

## Bus Depreciation System - N7

**Agency:** 350 Office of Superintendent of Public Instruction  
**Budget Period:** 2015

### **Recommendation Summary Text (Short Description):**

The School Bus Information System (SBIS) calculates the annual replacement amount (for district owned buses) and the depreciation amount (for districts contracting school bus service). In the last few years the legislature has made changes to the calculations used by the replacement system. Based on these changes, the annual amounts are not being correctly calculated and the forecasting tool is no longer functional. This request would fund system development to correct the calculation and forecasting tool. In addition, the current form based acquisition process would be replaced with a web-based process resulting in improved accuracy and turnaround times to districts. The estimated cost is \$676,604

### **Fiscal Detail**

<b>Operating Expenditures</b>		<b>FY 2016</b>	<b>FY 2017</b>	<b>Total</b>
General Fund	001-01	\$663,260	\$13,344	\$676,604
<b>Total Cost</b>		<b>\$663,260</b>	<b>\$13,344</b>	<b>\$676,604</b>

<b>Staffing</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Annual Avg.</b>
<b>Total FTEs Requested</b>	0	0	0

### **Package Description** (Includes the following sections)

#### **Background**

There are two different systems in place for funding the capital costs associated with transporting children to school. The first is a straight line depreciation system for districts that contract their transportation service. This system is relatively straightforward with the state supported price in system year one being divided by the lifetime of the bus. The second system is designed to provide the replacement funds for school district owned buses and is much more complex. The reimbursement amount is adjusted annually to align payments with the state supported price to buy a replacement bus. The total of prior payments is tracked and assumed interest earnings by the districts are deducted from the annual payment amount.

The 2010 Legislature added language to the state operating budget (SB6444) requiring OSPI to calculate the replacement amount of school district owned school buses without including the sales tax until the final year the bus is on the reimbursement system. This change resulted in the loss of functionality of the forecast tool that allowed districts to easily create a reasonably accurate forecast for reimbursement payments. School bus fleet replacement plans are an essential part of a well-functioning school transportation operation.

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The 2012 Legislature added language to the state operating budget moving the annual school bus payment to school districts to be paid in August instead of September. Since the calculation process is based on an assumed September payment, the amount deducted for assumed interest earnings is incorrect. An increase in the interest rate (year to year) of 1 percent results in a decrease in the funding provided to school districts of \$2.4 million. The change in the date of the calculation is approximately equal to adding a year of assumed interest deduction.

Calculation Month	Time Period used for 90 Day T-Bill Rate	Estimated 90-Day T-Bill Rate	Deduction for Assumed Interest Earnings (in Millions)
September 2015	July 14 to June 15	1.049%	\$53.4
August 2016	July 15 to June 16	2.869%	\$51.0
Reduction in statewide payment			\$2.4

The current system does not display annual payments of school buses that have been removed from the system. For example, a school district business manager wanting to identify the amount a school district received for school bus replacement in prior years would not see a payment for a school bus that has been disposed of. Therefore, it would be impossible to reconcile the provided per bus payments with the allocation received.

### **Current Situation**

The school bus system is not correctly calculating payment amounts as a result of legislative changes over the last several years. The amount of error is minor at this point, because the T-bill rate used to determine the assumed interest earnings is currently at historic low levels.

The Office of the Washington State Treasurer September 2014 assumptions for the T-bill rate result in the annual cost to the State if the 2015–16 school year calculation were done using the existing system (in September 2015) of \$53.4 Million. The forecast 90-day T-bill rate used would be 1.049% (the average for the 2015 state fiscal year). If the corrected system were to perform the calculation in August 2016, the rate used is forecast to be 2.869%. The resulting August 2016 calculation would be \$51.0 Million, resulting in a (one-time) reduction in the amount owed by state of \$2.4 Million.

### **Proposed Solution**

- The agency proposes to enhance the school bus system in order to resolve the depreciation calculation, return functionality to the forecast tool, improve display issues, and add functionality that will reduce paperwork for districts.
- The proposed solution will improve the accuracy of school district depreciation payments by matching the calculation of depreciation payments with to the actual

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payment month. Accurate, reliable funding of student transportation is an essential element required under the McCleary Decision.

