death Certificate image viewing/printing

ADHS has a collection of images of historic death certificates. Via the VSIMS user interface, staff view and print these images.

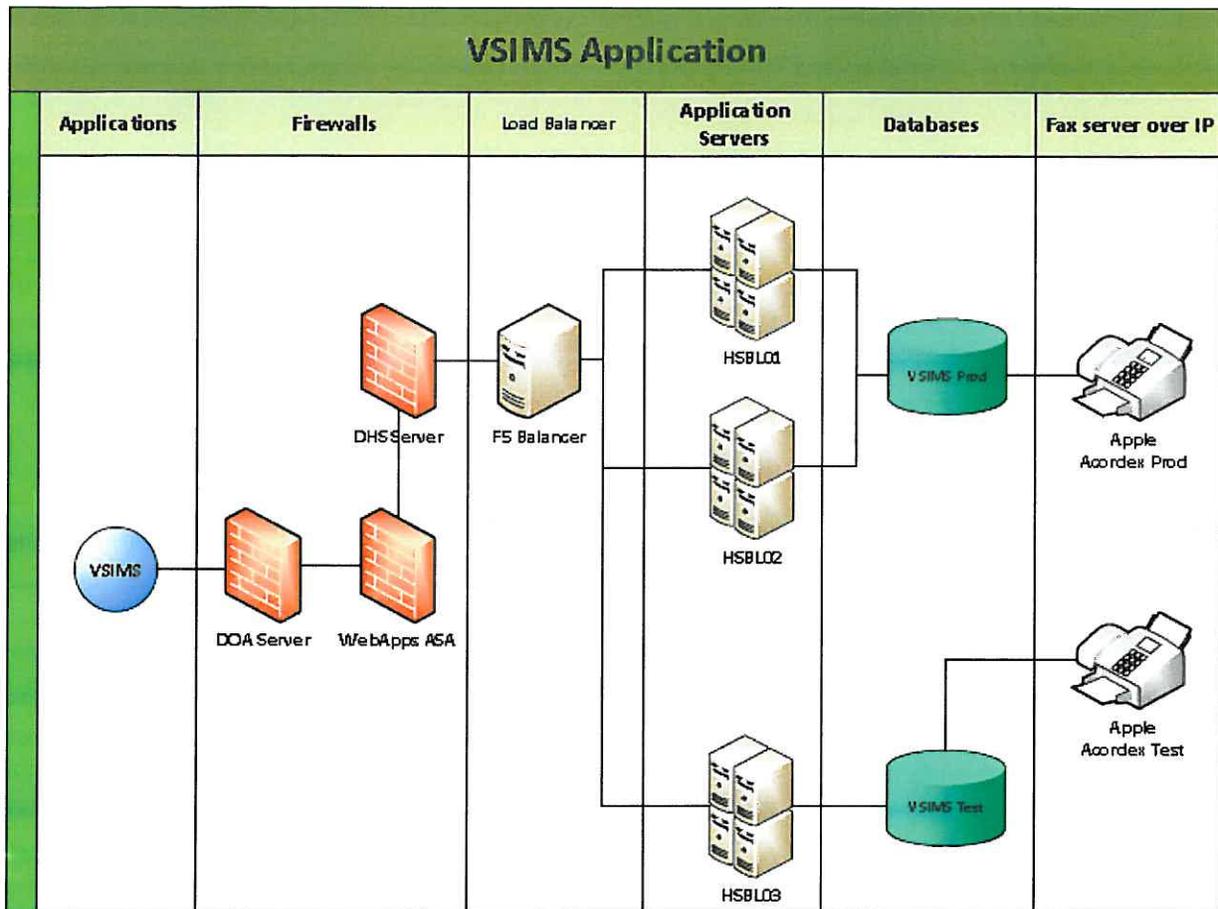


Figure 2

C. Selection Process

ADHS BVR is in the final stages of the RFP process to procure an operational EDRS and CSMS web-based system with enhanced web ordering functionality. ADHS has received six vendor proposals and the evaluation committee has carefully assessed each offer based on the proposal requirements. The evaluation team assessed the proposals based on three criteria, in order of importance:

1. Experience and expertise (45%)

- Company history, number of years in business, and number of current employees
- Types of services provided by the company
- Resumes for key personnel, staff accountabilities and expertise
- Prior history of Vital Records web based systems, prior contracts
- Information regarding point of sale system options
- References and similar contracts.

