Report Title: IT Strategic Plan Summary

Agency: 226 Board of Accountancy   **Date:**   2/6/2017

Current Operational IT Investments

In this section, describe the high-level strategy the agency will use to manage existing operational IT investments over the next year to 5 years. This section should align with identified Business Requirements for Existing Technology (BReTs). At minimum, please address the following questions in your description of your agencys strategy for managing existing operational IT investments:

Are there existing IT investments that will require additional funding over the next year to 5 years, such as license renewals, re-competition of current IT contracts, or system enhancements required by the Agency Strategic Plan?

If there are systems that will no longer support the agencys business needs, either through poor performance or excessive cost, how does IT leadership in the agency plan to address the issues?

If the agency does not have the staff or funding to meet increasing demand for IT services, how will IT leadership fulfill the requests?

Continued investments in technology are necessary to achieve the operational efficiencies necessary for the Virginia Board of Accountancy (VBOA) to reach its strategic goals and ensure compliance with the Virginia Information Technology Agency (VITA) Information Security Management Standards. The VBOA is currently supported by an agency critical off-the-shelf licensing software system installed in 2009 that is failing to meet new business needs and requirements of the agency and is increasingly hard to support. VBOA has proposed an IT initiative for the replacement of our existing system; PGR 16-070 Procurement – VBOA Licensing System/Database which was approved in February 2016 and the associated RFP was approved in March 2016. The RFP was released on March 22, 2016 and closed on May 3, 2016. The RFP requested suppliers provide an option for hosting at VITAs CESC location and an option for hosting by the Supplier at the Suppliers location. VBOA will determine which hosting option best meets the requirements of this RFP after evaluation of the options. An award announcement has not yet been made. Due to the delay in the RFP process, VBOA will have costs related to a contract for consulting and procurement support that were planned to have been incurred in FY2016. VBOA anticipates one-time costs for DBA Data Migration Services and Project Management Services to assist and support the deployment of our new licensing software system once the RFP has been awarded.

VBOA has sufficient cash balances to support these costs in the 2016-2018 biennium.

During FY2016 VBOA established a new IT position to transition the system maintenance and support responsibilities that the Department of Health Professions has previously been providing to VBOA. This position was filled for half of FY 2016 and after the position was vacated, VBOA contracted with our current system vendor to provide system maintenance and support. VBOA also contracts annually with our system ve ndor for annual software maintenance and software support services.

VBOA has entered into two new MOUs with VITA for Information Security Officer (ISO) services and IT Security Audit Services as required by Chapter 780, Item 435.

Factors Impacting the Current IT

In this section, the agency will describe the changes in their business environment that will require or mandate changes to the agencys current IT investments. These are requirements and mandates from external sources, such as other agencies or business partners, the agencys customer base, product and service providers, or new federal or state legislation or regulations. The agency must identify the business value of the change, any important deadlines that must be met, and the consequences if the deadlines are not met. In your discussion, be sure to note whether the proposed enhancements are funded or not. If the agencys existing current IT investments will not need enhancement due to requirements or mandates from external sources in the foreseeable future, the agency should enter the following text rather than leave the Factors Impacting the Current IT section blank

For each mandated change, summarize your agencys response from your Agency Strategic Plan,

and is it the opinion of agency IT leadership that the IT portion of the response is adequately funded?

Do the mandated changes effect IT in other Commonwealth agencies, or in other states? If so, how?

VBOA is aware that the IT Infrastructure Sourcing Program (IISP) will have an impact on the agency. Since we do not know the parameters of the new infrastructure source, it is difficult to estimate the additional resources (staff and financial) that may be required. As it stands now, we are expecting that our current staff and resources should be sufficient to implement changes and perform testing during this transition. VBOA currently has four small virtual servers hosted at CESC which support our licensing and enforcement system and also host our agency website. VBOA also has one CIFS server, also hosted at CESC.

Proposed IT Solutions

In this section, describe the high-level strategy the agency will use to initiate new IT investments over the next year to 5 years in support of the agency strategic objectives documented in your Agency Strategic Plan. The agency does not need to consider specific technologies at this time, however, the strategy should identify how the IT implementation will provide business value to the organization. This section should align with identified Business Requirements for New Technology (BRnTs). At minimum, please address the following questions in your description of your agencys strategy for initiating new IT investments:

What are the most important solutions, based on the priority assigned to the requirements by the business sponsors in your agency, and what is the approach to achieving these priority solutions?

If any new IT initiatives will be started in the upcoming budget biennium, is it the opinion of agency IT leadership that it is adequately funded?

Does the agencys current IT staff have the appropriate skill set needed to support future agency technologies? If not, what skill sets need to be acquired?

If the agency will be engaged in multiple new IT initiatives, how will agency IT staff and agency subject matter experts be used across the initiatives?