### **Contact person**

- For questions on the school bus reimbursement system, contact: Allan J Jones, 360-725-6122, [allan.jones@k12.wa.us](mailto:allan.jones@k12.wa.us)
- For answers on system development costs, contact: Curtis Richardson, 360-725-6142, [Curtis.Richardson@k12.wa.us](mailto:Curtis.Richardson@k12.wa.us)

### **Narrative Justification and Impact Statement** (Includes the following section)

#### **What specific performance outcomes does the agency expect?**

Describe and quantify the specific performance outcomes the agency expects as a result of this funding change.

- What desired results will be achieved?
  - The online forecast tool in the current system was used by many districts to plan future bus purchases. The reprogrammed tool will provide districts accurate estimates to plan replacement schedules for their bus fleet.
  - Processing time for districts will be reduced by submitting acquisition forms online, allowing new buses to be placed in service in a more timely manner.
  - The complexity of generating accurate forecast calculations will be reduced. Currently the only method of generating a depreciation forecast is to use a spreadsheet that is extraordinarily complicated. This solution will provide an easier way to forecast future school bus depreciation payments and be able to plan future bus purchases.
- What undesired results will be reduced?
  - The current calculation occurs at the beginning of the school year in September and assumes a payment at the beginning of the year. When this project is complete the calculation and payment will occur at the same time, in August, at the end of the school year. This will reduce the inaccurate calculation of school bus depreciation.
- Will efficiency increase? How?
  - Districts will be able to submit their information online and school vendors will be able to deliver new buses to school districts quicker. Putting new school buses on the road quicker results in a reduction in school bus maintenance costs and the improves the ability of school districts to meet transportation demands.
- Will outputs change? How?
  - School buses that have been ordered and not delivered will be able to be tracked. Citizens and fiscal staff will be able to see the number of buses ordered and projected forecasts of future depreciation payments.

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### **Performance Measure Detail**

Describe performance measures that will be tracked to gauge success of the program.

### **Is this decision package essential to implement a strategy identified in the agency's strategic plan?**

- The State of Washington has a constitutional responsibility to provide all children a basic education. This package will ensure Districts update the bus fleet, for the lowest cost possible, to transport students to school. Transportation has been identified as a part of that basic education by the legislature.
- Increases the accuracy of the amount of depreciation the state is currently paying districts. Success will be measured in the increased accuracy of the depreciation calculation taking place in August.
- Reduce the number of days between when the district receives the bus and when the district is able to put the bus in service. Success will be measured by the reduction in the average time between the date of the delivery of the bus and the date the bus is able to be placed in service.

### **Reason for change:**

### **Does this decision package provide essential support to one of the Governor's priorities?**

Transportation is part of basic education, the paramount duty of the state.

### **Does this decision package provide essential support to one or more of the Governor's Results Washington priorities? If so, describe.**

Yes, education is considered a top priority of the Governor. However, it may not rate high on the technology criteria.

### **What are the other important connections or impacts related to this proposal?**

Funding this initiative will improve information available to the general public and to school districts about school bus payments.

### **Impact on Other State Programs**

### **What alternatives were explored by the agency, and why was this alternative chosen?**

There will be a one-time impact to school districts when the date of the calculation is changed to match the date of payment. However, the result is improved accuracy in the

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amount of payment. The fact that school districts will see a slight reduction in depreciation payment is a result of this reprogramming taking place while interest rates are increasing. If interest rates were decreasing, school districts would see a slight increase in payments. Regardless of the direction of change of interest rates, districts will see improved accuracy of payments and have the ability to estimate future payments and generate fleet replacement strategies restored.

### **What are the consequences of adopting or not adopting this package?**

The SBIS system will continue to incorrectly calculate school bus depreciation payments to school districts. The state will pay \$2.4 Million to districts during the 2016 state fiscal year that would not have to be paid.

The school bus depreciation calculation uses the average 90-day Treasury bill (T-bill) rate for the previous state fiscal year to determine the amount of assumed interest earnings to be deducted from the depreciation payment of each district owned school bus. The result is that the higher the interest rate the higher the total deduction in assumed district earnings.

The Office of the Washington State Treasurer September 2014 assumptions for the T-bill rate result in the annual cost to the State if the 2015-16 school year calculation were done using the existing system (in September 2015) of \$53.4 Million. The forecast 90-day T-bill rate used would be 0.0771% (the average for the 2015 state fiscal year). If the corrected system were to perform the calculation in August 2016, the rate used is forecast to be 1.0488%. The resulting August 2016 calculation would be \$51.0 Million, resulting in a payment to the districts of \$2.4 Million more than needed.