2. Method of approach (35%)

- Describe method of approach and understanding of scope of work
- Provide examples of similar projects completed and outcome
- Technical qualifications.

3. Cost (20%)

All bidders started with the maximum total points with the evaluation team assigning point deductions for deficiencies and weaknesses. A deficiency is a material failure of a proposal to meet a solicitation requirement or a flaw that increases the risk of unsuccessful contract performance. A weakness is a flaw in a proposal that may increase the risk of unsuccessful contract performance. The evaluation team based point deductions on proposal requirements from the EDRS RFP Special Instructions. The evaluation team selected the bidder with the overall points from the experience and expertise, method of approach and cost selection criteria as the contractor for the EDRS RFP.

IV. Project Approach

A. Project Schedule*

Project Start Date: 11/9/2015 Project End Date: 4/28/2017

B. Project Milestones

Major Milestones	Start Date	Finish Date
EDRS RFP Released for Bid	11/09/15	1/12/16
RFP Responses Evaluated	1/13/16	2/19/16
EDRS Contract Negotiations	2/22/16	3/31/16
Project Planning	4/01/2016	4/29/2016
Design, Develop, Test	5/02/2016	9/30/2016
Integration with EBRS	10/3/2016	11/30/2016
Pilot	12/1/2017	2/28/2017
Full Production Rollout	3/01/2017	4/28/2017

C. Project Roles and Responsibilities

1. ADHS Bureau of Vital Records Chief:
 - Oversees entire project and contracts
 - Monitors project progress
 - Oversees and approves project plans
 - Provides direction for project
 - Maintains fiscal controls
 - Ensures all deliverables meet deliverable expectation standards
2. BVR IT Project Manager:
 - Creates project schedules
 - Plans, executes, and finalizes the project according to strict deadlines and within budget
 - Acquires resources and coordinates efforts of team members and third-party contactors or consultants
 - Controls the project objectives
 - Plans, organizes, and integrates project and contractor teams to deliver specific measured results
 - Assists in the oversight of contractor deliverables and activities
 - Generates Project Status reports
 - Provide status reports to Arizona Strategic Enterprise Technology (ASET) and Information Technology Authorization Committee (ITAC)
3. Vendor
 - Develops a deliverable acceptance plan
 - Performs a GAP analysis
 - Develops functional specifications, design plans
 - Develops all application modifications
 - Quality analysis and load testing
 - Develops security plan

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



Project Investment
Justification.xls

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

Project ID:

Date Accepted:

Project Information

Project Name	Agency Name	Date Submitted
Electronic Death Registration System	Arizona Department of Health Services	03/01/16

