

**OPEN SESSION
AGENDA ITEM**

54-142 NOVEMBER 2018

Finance & Planning Committee III. C.

DATE: 11/15/2018

**TO: Members, Finance and Planning Committee
Members, Board of Trustees**

**FROM: Amy Nuñez, Director of Admissions
Keith Jenkins, Senior Program Analyst, Administrative Division**

**SUBJECT: Admissions Information Management System - Budget Amendment and
Request for Approval of Change Order**

EXECUTIVE SUMMARY

This item requests an amendment to the 2018 budget, to increase the project budget for the Admissions Information Management System (AIMS) by \$570,000. This item further requests approval of a contract amendment with Slalom, the system integrator for AIMS, for \$450,000. The remaining \$120,000 is related to other project costs of AIMS implementation.

BACKGROUND

The Office of Admissions is responsible for the planning, administration and grading of the California Bar Examination, First Year Law Students' Examination and Legal Specialization Examination, as well as accreditation and registration of non-ABA accredited California law schools. Annually, Admissions staff members evaluate and coordinate thousands of applicants for the February and July Bar examinations; the Office is the second largest at the Bar.

In 2017 the State Bar initiated a digital transformation of its Office of Admissions that sought to move the many manual and electronic components of the Office into a single, comprehensive system, designated the Admissions Information Management System (AIMS). Through a competitive Request for Proposal process that concluded in late 2017, the Salesforce platform and a system integrator (Slalom) were selected for the project. The project was allocated a \$2,500,000 budget, inclusive of interfund costs, and was planned to last approximately 36 weeks. The project kicked off in March 2018; the system is expected to go live in January 2019 and be used for the administration portion of the February 2019 Bar exam.

DISCUSSION

In August 2018 staff and Slalom identified two components of the project which were outside of the original project scope and which the current budget could not accommodate:

1. Development of audit logging for all fingerprint file, criminal record and subsequent arrest notification access due to new compliance requirements from the Department of Justice; and
2. Development of additional integrations with existing systems to facilitate the tracking of licensees relative to disciplined Admissions reapplicants and Legal Specialization applicants.

Additionally, staff and Slalom identified the need for an extension of approximately three weeks for additional quality assurance and user acceptance testing, to mitigate potential risks.

Finally, all three of the forgoing factors require an extension of services with the current exam registration vendor to support the February 2019 Bar Examination.

Staff now seeks to allocate an additional \$570,000 to the AIMS project budget for this additional work. \$450,000 is for a contract amendment with Slalom. The remaining \$120,000 is related to the exam registration vendor (\$45,000), other software tools (\$20,000), other potential operational costs (\$25,000) and additional interfund costs (\$30,000). These funds will be reallocated from available Professional Services funds in the Admissions, Legal Services and Information Technology budgets, and from funds in the General Fund, which were allocated to the AIMS project fund, but which were not specifically transferred to the AIMS project budget at the start of the project.

FISCAL/PERSONNEL IMPACT

The requested funds will be provided by unencumbered project funds, those within the project fund but not formally allocated to the budget, and through the transfer of professional services funds from Admissions, Legal Specialization and Information Technology. A summary of these monies is as follows:

<u>AIMS Project Budget (Current)</u>	
Admissions Funds	\$1,000,000
Legal Specialization Funds	500,000
Legal Specialization Loan	1,000,000
<u>Interfund Costs (Less)</u>	<u>-122,043</u>
Total Working Project Budget	\$2,377,957
<u>Requested Allocation</u>	
Unencumbered Project Funds	\$236,000
Admissions Professional Services	234,000
Legal Specialization Professional Services	50,000
<u>Information Technology Professional Services</u>	<u>50,000</u>
Total Requested Allocation	\$570,000
<u>Estimated Interfund Costs (Less)</u>	<u>-\$30,000</u>
Total Working Allocated Funds	\$540,000
Original AIMS Project Budget	\$2,500,000
<u>Additional Requested Allocation (New Budget)</u>	<u>\$570,000</u>
New AIMS Project Budget	\$3,070,000

The requested budget amendment of \$570,000 will put the total project budget at \$3,070,000.

RULE AMENDMENTS

None

BOARD BOOK AMENDMENTS

None

STRATEGIC PLAN GOALS & OBJECTIVES

Goal: 3. Improve the fiscal and operational management of the State Bar, emphasizing integrity, transparency, accountability, and excellence.

RECOMMENDATION

It is recommended that the Finance and Planning Committee and Board of Trustees approve the following resolution:

RESOLVED, that the Finance and Planning Committee and Board of Trustees approve an amendment to the 2018 Budget, to increase budgeted expenses of the Admissions Information Management System by \$570,000, as described herein; and that it is

FURTHER RESOLVED, that the Finance and Planning Committee and Board of Trustees approve a contract amendment with Slalom for \$450,000.

If no recommendation, i.e., item is informational only, state "None" and delete instruction.

ATTACHMENT(S) LIST

None