### **What is the relationship, if any, to the state's capital budget?**

N/A

### **What changes would be required to existing statutes, rules, or contracts, in order to implement the change?**

N/A

### **Expenditure and revenue calculations and assumptions:**

#### **Revenue Calculations and Assumptions:**

#### **Expenditure Calculations and Assumptions:**

The expenditure estimate is for adding new functionality that will automate the current paper processes and system development the system to restore operability.

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The cost estimate includes

One Contract project manager to manage the effort

- 1776 hrs @ \$120/hr = \$213,120

One Contract business analyst to gather and analyze requirements

- 1248 hrs @ \$95/hr = \$118,560

Two Contract developers to develop the SBIS in the estimated time.

- 1208 hrs @ \$110/hr = \$132,880 X 2 = \$265,760

One Security Vendor to conduct vulnerability testing

- 168 hrs @ \$90/hr = \$15,120

Contingency

- \$673,400 \* 6.7% = \$45,100

Indirect

- \$25,000 \* 11.2% = \$2,800 \* 2yrs = \$5,600

### Object Detail

		FY 2016	FY 2017	Total
A	Salary and Wages	\$0	\$0	\$0
B	Employee Benefits	\$0	\$0	\$0
C	Contracts	\$657,660	\$12,000	\$669,660
E	Goods/Services	\$5,600	\$1,344	\$6,944
G	Travel	\$0	\$0	\$0
J	Equipment	\$0	\$0	\$0
N	Grants	\$0	\$0	\$0
	Interagency Reimbursement	\$0	\$0	\$0
	Other	\$0		
<b>Total Objects</b>		<b>\$663,260</b>	<b>\$13,344</b>	<b>\$676,604</b>

### Expenditures & FTEs by Program

Activity Inventory Item	Prog	Staffing			Operating Expenditures		
		FY 2016	FY 2017	Avg	FY 2014	FY 2015	Total
A002 Administration	010	0	0	0	\$663,260	\$13,344	\$676,604
<b>Total Activities</b>					<b>\$663,260</b>	<b>\$13,344</b>	<b>\$676,604</b>

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### Six-Year Expenditure Estimates

Fund	15-17 Total	17-19 Total	19-21 Total
General Fund 001-1	\$676,604	\$26,688	\$26,688
Expenditure Total	\$676,604	\$26,688	\$26,688
FTEs	0	0	0

### **Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?**

The one-time cost of \$657,660 for contract costs in the first year is to add functionality and develop the application. The \$5,600 in goods and services represent agency indirect. The ongoing costs are for maintenance activities needed to correct software defects and alter the software to meet future business needs.

After development, this application will require ongoing maintenance to correct system defects and make adjustments to meet business needs. Future biennium will need maintenance which is estimated at \$13,344 per fiscal year. This will provide 27 contract hours per fiscal quarter.

# Information Technology Addendum

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**Recsum Code and Title**      N7 - Bus Depreciation System

**Brief Description:**      The School Bus Information System (SBIS) calculates the annual replacement amount (for district owned buses) and the depreciation amount (for districts contracting school bus service). In the last few years the legislature has made several changes to the replacement system. Based on these changes, the annual amounts are not being correctly calculated and the forecasting tool is no longer functional. This request would fund system development that would correct the calculation and return functionality to the forecasting tool. In addition, the current form based acquisition process would be replaced with a web-based process resulting in improved accuracy and timeliness to districts. The estimated cost is \$676,604.

If this investment includes the use of servers, do you plan to use the state data center?

Yes       No, waiver received       No, waiver not received       Does not apply

## Security

**Security:** How does this investment affect the state's security posture? Have the proper security considerations been made? Does the investment itself actually improve infrastructure security? What, if any, security concerns are there?

This application provides the capability for districts to securely enter bus information and for public access to bus payment information. The overall security posture of the agency will increase because financial information related to bus purchases will be secured during planning.