Project Cost - Itemized

Item	Description	Category	Development or Operational	Qty or Hours	Unit Cost	Tax (if app)	Extended Cost
1	EDRS System	Prof & Outside Services	Development	1	\$644,000 - 2,000,000		\$644,000 - 2,000,000
2	Customization for ADHS BVR	Prof & Outside Services	Development	1	\$300,000 - \$460,000		\$300,000 - \$460,000
3	System Evolution Effort	Prof & Outside Services	Development	1	\$120,000 - \$230,000		\$120,000 - \$230,000
4	3rd Party Licenses	License & Maint Fees	Operational	4	\$0 - \$40,000		\$0 - \$160,000
5	Annual Maintenance and Hosting	Prof & Outside Services	Operational	5	\$96,000 - \$305,000		\$480,000 - \$1,525,000
6	Hardware	Hardware	Development	1	\$0 - \$150,000		\$0 - \$150,000
7	3rd Party Licenses (development)	License & Maint Fees	Development	1	\$0 - \$40,000		\$0 - \$40,000
8	Software	Software	Development	1	\$0 - \$135,000		\$0 - \$135,000
9		[--Select--]	[--Select--]				\$0.00
10		[--Select--]	[--Select--]				\$0.00
11		[--Select--]	[--Select--]				\$0.00
12		[--Select--]	[--Select--]				\$0.00
13		[--Select--]	[--Select--]				\$0.00
14		[--Select--]	[--Select--]				\$0.00
15		[--Select--]	[--Select--]				\$0.00

Total of Development Cost \$1,064,000 - \$3,015,000
 Total of Operational Cost \$480,000 - \$1,685,000
Total Itemization of Costs: \$1,544,000 - \$4,700,000

ADOA-ASET - Arizona Strategic Enterprise Technology
Project Investment Justification - Financials

Project ID:

Date Accepted:

Project Information

Agency Name	Project Name	Date Submitted
Arizona Department of Health Services	Electronic Death Registration System	03/01/16

PIJ Development & Operational Cost Summary

Description	Type	Year 1	Year 2	Year 3	Year 4	Year 5	Extended Cost
Professional & Outside Services	Development	\$1,064,000 - \$2,690,000					\$1,064,000 - \$2,690,000
	Operational	\$96,000 - \$305,000	\$96,000 - 305,000	\$96,000 - \$305,000	\$96,000 - \$305,000	\$96,000 - \$305,000	\$480,000 - \$1,525,000
Hardware	Development	\$0.00 - \$150,000					\$0.00 - \$150,000
	Operational						\$0.00
Software	Development	\$0.00 - \$135,000					\$0.00 - \$135,000
	Operational						\$0.00
Communications	Development						\$0.00
	Operational						\$0.00
Facilities	Development						\$0.00
	Operational						\$0.00
Licensing & Maintenance Fees	Development	\$0 - \$40,000					\$0.00 - \$40,000
	Operational		\$0 - \$40,000	\$0 - \$40,000	\$0 - \$40,000	\$0 - \$40,000	\$0.00 - \$160,000
Other	Development						\$0.00
	Operational						\$0.00
Development Cost:		\$1,064,000 - \$3,015,000	\$0.00	\$0.00	\$0.00	\$0.00	\$1,064,000 - \$3,015,000
Operational Cost:		\$96,000 - \$305,000	\$96,000 - \$345,000	\$96,000 - \$345,000	\$96,000 - \$345,000	\$96,000 - \$345,000	\$480,000 - \$1,685,000
Total Cost:							\$1,544,000 - 4,700,000

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						\$0.00
Federal Funds	Major Program VSTA Program VSTAT PPC 9016	\$750,000.00				\$750,000.00
Other Appropriated Funds	HS3039	\$1,500,000.00				\$1,500,000.00
Other Non-Appropriated Funds						\$0.00
Total Funding		\$2,250,000.00	\$0.00	\$0.00	\$0.00	\$2,250,000.00

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

Project ID: To Be Provided by ADOA-ASET

Date Accepted: To be Provided by ADOA-ASET

Project Information

Agency Name	Project Name	Date Submitted
Arizona Department of Health Services	Electronic Death Registration System	03/01/16

Project Questions	Agency Response (Y/N)
Does the project involve customized software not previously implemented by your agency?	Y
Does the project involve a customized application not previously developed by your agency?	Y
Does the project involve any technology that is new and/or unfamiliar to your agency?	Y
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.)	Y
Will the project require that a Request for Proposal (RFP) be issued?	Y
Are there any known schedule or budget constraints?	Y
Does this system interface among 2 or more applications?	Y
Will the implementation involve major end user view or functionality changes?	Y
Will the implementation require any physical infrastructure improvements, e.g., building reconstruction, etc.?	N
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?	N
Will the technology and all required services be acquired off existing State contract(s)?	N
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
Will the PM managing the project be credentialed (if costs could reach \$1 million or more)?	Y
Does your agency have experience with the vendor (if used)?	N
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?	Y
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?	Y
Does your agency currently have any projects that are in "Red" status?	N
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