The Virginia Board of Accountancy (VBOA) is planning to contract for DBA Data Migration services and Project Management services to assist with the deployment of our new system. The deployment of our new system is expected to begin late in FY2017 and be completed early FY2018. These services will ensure VBOA and the selected vendor meet the project plan deliverables and deadlines and ensure the integration of data migrated from our existing system into our new system.

Report Title: Strategic Plan

Agency: Board of Accountancy   **Date:**   2/6/2017

Current IT Services

Category	Costs Year 1		Costs Year 2	
	GF	NGF	GF	NGF
Projected Service Fees	$0	$150,985	$0	$153,519
VITA Infrastructure Changes	$0	$64,354	$0	$18,000
Estimated VITA Infrastructure	$0	$215,339	$0	$171,519
Specialized Infrastructure	$0	$0	$0	$0
Agency IT Staff	$0	$0	$0	$124,863
Non-agency IT Staff	$0	$138,336	$0	$34,584
Cloud Computing Service	$0	$0	$0	$0
Other Application Costs	$0	$0	$0	$0
Total	$0	$353,675	$0	$330,966

Proposed IT Investments

Category	Costs Year 1		Costs Year 2	
	GF	NGF	GF	NGF
Major IT Projects	$0	$0	$0	$0
Non-Major IT Projects	$0	$500,000	$0	$0
Agency-Level IT Projects	$0	$0	$0	$0
Major Stand Alone IT Procurements	$0	$0	$0	$0
Non-Major Stand Alone IT Procurements	$0	$0	$0	$0
Agency-Level Stand Alone IT Procurements	$0	$0	$0	$0
Procurement Adjustment for Staffing	$0	$0	$0	$0
Total	$0	$500,000	$0	$0

Projected Total IT Budget

Category	Costs Year 1		Costs Year 2		Total Costs
	GF	NGF	GF	NGF	
Current IT Services	$0	$353,675	$0	$330,966	$684,641
Proposed IT Investments	$0	$500,000	$0	$0	$500,000
Total	$0	$853,675	$0	$330,966	$1,184,641

Report Title: Business Requirements For Technology

Agency:	Board of Accountancy (BOA)	Date:	2/6/2017

BReT End user computing - BOA

BRT Type:	Business Requirement for Existing Technology
Date Submitted:	9/15/2016
Mandate:	No
Mission Critical:	Yes

Description:

VITA is initiating disentanglement from NG end user computing. The Board of Accountancy has 14 laptops which will need to be migrated.

BReT Messaging Services

BRT Type:	Business Requirement for Existing Technology
Date Submitted:	9/15/2016
Mandate:	No
Mission Critical:	Yes

Description:

VITA is initiating disentanglement from NG messaging services in 2016. Messaging Services for email, enterprise collaboration services and mobile device management are required for 15 users in our agency. We also have one application (MLO/eGOV) that hooks into messaging services which will need to be tested. We have 4 mobile devices serviced via AirWatch.

BReT Server/storage including housing of equipment

BRT Type:	Business Requirement for Existing Technology
Date Submitted:	9/15/2016
Mandate:	No
Mission Critical:	Yes

Description:

VITA is initiating disentanglement from NG services and storage. This BReT is affected by the timing/deployment of our active project to replace our current licensing system/database and if the replacement system is vendor hosted or hosted at CESC. Currently, VBOA has four small virtual servers which support our licensing and enforcement system (MLO/eGOV) and also hosts our public website. VBOA also has one CIFS server, also hosted at CESC. Depending on the timing of this transition some or all of our servers will need to be migrated and tested during this transition. The MLO/eGov application or it's replacement system will be affected by this move and will need to be tested.

BRet System Automation Maintenance Fees

BRT Type:	Business Requirement for Existing Technology
Date Submitted:	9/19/2014
Mandate:	No

Mission Critical:	Yes

Description:

System Automation (SA) contract VA-040901-SA includes maintenance fees for the MyLicense Office System for the Board of Accountancy. This contract also includes 4 other participating agencies. This contract covers Software Licenses, Annual Maintenance and Software Support Services.

BReT System Automation System Maintenance and Support

BRT Type:	Business Requirement for Existing Technology
Date Submitted:	8/24/2016
Mandate:	No
Mission Critical:	Yes

Description:

The Virginia Board of Accountancy (VBOA) has utilized a VITA contract with our existing system vendor to provide system maintenance and support for our current system (MyLicense Office). This service was previously provided by the Department of Health Professions and transferred to a new VBOA IT position; however, the position was vacated and VBOA elected to utilize contract services to provide these services.

BRnt Consulting, Developing System Requirements and Procurement Support

BRT Type:	Business Requirement for New Technology
Date Submitted:	8/18/2015
Mandate:	Yes
Mission Critical:	Yes

Description:

The Virginia Board of Accountancy (VBOA) plans to contract with Computer Aid to provide services to provide consulting and procurement support necessary to ensure that VBOA finds the best solution to replace our mission critical licensing and database system. The services obtained will provide developing system requirements, developing the RFP, drafting RFP addendum(s) and coordinating responses to offeror questions, facilitating evaluation of offeror responses, facilitating evaluation of offeror demonstrations and assisting with negotiation and award.