The emergency management community can use the school bus inventory side of the application to determine the school district resources potentially available in an emergency. Knowing available resources in advance provides an opportunity for emergency managers to get memoranda of understanding in place ahead of emergencies. This is especially true for vehicles equipped with wheelchair lifts and the ability to transport this most vulnerable segment of our population. The new system will allow county emergency managers to query school district inventory by county.

Security testing will be conducted to ensure the application does not provide unauthorized access to state systems.

## Feasibility/Risk

**Cultural readiness/organizational capacity:** Does this investment require significant institutional change within the agency, and is the agency prepared for that change? Is there committed and proven leadership? Is there a record of successful projects? Does the agency foster a culture of creative problem solving?

This application will not require any change to agency processes. The secure web site will lead to a streamlined method for districts to submit their bus acquisition request. The transportation section is ready to proceed with a web based process as soon as the system is available.

**Technical complexity: Can the investment realistically be completed within the proposed framework of time, budget and resources?**

The application does not introduce additional technical complexity into the agency's computing environment. Current planning suggests the solution can be developed in the requested time.

**Urgency: Is the investment urgent or can wait until a future funding cycle? Must the investment be completed all at once, or can we break it into incremental pieces?**

The project should be completed this fiscal to increase accuracy, while generating a one-time reduction in state general fund payments to districts. The project will address the inaccuracies created the operating budget (section 505 Line 37), and enhance functionality. Breaking the investment into incremental pieces would not be possible.

**Impact of not doing: What are the potential impacts to the state, agency, or the public if this investment is not completed?**

The calculations must be fixed to correctly calculate payments as a result of changes to the depreciation system required by the operating budget (section 505 Line 37). Districts will continue to receive payments that are not accurate until the application correctly calculates August as the payment month.

The school bus depreciation calculation uses the average 90-day Treasury bill (T-bill) rate for the previous state fiscal year to determine the amount of assumed interest earnings to be deducted from the depreciation payment of each district owned school bus. The result is that the higher the interest rate the higher the total deduction in assumed district earnings.

The Office of the Washington State Treasurer September 2014 assumptions for the T-bill rate result in the annual cost to the State if the 2015-16 school year calculation were done using the existing system (in September 2015) of \$53.4 Million. The forecast 90-day T-bill rate used would be 1.049% (the average for the 2015 state fiscal year). If the corrected system were to perform the calculation in August 2016, the rate used is forecast to be 2.869%. The resulting August 2016 calculation would be \$51.0 Million, resulting in a one-time savings to the state of \$2.4 Million.

## **Technology Strategy Alignment**

**Agile value: Is the investment broken into incremental steps that provide customer-facing value and allow periodic assessment of progress?**

OSPI is increasing its use of Agile practices and plans to produce customer value periodically throughout the project. First signs of value should come 4 months after hiring the project manager and just over 4 months after that until the project is complete.

**Modernization of state government: Will the investment result in replacing legacy systems that are no longer solving business problems with modern, appropriate technology solutions?**

This effort will modernize the application by using modern software development tools and techniques to fix the non-functioning portions of the application.

The school bus inventory data will be available for use by county emergency managers to determine what resources may be available to them in an emergency. OSPI traditionally publishes information related to education on the K12.WA.US web site. The project will review the potential for publishing this information on data.wa.gov.

**Mobility: Does the investment help state employees conduct business “any time, anywhere”? Does it improve mobile access to services for customers?**

This effort does not modernize a legacy application. However, it does fix an application that is not functioning properly. The application will allow easier access to availability of lift equipped buses to county emergency management teams for planning purposes and in order to put agreements in place for use of vehicles during an emergency. Since its web based, they will be able to access the information when needed.

**Transparency: Does it increase public visibility of services provided with public funds? Does this investment increase public access to searchable public data and information?**

This work effort will make the amount of bus payments available to the public and increase transparency around district bus acquisition and payment costs. The system will also benefit county emergency managers by increasing the ease of acquiring location information for buses that can be used in emergency situations.

**Accountability: Are the investment’s goals well articulated? How will “success” be determined or measured?**

Reduce the amount of depreciation the state is currently paying districts. Success will be measured in the amount of one-time financial savings to the state after the depreciation calculation in September is changed to the calculation taking place in August.

Reduce the lag in the number of days between the calculation of depreciation and when the district receives the bus. Success will be measured by reducing the average time from the date of delivery of a school bus to the date the bus is placed in operation.