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
- Internal Use Web Application
- Mobile Application Development
- Arizona Enterprise Solution Platform (AESP) based Application
- New Application Development
- az.gov Web Portal

Database Systems

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

Unknown until Vendor is awarded.

Software

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

Unknown until vendor is awarded

Hardware

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

Unknown until vendor is awarded

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)

Unknown until vendor is selected.

Security

- Encryption
- Security Appliances
 - Firewall
 - Intrusion Detection System (IDS)
 - Intrusion Prevention System (IPS)
 - Other: (Please specify below)
- SecurityControls/Systems - Other: (Please specify below)
- Physical Controls (Badging Systems, Iris Scanners, Other: (Please specify below))

unknown until vendor is selected

Telecommunications

- Network Communications Infrastructure
- Telephone Upgrade-Business-Specific
- Cabling
- Wireless Access Points
- Other: (Please specify below)
- Telephony Upgrade-EIC Solution
- Trenching
- Videoconferencing

Enterprise Solutions

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

Unknown until vendor is selected

Contract Services/Procurement

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

VI. Project Approvals

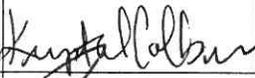
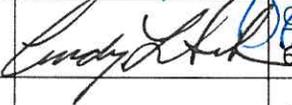
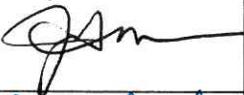
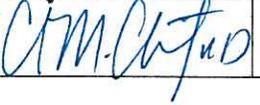
A. Agency CIO/ISO Review and Initials Required

Key Management Information	Yes	No	Initials
1. Is this project for a mission-critical application system?	X		PSM
2. Is this project referenced in your agency's Strategic IT Plan?	X		PSM
3. Have you reviewed and is this project in compliance with all applicable Statewide policies and standards for network, security, platform, software/application, and/or data/information located at https://aset.az.gov/resources/psp ? If NO, explain in detail in section "VIII. Additional Information" below.	X		PSM
4. Will any PII, PHI, or other Protected Information as defined in the 8110 Statewide Data Classification Policy located at https://aset.az.gov/resources/psp be transmitted, stored, or processed with this project? If YES, the Protected Data section under "VII. Security Controls" below will need to be completed.	X		PSM
5. Will this project migrate, transmit, or store data outside of the agency's in-house environment or the State Data Center? If YES, the Hosted Data section under "VII. Security Controls" below will need to be completed.	X		PSM
6. Is this project in compliance with the Arizona Revised Statutes and GRRC rules?	X		PSM
7. Is this project in compliance with the Statewide policy regarding the accessibility to equipment and information technology for citizens with disabilities?	X		PSM

B. Project Values

Description	Section	Number or Cost
Assessment Cost	I. PIJ Type - Pre-PIJ Assessment Cost	N/A
Total Development Cost	V. PIJ Financials tab	\$1M to \$3M
Total Project Cost	V. PIJ Financials tab	\$1.5M to \$4.7M
FTE Hours	See Hover text for FTE Hours	150 to 350 hours

C. Agency Approvals*

Approver	Printed Name	Signature	Email and Phone
Project Sponsor	Krystal Colburn		Krystal.Colburn@azdhs.gov 602.364.1227
Branch Chief of Centralized Services	Thomas Salow		Thomas.salow@azdhs.gov 602-364-1935
Assistant Director Policy & Intergovernmental Affairs	Colby Bower		Colby.Bower@azdhs.gov 602-542-6383
Agency CIO/CISO:	Paula Mattingly		Paula.Mattingly@azdhs.gov 602-542-2892
Agency CFO	Cindy Smith		Cindy.Smith@azdhs.gov 602-542-2996
Deputy Director for Planning and Operations	Janet Mullen		Janet.Mullen@azdhs.gov 602-542-1068
Agency Director	Cara Christ		Cara.Christ@azdhs.gov 602-542-1140

