

CA - PMM

Project Name: Mailing Service Intergration Project

OCIO Project #:

Department: California Department of Social Services

Revision Date:

Concept Statement

Description

Brief description of the proposed project:

To consolidate and automate the printing, folding, stuffing and postage metering processes for all mass mailings jobs for the California Department of Social Services (CDSS).

Need Statement

High Level Functional Requirements:

The CDSS is either mandated or required by law to provide written correspondence to clients of the Community Care Licensing (CCL) and the State Hearing divisions regarding a wide variety of issues (i.e. fingerprint clearance, license renewals, State Hearing requests, State Hearing dates).

What is Driving This Need?

Currently there is no centralized process for the production of mass mailing services. Each division and/or unit processes mass mailings in a non-conforming fashion, in many cases using costly outside services.

Risk to the Organization if This Work is Not Done:

Currently documents containing confidential information are being transported by courier. This poses a risk potential information security breach if those documents were lost or stolen. The automated system would allow transfers to be done electronically with encrypted software.

CA - PMM

Project Name: Mailing Service Intergration Project

OCIO Project #: _____

Department: California Department of Social Services

Revision Date: _____

Concept Statement

Benefit Statement

Intangible Benefits

Process Improvements (describe the nature of the process improvement):
By centralizing and combining the printing, folding and stuffing process into one centralized location (the mail room), this would allow for more efficient delivery of important documents (i.e., CCL exemption letters, fingerprint clearances, and state hearing notices). As a result, this could also save money in mailing costs, courier costs, and staffing hours.

Other Intangible Benefits:
Automated system could include smart addressing software which would verify addresses or other addressing discrepancies prior to information being mailed. Reduce risk of return mail or mislabeled mail.

Tangible Benefits

Revenue Generation (describe how revenue will be generated):
N/A

Cost Savings (describe how cost will be reduced):
Cost of postage, courier services and man hours could be saved.

CA - PMM

Project Name: Mailing Service Intergration Project

OCIO Project #: _____

Department: California Department of Social Services

Revision Date: _____

Concept Statement

Cost Avoidance (describe the cost and how avoided):

Information Not Available

Risk Avoidance (describe the risk and how avoided):

The risks would be minimal and associated with any complication in the start-up phase. Risk could be avoided with adequate quality control testing prior to start-up.

Improved Services:

The automated system would significantly decrease the processing time for mailing services allowing parcels to reach clients more quickly.

Consistency

"No" Responses 		Rationale	Action Required
Enterprise Architecture	Yes		
Business Plan	Yes		
Strategic Plan	Yes		

CA - PMM

Project Name: Mailing Service Intergration Project

OCIO Project #:

Department: California Department of Social Services

Revision Date:

Concept Statement

Impact to Other Agencies

Nature of Impact to Other Agencies

Agency:
<i>Describe the nature of the impact:</i>
None

Agency:
<i>Describe the nature of the impact:</i>

Agency:
<i>Describe the nature of the impact:</i>

Agency:
<i>Describe the nature of the impact:</i>

CA - PMM

Project Name: Mailing Service Intergration Project

OCIO Project #: _____

Department: California Department of Social Services

Revision Date: _____

Concept Statement

Impact to Other Programs

Nature of Impact to Other Programs

Program:
<i>Describe the nature of the impact:</i>
None

Program:
<i>Describe the nature of the impact:</i>

Program:
<i>Describe the nature of the impact:</i>

Program:
<i>Describe the nature of the impact:</i>

Solution Alternatives

Alternative 1:

CA - PMM

Project Name: Mailing Service Intergration Project

OCIO Project #: _____

Department: California Department of Social Services

Revision Date: _____

Concept Statement

Technical Considerations for Alternative 1:

ROM Cost: _____ to _____

Note: high end of range must not exceed 200% of low end of range

Alternative 2:

Technical Considerations for Alternative 2:

ROM Cost: _____ to _____

Note: high end of range must not exceed 200% of low end of range

CA - PMM

Project Name: Mailing Service Intergration Project

OCIO Project #:

Department: California Department of Social Services

Revision Date:

Concept Statement

Alternative 3:

Technical Considerations for Alternative 3:
ROM Cost: _____ to _____ Note: high end of range must not exceed 200% of low end of range

Recommendation

Comparison:

Alternative 1	ROM Cost	Risk
	\$0 - \$0	
Alternative 2	ROM Cost	Risk
	\$0 - \$0	
Alternative 3	ROM Cost	Risk
	\$0 - \$0	

Conclusions:

1	
2	
3	
4	

CA - PMM

Project Name: Mailing Service Intergration Project

OCIO Project #: _____

Department: California Department of Social Services

Revision Date: _____

Concept Statement

Recommendation:

Project Approach *(if known)*

System Complexity:		System Business Hours: <i>(e.g., 24x7, 9am-5pm)</i> : 8am-5pm	
Architecture	<input checked="" type="checkbox"/> Mainframe <input type="checkbox"/> Client Server <input type="checkbox"/> Web Based	Num. of New Databases: _____	
Technology	<input type="checkbox"/> New <input checked="" type="checkbox"/> New to Staff <input type="checkbox"/> In-House Experience	Interfaces: _____	
Implementation	<input type="checkbox"/> Central Site <input checked="" type="checkbox"/> Phased Roll-out	Num. of Sites: _____	
M & O Support	<input type="checkbox"/> Contractor <input type="checkbox"/> Data Center <input type="checkbox"/> Project <input type="checkbox"/> Returned to Sponsor		
Procurement Approach: <i>(consult with OSI Procurement Center)</i>			Number of Procurements: _____
Open Procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Delegated Procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scope of Contract	<input type="checkbox"/> Development <input type="checkbox"/> Implementation <input type="checkbox"/> M & O <input type="checkbox"/> Other: _____		
Anticipated Length of Contract:	_____ Years / _____ extensions for _____		years