## **Financial**

**Financial risk of not doing: Are there potential financial consequences for not completing this investment, such as fines for noncompliance with legal requirements or a loss of federal funding?**

Funding this project will result in projected one time savings to the state during the 2016 state fiscal year of \$2.4 Million.

The school bus depreciation calculation uses the average 90-day Treasury bill (T-bill) rate for the previous state fiscal year to determine the amount of assumed interest earnings to be deducted from the depreciation payment of each district owned school bus. The result is that the higher the interest rate the higher the total deduction in assumed district earnings.

The Office of the Washington State Treasurer September 2014 assumptions for the T-bill rate result in the annual cost to the State if the 2015-16 school year calculation were done using the existing system (in September 2015) of \$53.4 Million. The forecast 90-day T-bill rate used would be 1.049% (the average for the 2015 state fiscal year). If the corrected system were to perform the calculation in August 2016, the rate used is forecast to be 2.869%. The resulting August 2016 calculation would be \$51.0 Million, resulting in a savings to the state of \$2.4 Million.

As a result of continuing to calculate school bus depreciation in September, instead of calculating the payment in August, school district payments incorrectly calculate the interest earnings.

**Cost Reduction: Does this investment prevent or reduce expenses, such as the cost of maintaining labor-intensive systems that could be automated, repairs or maintenance to obsolete or outdated infrastructure, or specialty expertise required for legacy technologies?**

This effort reduces the cost to general state funds by a one time reduction in the depreciation payment to districts up to \$2.4M

The Office of the Washington State Treasurer September 2014 assumptions for the T-bill rate result in the annual cost to the State if the 2015-16 school year calculation were done using the existing system (in September 2015) of \$53.4 Million. The forecast 90-day T-bill rate used would be 1.049% (the average for the 2015 state fiscal year). If the corrected system were to perform the calculation in August 2016, the rate used is forecast to be 2.869%. The resulting August 2016 calculation would be \$51.0 Million, resulting in a savings to the state of \$2.4 Million.

Additional information is provided above in Financial Risk of Not Doing.

**Revenue Generation: Does this investment generate new revenue, or capture additional revenue left “on the table” by current solutions?**

This effort does not capture unrealized revenue.

## **Business Case/Agency Mission Priority**

**Mission priority: Does this investment help the agency better deliver its mission?**

This effort directly supports the agency’s strategic priorities and is not in another agency’s business plan. Students at all levels use a bus for transportation to and from school so that they can attend, so that they learn, and so that they graduate school.

School transportation is part of basic education and is the paramount duty of the state, per state constitution and has been reaffirmed by the McCleary decision.

**Business case: Is there a clear problem with the status quo, and does this investment clearly solve that business problem?**

There is a problem with the status quo. The application used to calculate school bus depreciation is not providing accurate calculations and the online forecasting tool has had to be replaced by a spreadsheet process that is so complicated that it has not been adopted for use by more than a couple of districts. This investment will solve the depreciation accuracy problem and provide user friendly access to an online tool for depreciation forecasting to allow for long range planning.

**Appendix B: Concept Briefing Document Template**

(See OCIO Policy 121- IT Investment Approval and Oversight)

<b>OCIO Log Number:</b>
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**Email this Document To:**  
[ocioconsultants@wa.gov](mailto:ocioconsultants@wa.gov)