VII. Security Controls

A. Protected Data

The current EDRS system contains Personally Identifiable Information (PII) and is currently housed in the ADOA data center, which meets the statewide security standards. Until the new contract is awarded, it is uncertain if the solution will be an in-house solution, still in the ADOA data center or if the new solution will be hosted externally.

B. Hosted Data

Check here if the <https://aset.az.gov/arizona-baseline-security-controls-excel> Spreadsheet is attached. Otherwise, explain below what information/ support is needed to complete the spreadsheet and/or why no sheet is attached:

The Arizona Baseline Security Controls spreadsheet is not included in the EDRS RFP. After contract award, the selected ADHS BVR vendor will be required to complete the checklist if a hosted solution is chosen which ASET-SPR will review to ensure compliance with statewide standards.

Check here if a Conceptual Design / Network Diagram is attached. Otherwise, explain below what information/support is needed to complete the diagram and/or why no diagram is attached:

ADHS will add a conceptual design when the contract is awarded.

VIII. Additional Information

IX. Attachments

The following are examples of supporting documents that should be sent as email attachments when required:

1. Vendor Quotes
2. Arizona Baseline Security Controls spreadsheet
3. Conceptual Design / Network Diagram
4. Other

X. Glossary

Acordex – Corporation that specializes in document imaging products for transportation, trucking, vital records, supply, healthcare and clinics.

Bureau of Vital Records (BVR) – The state office that administers all Death and Death Certificates.

Donor Network of Arizona - Federally designated, non-profit organ procurement organization that saves lives through organ, eye and tissue donation.

Electronic Birth Registration System (EBRS) – The information system managing the State’s birth registration.

Electronic Death Registration System (EDRS) - The information system managing the State’s death registration.

Joint Application Design (JAD) – Methodology that involves the developer and end user in the design and development of an application.

Kiosk - Houses a computer terminal that often employs custom [kiosk software](#) designed to function while preventing [users](#) from accessing system functions.

Mod PL/SQL - is an [Oracle HTTP Server](#) (Apache) extension module that allows developers to create dynamic web pages from [PL/SQL](#) packages and stored procedures within the database. It is ideal for developing fast and flexible applications that can run on the Internet or an Intranet.

National Association of Public Health Statistics and Information Systems (NAPHSIS) - is a [non-profit](#) national association whose members represent state and local [vital records](#), health statistics, and information system agencies.

National Center for Health Statistics – is a principal agency of the [U.S. Federal Statistical System](#) which provides statistical information to guide actions and policies to improve the [health](#) of

the [American](#) people. NCHS is housed within the [Centers for Disease Control and Prevention](#) (CDC), which is part of the [United States Department of Health and Human Services](#) (HHS).

Natural Death - A death by natural causes, as recorded by coroners and on death certificates and associated documents, is one that is primarily attributed to an illness or an internal malfunction of the body not directly influenced by external forces.

PL/SQL - Oracle Corporation's procedural extension for SQL (Structured Query Language) and the Oracle relational database.

Request for Proposal (RFP) – A solicitation, often made through a bidding process by an Agency or company interested in procurement of a commodity or service.

Secure File Transfer Protocol (SFTP) – Computing network protocol for accessing and managing files on remote file systems. SFTP encrypts commands and data both, preventing passwords and sensitive information from being transmitted in the clear over a network.

Other Links:

[ADOA-ASET Website](#)

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

Email Addresses:

[Strategic Oversight](#)

ADOA-ASET_Webmaster@azdoa.gov