BRnT DBA Data Migration Services

BRT Type:	Business Requirement for New Technology
Date Submitted:	8/24/2016
Mandate:	Yes
Mission Critical:	Yes

Description:

The Virginia Board of Accountancy (VBOA) plans to utilize a VITA state contract to obtain DBA Data Migration services to assist and ensure the integration of data migrated from our existing system into our new system.

BRnt Disaster Recovery Services

BRT Type:	Business Requirement for New Technology
Date Submitted:	11/19/2014
Mandate:	No
Mission Critical:	Yes

Description:

The Virginia Board of Accountancy (VBOA) is planning to initiate a request with VITA for disaster recovery services.

BRnT IT Security Audit Services

BRT Type:	Business Requirement for New Technology
Date Submitted:	8/25/2016
Mandate:	Yes
Mission Critical:	Yes

Description:

To meet Commonwealth Security requirements, the Virginia Board of Accountancy has engaged into a Memorandum of Understanding (MOU) with VITA's Shared Services for IT Security Audit Services as required by Chapter 780, Item 435. Per this MOU VITA will provide an audit of VBOA's sensitive systems that will meet the requirement of VITA for performing an audit of a sensitive system.

BRnT Project Management Services

BRT Type:	Business Requirement for New Technology
Date Submitted:	8/23/2016
Mandate:	Yes
Mission Critical:	Yes

Description:

The Virginia Board of Accountancy (VBOA) plans to utilize a VITA state contract to obtain project management services to assist with the deployment of our new licensing software system. The project manager will act as the single point-of-contact with the selected vendor to ensure VBOA and the vendor meet the project plan deliverables and deadlines.

BRnT Security Services - Information Security Officer (ISO) services

BRT Type:	Business Requirement for New Technology
Date Submitted:	8/24/2016
Mandate:	Yes
Mission Critical:	Yes

Description:

To meet Commonwealth Security requirements, the Virginia Board of Accountancy has engaged VITA's Shared Security Services and entered into a Memorandum of Understanding (MOU) as required by Chapter 780, Item 435. Per this MOU VITA will perform and document Business Impact Analysis (BIA's) and System Security Plans/Risk Assessments for VBOA sensitive systems.

BRnt VBOA Licensing System/Database	
BRT Type:	Business Requirement for New Technology
Date Submitted:	11/19/2014
Mandate:	Yes
Mission Critical:	Yes
Description:	

The VBOA is currently supported by an mission critical off-the-shelf licensing software system (MyLicense Office System) installed in 2009 which is used for licensing and enforcement of CPAs and CPA firms. This system is failing to meet new business needs and requirements and is increasingly hard to support. VBOA is proposing an IT initiative for the replacement of our licensing software system.

Report Title: Appendix A 16 - 18 Report

Agency: Board of Accountancy (BOA)

Agency Head Approval:

Date: 2/6/2017

No

Budget Category: Non-Major Projects

VBOA Licensing System/Database

Oversight and Governance Category: Category 2: High/Medium or High/Low or Medium/High

Appropriation Act/Funding Status	Investment Business Case Approval -

VBOA plans to replace our current licensing system/database.

Planned project start date:	7/1/2016	Planned project end date:		1/1/2017
PPEA Involvement:	No			

Estimated Costs:	Total	General Fund	Nongeneral Fund	Nongeneral Funding Source
Project Cost (estimate at completion):	$500,000	$0	$500,000	
Estimated project expenditures first year of biennium:	$500,000	$0	$500,000	Non-general - State
Estimated project expenditures second year of biennium:	$0	$0	$0	

Funding Required:	Total	General	Nongeneral	
Funding required for first year of biennium:	$0	$0	$0	
Funding required for second year of biennium	$0	$0	$0	

Service Area				Weight
BRnt VBOA Licensing System/Database				Primary

Project Related Procurements

Procurement - VBOA Licensing System/Database

Procurement Description:	The Virginia Board of Accountancy (VBOA) is currently supported by a mission critical off-the-shelf licensing software system (MyLicense Office System) installed in 2009 which is used for licensing and enforcement of CPAs and CPA firms which includes online licensing renewals (over 26,000/year) and applications (over 1,800/year). VBOA wishes to utilize the RFP process to select a replacement system. The Estimated Procurement Cost for this procurement is based recent market analysis and guidance provided by DGIF who is finalizing a similar procurement. The estimated cost assumes a full 5-year contract period.
Planned Delivery Date:	3/1/2016

Report Title: Appendix A 16 - 18 Report

Agency: Board of Accountancy (BOA)

Agency Head Approval:

Date: 2/6/2017

No

There are no major procurements for this agency.