0	<p><b>Tentative Project Title:</b> Improve Accuracy of School Bus Depreciation</p> <p><b>Will this concept lead to a decision package submittal to OFM for the upcoming budget cycle?</b> Yes</p> <p><b>Preliminary Oversight Assessment:</b> Level 1</p>
1	<p><b>Agency Name:</b> Superintendent of Public Instruction</p> <p><b>Contact Name:</b> Curtis Richardson <span style="float: right;"><b>Phone No. and E-mail:</b> 360-725-6142 Curtis.Richardson@k12.wa.us</span></p> <p><b>If known:</b></p> <p><b>Project Manager Name/Title:</b></p> <p><b>Executive Sponsor Name/Title:</b> JoLynn Berge <span style="float: right;"><b>Phone No.:</b> 360-725-6292</span></p> <p><b>Business Owner Name/Title:</b> Allan Jones <span style="float: right;"><b>Phone No.:</b> 360-725-6122</span></p>
2	<p><b>Describe the business problem the agency is trying to solve with this project: (100 word max):</b> The School Bus Information System (SBIS) calculates the annual replacement amount (for district owned buses) and the depreciation amount (for districts contracting school bus service). In the last few years the legislature has made several changes to the replacement system. Based on these changes, the annual amounts are not being correctly calculated and the forecasting tool is no longer functional. This request would fund system development that would correct the calculation and forecasting tool. In addition, the current form based acquisition process would be replaced with a web-based process resulting in improved accuracy to districts.</p>
3	<p><b>Please describe any additional relevant factors that further motivate this project, such as legislation or a financial analysis.</b></p> <p>The current calculations need to be fixed to correct inaccuracies created by language included in the state operating budget. Districts will continue to receive payments that are not accurate as long as the application calculates assuming a September payment while the actual payment month is the following August.</p> <p>The school bus depreciation calculation uses the average 90-day Treasury bill (T-bill) rate for the previous state fiscal year to determine the amount of assumed interest earnings to be deducted from the depreciation payment of each district owned school bus. The result is that as interest rates increase, the amount paid by the state is less.</p> <p>The Office of the Washington State Treasurer September 2014 assumptions for the T-bill rate result in the annual cost to the State if the 2015-16 school year calculation were done using the existing system (in September 2015) of \$53.4 Million. The forecast 90-day T-bill rate used would be 1.049% (the average for the 2015 state fiscal year). If the corrected system were to perform the calculation in August 2016, the rate used is forecast to be 2.869%. The resulting August 2016 calculation would be \$51.0 Million, resulting in a one-time savings to the state of \$2.4 Million.</p> <p>Calculating school bus depreciation in September with an assumed September payment date, when the payment date has been moved August, results in an inaccurate calculation. The McCleary decision includes the responsibility to provide accurate funding.</p>

4	<b>Describe likely funding scenarios for this project:</b> Funding of decision package.
5	<p><b>Estimated Range of Project Cost:</b> More than \$676,604 and less than \$787,000</p> <p><b>Estimated 5-year Maintenance Cost:</b> More than \$60,000 and less than \$69,790</p> <p><b>Estimated Range of Total Lifecycle Cost:</b> More than \$736,604 and less than \$856,790</p>
6	<p><b>If there is a hoped-for Project Start Date, please note it here:</b> 7-1-2015</p> <p><b>Estimated Project Duration in Months:</b> 12</p>
7	<p><b>Describe performance outcomes and how they will be measured.</b></p> <ul style="list-style-type: none"> <li>• The State of Washington has a constitutional responsibility to provide all children a basic education. Transportation has been identified as a part of that basic education. This package will ensure Districts receive accurate school bus depreciation payments and have the ability to forecast future payments in order to plan for the modernization of the bus fleet to transport students to and from school.</li> <li>• Improve the accuracy of the depreciation the state is currently paying districts. Success will be measured in the increase in accuracy by moving the depreciation calculation to August.</li> <li>• Reduce the lag in the number of days when a district receives a new school bus and when they are able to put the bus in service. Success will be measured by reducing the average time from delivery of the bus to when the bus is inservice.</li> </ul>
8	<p><b>What discovery or market analysis will the agency do to inform the technical solution? (Survey other agencies/states, RFI, RFQ, Feasibility Study, etc.):</b> The solution was already there and no longer functions. OSPI searched the internet for bus depreciation systems and could not find anything similar.</p>
9	<p><b>Will this project deliver customer-facing value? If so, please describe that value and at approximately what point in the Project Duration that value will be delivered. In your response, please describe who the primary customer is:</b> School Districts are the customer and they will receive value from this solution. They would begin to experience that value in the first Quarter of FY 2017.</p>
10	<p><b>Describe how this concept aligns with the State IT Strategic Objectives:</b> This is highlighted in the Decision Package Information Technology Addendum.</p>

11	<b>Agencies are expected to utilize CTS and DES applications and services when appropriate and/or mandated by legislation. What is the status of your consult with CTS? With DES?</b> This request does not use any additional services from CTS or DES for a level one project. CTS Security and Design review document will be used to review system security.
12	<b>What are the biggest concerns about the project at this point in time?</b> Adequate funding to complete the work.

	<b>OCIO NOTES</b> <span style="float: right;"><b>Meeting Date:</b>   /   /</span>
	Comments:

