

Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611



Phone: (785) 296-3463
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oits.info@ks.gov

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

September 19, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

The detailed project plan for the Department of Transportation Bridge Inspection Portal (BIP) Replacement: Requirements, Planning, and Design (BIP Replacement Planning) project is enclosed. Shawn Brown is the primary contact for the project and can be reached at (785) 296-1382.

This letter constitutes approval of the detailed project plan pursuant to K.S.A. 75-7209.

The next step for the agency will be to baseline this approved project Work Breakdown Structure (WBS) without alteration prior to execution. The baseline is a valuable tool to use as the project progresses. The baseline is used to track project progress and compare this progress to the approved plan. Project measures for reporting purposes will be determined using the originally submitted detailed project plan.

This project has a total project cost of \$337,884. The quarterly KITO fee for the project will be \$1,158 and will be billed from the start of execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:

A handwritten signature in black ink that reads "Calvin Reed".

F0826C13E7B442C...

Calvin E. Reed, Secretary
Department of Transportation

DocuSigned by:

A handwritten signature in black ink that reads "Jeff Maxon".

670B8750658F441...

Jeff Maxon, Interim CITO
Executive Branch

cc: Kelly O'Brien, CITO, Judicial Branch
Alan Weis, CITO, Legislative Branch
Adam Proffitt, Director of the Budget
James Fisher, KLRD
JCIT Membership
Kelly Johnson, OPC
Brian Reiter, OITS
Shawn Brown, KDOT
Bonnie Liscek, KDOT
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sara Spinks, KITO

Dwight D. Eisenhower State Office Building
700 S.W. Harrison Street
Topeka, KS 66603-3745
Calvin E. Reed, P.E., Secretary



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kdot#publicinfo@ks.gov
<http://www.ksdot.gov>
Laura Kelly, Governor

September 13, 2023

Jeff Maxon, Interim Chief Information Technology Officer
Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Boulevard
Building 100
Topeka, KS 66611

Dear Mr. Maxon:

The Kansas Department of Transportation (KDOT) respectfully submits the Detailed Project Plan documents for the Bridge Inspection Portal (BIP) Replacement: Requirements, Planning, and Design project. This project will consist of the tasks necessary to perform the Planning Phase for the project. Once this effort is complete, a second project will be undertaken to work on the Execution Phase.

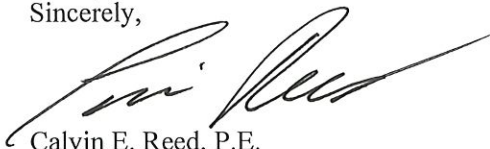
The Detailed Project Plan documents enclosed are provided in accordance with the ITEC IT Policies 2400 and 2510, and they follow the guidelines established by the Kansas Information Technology Office. The documents include:

- This Cover Letter
- State Entity Checklist for Detailed IT Project Plan
- DA518 Information Technology Request Explanation
- DA519 Information Technology Cost-Benefit Statement
- Work Breakdown Structure (WBS) with Major Milestones
- Architectural Statement
- Ownership of Software Code and Related Intellectual Properties
- Web Accessibility Statement and approval letter from the State Director of IT Accessibility
- Electronic Record Retention Statement and approval letter from the State Archivist
- Risk Identification Summary
- Risk Assessment Analysis (RAM)
- Work Product Identification
- Privacy Statement
- Security Statement

Upon receipt of a formal written approval letter from CITO, this project will move forward with vendor execution phase activities.

Thank you for reviewing the Detailed Project Plan documentation that supports this important project.

Sincerely,



Calvin E. Reed, P.E.
Secretary of Transportation
Director of Kansas Turnpike Authority

State Entity Checklist for Detailed IT Project Plan

State Entity: Kansas Department of Transportation (KDOT)	Included (Y/N) If no, Explain
Project Name: BIP Replacement Planning Project (IT-0845-01)	
Greater than \$250,000/ less than \$1,000,000 (Y/N): Y	
Greater than \$1,000,000 (Y/N): N	
IT Project Plan Documents	
For forms and/or more detailed information on completion of plan, see https://ebit.ks.gov/kito/it-project-oversight/proposed-it-project-plans	
For ITEC Policy and/or more detailed information on approval of IT projects, see ITEC 2400 and 2400A. https://ebit.ks.gov/itec/resources/policies	
Cover Letter Requesting Project Approval	Y
IT Project Request Explanation--DA518	Y
IT Cost Benefit Statement--DA519	Y
Work Breakdown Structure @ 8/80 hr duration/elapsed calendar time level	
Task Name (tasks should be descriptive)	Y
Duration (total duration/elapsed calendar time)	Y
Work (total person/hours of effort for all resources for the task)	Y
Start	Y
Finish	Y
Dependencies (Predecessors)	Y
Resource Names (assigned to the task)	Y
Milestone	Y
Work Product Identification (Form ITEC PM02-6)	Y
Architectural Statement (ITEC Policy 4010 and 9500) https://ebit.ks.gov/itec/resources/policies	
Listing of products and standards that will be implemented to accomplish the project including a statement of compliance with ITEC Policy.	Y
If different, attach CITA waiver	N/A
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500) https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf	
Statement of compliance	Y
If different, attach CITO waiver	N/A
Privacy Statement (Privacy Act 1974, Health Insurance Portability & Accountability Act 1996-HIPAA) https://www.justice.gov/opcl/overview-privacy-act-1974-2015-edition https://www.hhs.gov/hipaa/index.html	
1. What information is included	Y
2. Why is it collected	Y
3. How will it be used	Y
4. Exclusion opportunities	Y
5. 1974 Act implementation	Y
6. Other privacy requirements	Y
7. Total privacy cost estimate	Y
Security Statement (ITEC Policies 7230, 9500, 7300) https://ebit.ks.gov/itec/resources/policies	
Statement of compliance regarding security measures, technologies used, compliance with policy & standards	Y
If different, explain	N/A
Accessibility Statement (ITEC Policy 1210) https://ebit.ks.gov/itec/resources/policies/policy-1210	
Confirm the project will comply with ITEC Policy 1210 requirements by attaching a completed Accessibility Conformance Report (ACR) produced using the Voluntary Product Accessibility Template® (VPAT®), version 2.0 or later, for the product(s) procured, provided as a service, or custom-built. If requirements are to be developed as part of project, indicate that VPAT requirements will be included. See VPAT at: https://www.itic.org/policy/accessibility/vpat.	Y
If VPAT/ACR indicates compliance on all items, provide statement identifying task number(s) in WBS where verification of overall compliance will occur. For any VPAT/ACR item(s) where full compliance is not indicated, identify task number(s) in WBS where remediation of compliance issues will occur, and the task number(s) that will include verification of overall compliance. If product is not anticipated to be compliant upon initial implementation, please attach State ADA Coordinator exception. If accessibility standards do not apply, please provide explanation.	Y
Attach approval letter from State Director of IT Accessibility.	Y
Electronic Record Retention Statement https://www.kshs.org/p/electronic-records/11334 (K.S.A. 45-403 and K.S.A. 45-213 through 45-223)	
1. Identify replaced paper records	Y
2. Identify new business functions	Y
3. Reasons for business functions	Y
4. Records requirements for business function	Y
5. Documents in another system?	Y
6. Public access requirements	Y
7. Access control requirements	Y
8. Identify all records with retention period of ten or more years	Y
9. Estimate three year cost of addressing records identified in No. 8	Y
Attach approval letter from State Archivist.	Y
Risk Identification Summary (Form ITEC PM02-11a)	Y
Risk Assessment Model (RAM) Summary - Detailed Plans	Y
Fiscal Note, if appropriate	
Electronic copy submitted two - four weeks prior to contract award and/or project execution	

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518																								
1. Project Title:				2. Project Priority		3. Estimated Dates																		
Bridge Inspection Portal (BIP) Replacement: Requirements, Planning, and Design				1		Planning Start:			8/15/2022															
Agency:				Execution Start:			11/7/2023																	
Kansas Department of Transportation (KDOT)				Close-Out End:			5/22/2025																	
4. Project Description and Justification:				Date Submitted:																				
KDOT collects and reports bridge inspection information to the Federal Highway Administration (FHWA). For approximately 10 years, KDOT has used a software application referred to as the Bridge Inspection Portal (BIP) to collect this information. The BIP served as a front end to another bridge management system referred to as AASHTOWare BrM.																								
The FHWA has issued new standards and specifications for the National Bridge Inventory reporting that will be effective March 15, 2028. The BIP application would require considerable upgrade and likely a total rewrite to align with the new standards/specifications. A software package named InspectX is available that will accommodate the new reporting standards, and KDOT has decided to acquire it as a replacement for BIP.																								
This project will entail the project planning and business analysis to transition from BIP to InspectX. The functionality, security, data elements, and other aspects of the BIP application and BrM web application will be evaluated and compared. The gaps between the applications and the essential customizations that would be necessary for the KDOT Bureau of Local Projects will be assessed. A data conversion plan for transitioning data from the BIP application to the BrM application will be developed.																								
There is opportunity for cost savings with migrating the information in the BIP application to the BrM web application, if the essential customizations which are necessary for the KDOT Bureau of Local Projects can be implemented. The project is included in the KDOT Three Year IT Management and Budget Plan.																								
Is this an Infrastructure Project? (Y/N)																								
N																								
Will Business Process Modeling be completed during the IT project and business design? (Y/N)																								
N																								
Will national and/or industry data standards be used? (Y/N)																								
Y																								
If yes, please specify.		The BIP application contains data elements that meet the Federal Highway Administration data standards. The BIP application is populated with National Bridge Inventory data that are specific to Local bridges in Kansas.																						
List any collaboration that has taken place in the planning of the IT Project, and/or will take place during execution of the project. Include tools, methods, and best practices used for providing collaboration, user input, and continued social networking.																								
The project team will participate in a Planning effort and business analysis process to implement a replacement system for the KDOT BIP. During the Planning effort, the selected vendor will collaborate with the KDOT Bureau of Local Projects as well as with the external consultants and local bridge inspectors. The stakeholders will be involved with the Planning effort through project completion.																								
In addition, KDOT along with other AASHTOWare BrM (BrM) licensees are participating in a Solicitation request to fund the BrM revisions to support compliance with the National Bridge Inspection Standards and Specifications for the National Bridge Inventory. With participation in the Solicitation, KDOT staff will have the opportunity to work one-on-one with the contracted AASHTOWare vendor (Mayvue) to fully migrate KDOT's systems to the new compliant version of BrM.																								
5. Estimated Project Cost																								
Category		Cost		KITO Rate Structure					Project Quarterly KITO Fee															
Internal Cost (Salaries)		\$18,260		<table><tr><td colspan="2">Project Value Range</td><td>Quarterly Rate</td></tr><tr><td>\$250,000</td><td>\$10,000,000</td><td>0.00350</td></tr><tr><td>\$10,000,001</td><td>Greater</td><td>0.00050</td></tr><tr><td colspan="2">Infrastructure Projects</td><td>0.00035</td></tr></table>					Project Value Range		Quarterly Rate	\$250,000	\$10,000,000	0.00350	\$10,000,001	Greater	0.00050	Infrastructure Projects		0.00035	\$1,158			
Project Value Range		Quarterly Rate																						
\$250,000	\$10,000,000	0.00350																						
\$10,000,001	Greater	0.00050																						
Infrastructure Projects		0.00035																						
Contractual Services		\$312,676																						
Commodities		\$0																						
Capital Outlay		\$0																						
Sub-Total Project Costs		\$330,936																						
Total KITO Rate Fee		\$6,948																						
Total Project Costs		\$337,884																						
6. Project Subprojects (include name, start and end dates, and cost of each Subproject):																								
Subproject Name		Start Date		End Date		Internal Cost		External Cost		Total Cost														
Planning		8/15/2022		11/6/2023		\$5,260		\$93,677		\$98,937														
Execution																								
Execution		11/7/2023		3/28/2025		\$12,000		\$195,474		\$207,474														
Total KITO Rate Fee		11/7/2023		3/28/2025		\$0		\$6,948		\$6,948														
Enter Subproject 3 Name if Applicable										\$0														
Enter Subproject 4 Name if Applicable										\$0														
Enter Subproject 5 Name if Applicable										\$0														
Enter Subproject 6 Name if Applicable										\$0														
Enter Subproject 7 Name if Applicable										\$0														
Enter Subproject 8 Name if Applicable										\$0														
Execution Sub-Total		11/7/2023		3/28/2025		\$12,000		\$202,422		\$214,422														
Close-Out		3/31/2025		5/22/2025		\$1,000		\$23,525		\$24,525														
Grand Internal, External, and Total Costs						\$18,260		\$319,624		\$337,884														
7. Amount by Source of Financing:																								
State Fiscal Years	1. SGF	2. State Highway Fur	3.	4.	5.	6.	7.	8.	9.	10.	11.	Total												
Previous SFY(s)												\$0												
SFY 2023		\$64,125										\$64,125												
SFY 2024		\$150,887										\$150,887												
SFY 2025		\$122,872										\$122,872												
SFY 2026												\$0												
SFY 2027												\$0												
SFY 2028												\$0												
SFY 2029												\$0												
SFY 2030												\$0												
SFY 2031												\$0												
SFY 2032												\$0												
SFY 2033												\$0												
SFY 2034												\$0												
Total Project Costs	\$0	\$337,884	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$337,884												
Description of funds listed above																								

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519				
1. Project Title		2. Estimated Dates		Projected Months from
Bridge Inspection Portal (BIP) Replacement: Requirements, Planning, and Design		Planning Start:	8/15/2022	Execution to Close-Out
		Execution Start:	11/7/2023	
		Close-Out End:	5/22/2025	
		19		
3. Agency		4. Project Director/Project Manager		
Kansas Department of Transportation (KDOT)		Bonnie Lisceck		
5. Qualitative and Quantitative Savings Explanation				
Labor Savings & Capital Expense Reduction: There is opportunity for cost savings with migrating the information in the BIP application to the BrM web application, if the essential customizations which are necessary for the KDOT Bureau of Local Projects can be implemented.				
When the BrM application is updated to align with the new Federal standards and specifications, the BIP application will cease to function. Replacing the BIP will prevent the eminent loss of business functionality.				
Benefit to Kansas Citizen or Public: There are approximately 19,400 Kansas locally maintained bridges. KDOT receives \$60 million of annual funding from the Federal Government to report validated inspection data concerning structures on the local and state transportation system. This funding is based upon the information reported in the annual NBI report submission. The Kansas Citizen or Public benefits by having properly maintained structures on the transportation system.				
Note: The ongoing Operational Cost for three ensuing SFYs is not applicable since this effort is for the planning/business analysis effort that will produce requirements and design for the development of a replacement for the BIP or the transition to the AASHTOWare BrM (BrM) web application. The ongoing cost will be assessed in the subsequent project for the actual development or purchase of the application.				

6. Qualitative and Quantitative Savings Estimate														
Description of Savings		Previous SFY(s)	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028	SFY 2029	SFY 2030	SFY 2031	SFY 2032	SFY 2033	SFY 2034
Cost Avoidance (Soft Dollars)														
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Savings (Hard Dollars)														
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other (Include Intangible Benefits)														
Benefit to Kansas Citizen or Public: Replacing the BIP application will prevent the eminent loss of business functionality and assures			\$150,000	\$150,000	\$150,000									
Subtotal	\$450,000	\$0	\$150,000	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Quantitative Savings		\$450,000	\$0	\$150,000	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7. Summary*		Previous SFY(s)	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028	SFY 2029	SFY 2030	SFY 2031	SFY 2032	SFY 2033	SFY 2034
Project Costs Total Net Cost Benefit Total Cost Benefit per Month Calendar Months to Break Even	\$337,884	\$0	\$64,125	\$150,887	\$122,872	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$112,116	\$0	\$85,875	-\$887	\$27,128	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$23,684													
	14													
8. Ongoing Cost		Previous SFY(s)	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028	SFY 2029	SFY 2030	SFY 2031	SFY 2032	SFY 2033	SFY 2034
Operational Cost for three ensuing SFYs						\$0	\$0	\$0						

* Project Costs = Total Cost of Project over all Fiscal Years from all Funding Sources
Net Cost Benefit = Total Qualitative & Quantitative Savings minus Total Project Costs
Cost Benefit per Month = Total Qualitative & Quantitative Savings divided by Length of Project in months
Calendar Months to Break Even = Total Project Costs divided by Cost Benefit per Month

Project Management Plan: Work Product Identification*Project: BIP Replacement Planning**Date: 09/12/2023*

<i>Deliverable Name</i>	<i>Due Date</i>	<i>Date Delivered</i>	<i>Point of Contact</i>
Q4 2023 (FY2024)			
Analysis of the BIP Application Functionality Pt 1	11/13/2023		Dustin Whitaker/Peggy Brakefield, Auctor
Analysis of the BIP Application Functionality Pt 2	11/22/2023		Dustin Whitaker/Peggy Brakefield, Auctor
Analysis of the BrM Application Functionality Pt 1	12/1/2023		Dustin Whitaker/Peggy Brakefield, Auctor
Analysis of the BrM Application Functionality Pt 2	12/08/2023		Dustin Whitaker/Peggy Brakefield, Auctor
Functionality Comparison between BIP and BrM	12/15/2023		Dustin Whitaker/Peggy Brakefield, Auctor
Functional Analysis Complete	12/15/2023		Dustin Whitaker/Peggy Brakefield, Auctor
Q1 2024 (FY2024)			
Analysis of BIP Application Data Elements	01/09/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Analysis of BrM Application Data Elements	01/26/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Comparison of the BIP and BrM Data Elements	02/02/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Analysis of Date Elements Complete	02/02/2024		Dustin Whitaker/Peggy Brakefield, Auctor
GAP Analysis Complete	02/02/2024		Dustin Whitaker/Peggy Brakefield, Auctor

Project Management Plan: Work Product Identification***Project: BIP Replacement Planning******Date: 09/12/2023***

Completed Business User Meetings for Requirement Gathering	02/23/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Completed IT Staff Meetings for Requirement Gathering	03/15/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Requirements Meetings w/Stakeholders Complete	03/15/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Q2 2024 (FY2024)			
Evaluation of Requirements for Functionality	04/08/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Evaluation of Requirements for Security	04/22/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Evaluation of Requirements for Data	05/06/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Evaluation of Requirements for all other Aspects	05/20/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Evaluation of Requirements Complete	05/20/2024		Dustin Whitaker/Peggy Brakefield, Auctor
GAP Determination Pt 1	05/29/2024		Dustin Whitaker/Peggy Brakefield, Auctor
GAP Determination Pt 2	06/06/2024		Dustin Whitaker/Peggy Brakefield, Auctor
GAP Determination Pt 3	06/14/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Q3 2024 (FY2025)			
Assessment of Essential Customizations Necessary for BLP Pt 1	07/08/2024		Dustin Whitaker/Peggy Brakefield, Auctor

Project Management Plan: Work Product Identification*Project: BIP Replacement Planning**Date: 09/12/2023*

Assessment of Essential Customizations Necessary for BLP Pt 2	07/11/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Assessment of Essential Customizations Necessary for BLP Pt 3	07/16/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Requirements Gathering Complete	07/16/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Initial Data Mapping between BIP and BrM	08/06/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Stakeholder Review Meetings Pt 1	08/28/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Revisions of Data Mapping between BIP and BrM Pt 1	09/10/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Q4 2024 (FY2025)			
Stakeholder Revision Review Meetings Pt 2	10/03/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Revisions of Data Mapping between BIP and BrM Pt 2	10/15/2024		Dustin Whitaker/Peggy Brakefield, Auctor
KDOT PMO Review Meetings of Data Mapping	10/17/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Final Mapping of Data between BIP and BrM	10/31/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Mapping Data between BIP and BrM Complete	10/31/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Draft Data Conversion Plan	12/6/2024		Dustin Whitaker/Peggy Brakefield, Auctor
Q1 2025 (FY2025)			

Project Management Plan: Work Product Identification***Project: BIP Replacement Planning******Date: 09/12/2023***

Stakeholder Review Meetings Pt 1	01/13/2025		Dustin Whitaker/Peggy Brakefield, Auctor
Revised Data Conversion Plan Pt 1	01/24/2025		Dustin Whitaker/Peggy Brakefield, Auctor
Stakeholder Review Meetings Pt 2	02/11/2025		Dustin Whitaker/Peggy Brakefield, Auctor
Revised Data Conversion Plan Pt 2	02/21/2025		Dustin Whitaker/Peggy Brakefield, Auctor
KDOT PMO Review Meetings of Data Conversion Plan	02/25/2025		Dustin Whitaker/Peggy Brakefield, Auctor
Final Data Conversion Plan	03/07/2025		Dustin Whitaker/Peggy Brakefield, Auctor
Data Conversion Plan Complete	03/07/2025		Dustin Whitaker/Peggy Brakefield, Auctor
Data Conversion (Planning) Complete	03/07/2025		Dustin Whitaker/Peggy Brakefield, Auctor

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
0	BIP Replacement Planning Project	677 days	2,401.89 ...	Mon 8/15/2	Thu 5/22/25			No
1	Project Planning (KDOT)	209 days	357.89 hrs	Mon 8/15/22	Fri 6/9/23			No
2	Statement of Work	21 days	30 hrs	Mon 8/15/22	Tue 9/13/22			No
3	Draft	6 days	8 hrs	Mon 8/15/22	Mon 8/22/22		Bonnie Liscek	No
4	Review	6 days	4 hrs	Tue 8/23/22	Tue 8/30/22	3	Dan Crosland[8%]	No
5	Final	9 days	18 hrs	Wed 8/31/22	Tue 9/13/22	4	Bonnie Liscek[25%]	No
6	Statement of Work Complete	0 days	0 hrs	Tue 9/13/22	Tue 9/13/22	5		Yes
7	Task Request Proposal	32 days	45 hrs	Wed 9/14/22	Thu 10/27/22			No
8	Create Task Request Proposal	1 day	8 hrs	Wed 9/14/22	Wed 9/14/22	6	Bonnie Liscek	No
9	Post Task Request Proposal	1 day	16 hrs	Thu 9/15/22	Thu 9/15/22	8	Dean Heineken[200%]	No
10	Deadline for Bidder Questions	0 days	0 hrs	Fri 9/23/22	Fri 9/23/22			Yes
11	Deadline for Bidder Responses	0 days	0 hrs	Fri 10/7/22	Fri 10/7/22			Yes
12	Review Proposals	11 days	15 hrs	Mon 10/10/22	Mon 10/24/22	11	Bonnie Liscek,Dan Crc	No
13	Select Bidder	1 day	6 hrs	Thu 10/27/22	Thu 10/27/22		Bonnie Liscek,Dan Crc	No
14	Task Request Proposal Process Complete	0 days	0 hrs	Thu 10/27/22	Thu 10/27/22	13		Yes
15	IT Planned Project Form	52 days	32 hrs	Tue 10/25/22	Mon 1/9/23			No
16	Draft IT Planned Project Form	1 day	8 hrs	Tue 10/25/22	Tue 10/25/22		Bonnie Liscek	No
17	Finalize IT Planned Project Form	1 day	8 hrs	Wed 10/26/22	Wed 10/26/22	16	Bonnie Liscek,Allan H:	No
18	Submit IT Planned Project Form	1 day	8 hrs	Thu 10/27/22	Fri 10/28/22		Bonnie Liscek	No
19	CITO IT Planned Project Form Review	49 days	8 hrs	Fri 10/28/22	Mon 1/9/23	18	CITO	No
20	IT Planned Project Form Complete	0 days	0 hrs	Mon 1/9/23	Mon 1/9/23	19		Yes
21	High-Level Project Plan Development	88 days	226.89 hrs	Fri 1/20/23	Tue 5/23/23			No
22	Draft WBS	26 days	40 hrs	Fri 1/20/23	Fri 2/24/23		Bonnie Liscek[60%]	No
23	Draft DA518	3 days	16 hrs	Thu 2/23/23	Mon 2/27/23		Bonnie Liscek[67%]	No
24	Draft DA519	3 days	16 hrs	Thu 2/23/23	Mon 2/27/23		Bonnie Liscek[67%]	No
25	Draft Statements	3 days	12 hrs	Fri 2/17/23	Tue 2/21/23		Bonnie Liscek	No
26	Draft Web Accessibility Statement	2 days	8 hrs	Fri 2/17/23	Mon 2/20/23		Bonnie Liscek	No
27	Team Review of Documents	5 days	24.89 hrs	Mon 2/27/23	Fri 3/3/23		Dan Crosland[18%],Al	No
28	Collect Signatures	20 days	16 hrs	Mon 3/6/23	Tue 4/4/23	27	Bonnie Liscek[10%]	No
29	High-Level Plan Submittal	0 days	0 hrs	Tue 4/4/23	Tue 4/4/23	28		Yes
30	CITO Approval Process	35 days	94 hrs	Wed 4/5/23	Tue 5/23/23			No
31	CITO High-Level Plan Review	20 days	8 hrs	Wed 4/5/23	Tue 5/2/23	29	CITO[5%]	No
32	Revise High-Level Plan (If Required)	5 days	8 hrs	Wed 5/3/23	Tue 5/9/23	31	Bonnie Liscek[20%]	No
33	Resubmit to CITO	10 days	78 hrs	Wed 5/10/23	Tue 5/23/23	32	CITO[98%]	No
34	High-Level Plan Approval	0 days	0 hrs	Tue 5/23/23	Tue 5/23/23	33		Yes
35	Task Request Proposal Award	12 days	24 hrs	Wed 5/24/23	Fri 6/9/23			No
36	Notify Lowest Bidder of Award	2 days	8 hrs	Wed 5/24/23	Thu 5/25/23	34	Dean Heineken	No
37	Create Master Work Order	5 days	8 hrs	Fri 5/26/23	Fri 6/2/23	36	Bonnie Liscek[20%]	No
38	Create Child Work Order(s)	5 days	8 hrs	Mon 6/5/23	Fri 6/9/23	37	Bonnie Liscek[20%]	No
39	Task Request Proposal Award Complete	0 days	0 hrs	Fri 6/9/23	Fri 6/9/23	38		Yes

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
40	Project Planning Phase Complete	0 days	0 hrs	Fri 6/9/23	Fri 6/9/23	39		Yes
41	Planning Phase (Vendor)	127 days	608 hrs	Tue 5/9/23	Mon 11/6/23			No
42	Task 1 - Ramp-up Time	58 days	400 hrs	Tue 5/9/23	Tue 8/1/23			No
43	Kickoff Meeting	1 day	8 hrs	Tue 5/9/23	Tue 5/9/23	40FS+15 days	Vendor	No
44	View demonstration of BIP application & BrM database	2 days	16 hrs	Wed 5/10/23	Thu 5/11/23	43	Vendor	No
45	Review of BIP application documentation	5 days	40 hrs	Fri 5/12/23	Thu 5/18/23	44	Vendor	No
46	Review of AASHTOWare Bridge Management System documentation	10 days	80 hrs	Tue 5/30/23	Tue 6/13/23	45	Vendor	No
47	Assess of interfaces with other systems	10 days	80 hrs	Tue 6/13/23	Tue 6/27/23	46	Vendor	No
48	Review K-Hub system requirements	8 days	64 hrs	Tue 6/27/23	Wed 7/12/23	47	Vendor	No
49	Learn Bridge Management Business Procedures and Processes	5 days	40 hrs	Wed 7/12/23	Wed 7/19/23	48	Vendor	No
50	Review KDOT Technical Architecture Standards	5 days	40 hrs	Wed 7/19/23	Wed 7/26/23	49	Vendor	No
51	Learn KDOT Project Management Procedures and Processes	2 days	16 hrs	Wed 7/26/23	Fri 7/28/23	50	Vendor	No
52	Learn KDOT Business Analysis Procedures and Processes	2 days	16 hrs	Fri 7/28/23	Tue 8/1/23	51	Vendor	No
53	Ramp-up Complete	0 days	0 hrs	Tue 8/1/23	Tue 8/1/23	52		Yes
54	Task 2 - Planning	69 days	208 hrs	Tue 8/1/23	Mon 11/6/23			No
55	General oversight of planning phase	16 days	64 hrs	Mon 8/28/23	Wed 9/20/23			No
56	General Project Management	10 days	64 hrs	Mon 8/28/23	Wed 9/20/23	53	Vendor[80%]	No
57	General project management complete	0 days	0 hrs	Wed 9/20/23	Wed 9/20/23	56		Yes
58	Detailed Project Plan	69 days	144 hrs	Tue 8/1/23	Mon 11/6/23			No
59	Revise High-Level Statements	8 days	40 hrs	Tue 8/1/23	Fri 8/11/23	53	Vendor[63%]	No
60	Develop New Documents	9 days	40 hrs	Fri 8/11/23	Thu 8/24/23	59	Vendor[56%]	No
61	New Documents Completed	0 days	0 hrs	Thu 8/24/23	Thu 8/24/23	60	Vendor	Yes
62	Team Review of Documents	10 days	8 hrs	Thu 8/24/23	Fri 9/8/23	60	Dan Crosland[10%]	No
63	Collect Signatures	11 days	20 hrs	Mon 9/11/23	Mon 9/25/23	62	Bonnie Liscek[23%]	No
64	CITO Approval Process	30 days	36 hrs	Tue 9/26/23	Mon 11/6/23			No
65	CITO Detailed Plan Review	20 days	8 hrs	Tue 9/26/23	Mon 10/23/23	63	CITO[5%]	No
66	Revise Detailed Plan (If Necessary)	5 days	20 hrs	Tue 10/24/23	Thu 11/2/23	65	Vendor[50%]	No
67	Resubmit to CITO	2 days	8 hrs	Fri 11/3/23	Mon 11/6/23	66	CITO[50%]	No
68	Detailed Project Plan Complete	0 days	0 hrs	Mon 11/6/23	Mon 11/6/23	67		Yes
69	Planning (Task 2) Complete	0 days	0 hrs	Mon 11/6/23	Mon 11/6/23	68		Yes
70	Execution Phase (Vendor)	325 days	1,298 hrs	Tue 11/7/23	Fri 3/28/25	69		No
71	Task 3 - Gap Analysis	59 days	250 hrs	Tue 11/7/23	Fri 2/2/24			No
72	Functional Analysis	27 days	125 hrs	Tue 11/7/23	Fri 12/15/23			No
73	Analyze functionality of the BIP application Pt1	5 days	25 hrs	Tue 11/7/23	Mon 11/13/23	69	Vendor[63%]	No
74	Analysis of the BIP application functionality complete Pt1	0 days	0 hrs	Mon 11/13/23	Mon 11/13/23	73	Vendor	Yes
75	Analyze functionality of the BIP application Pt2	7 days	25 hrs	Tue 11/14/23	Wed 11/22/23	74	Vendor[45%]	No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
76	Analysis of the BIP application functionality complete Pt2	0 days	0 hrs	Wed 11/22/23	Wed 11/22/23	75	Vendor	Yes
77	Analyze functionality of the BrM application Pt1	5 days	25 hrs	Mon 11/27/23	Fri 12/1/23	76	Vendor[63%]	No
78	Analysis of the BrM application functionality complete Pt1	0 days	0 hrs	Fri 12/1/23	Fri 12/1/23	77	Vendor	Yes
79	Analyze functionality of the BrM application Pt2	5 days	25 hrs	Mon 12/4/23	Fri 12/8/23	78	Vendor[63%]	No
80	Analysis of the BrM application functionality complete Pt2	0 days	0 hrs	Fri 12/8/23	Fri 12/8/23	79	Vendor	Yes
81	Compare the functionality between BIP and BrM applications	5 days	25 hrs	Mon 12/11/23	Fri 12/15/23	80	Vendor[63%]	No
82	Functionality comparison between BIP and BrM complete	0 days	0 hrs	Fri 12/15/23	Fri 12/15/23	81	Vendor	Yes
83	Functional analysis complete	0 days	0 hrs	Fri 12/15/23	Fri 12/15/23	82		Yes
84	Analysis of Data Elements	32 days	125 hrs	Mon 12/18/23	Fri 2/2/24			No
85	Analyze data elements of BIP application	15 days	50 hrs	Mon 12/18/23	Tue 1/9/24	83	Vendor[42%]	No
86	Analysis of BIP application data elements complete	0 days	0 hrs	Tue 1/9/24	Tue 1/9/24	85	Vendor	Yes
87	Analyze data elements of the BrM application	12 days	50 hrs	Wed 1/10/24	Fri 1/26/24	86	Vendor[52%]	No
88	Analysis of BrM application data elements complete	0 days	0 hrs	Fri 1/26/24	Fri 1/26/24	87	Vendor	Yes
89	Compare the BIP and BrM applications data elements	5 days	25 hrs	Mon 1/29/24	Fri 2/2/24	88	Vendor[63%]	No
90	Comparison of the BIP and BrM application data elements complete	0 days	0 hrs	Fri 2/2/24	Fri 2/2/24	89	Vendor	Yes
91	Analysis of Data Elements complete	0 days	0 hrs	Fri 2/2/24	Fri 2/2/24	90		Yes
92	Gap Analysis Complete	0 days	0 hrs	Fri 2/2/24	Fri 2/2/24	91		Yes
93	Task 4 - Requirements Gathering	111 days	500 hrs	Mon 2/5/24	Tue 7/16/24			No
94	Requirements meetings with stakeholders	30 days	150 hrs	Mon 2/5/24	Fri 3/15/24			No
95	Requirements meetings with business users	15 days	75 hrs	Mon 2/5/24	Fri 2/23/24	92	Vendor[63%]	No
96	Completed business user meeting	0 days	0 hrs	Fri 2/23/24	Fri 2/23/24	95	Vendor	Yes
97	Requirements meetings with IT staff	15 days	75 hrs	Mon 2/26/24	Fri 3/15/24	96	Vendor[63%]	No
98	Completed IT staff meetings	0 days	0 hrs	Fri 3/15/24	Fri 3/15/24	97	Vendor	Yes
99	Requirements Meetings with Stakeholders Complete	0 days	0 hrs	Fri 3/15/24	Fri 3/15/24	98		Yes
100	Evaluate requirements for the BIP replacement	46 days	200 hrs	Mon 3/18/24	Mon 5/20/24			No
101	Evaluate requirements for functionality	12 days	50 hrs	Mon 3/18/24	Mon 4/8/24	99	Vendor[52%]	No
102	Evaluation of requirements for functionality complete	0 days	0 hrs	Mon 4/8/24	Mon 4/8/24	101	Vendor	Yes
103	Evaluate requirements for security	10 days	50 hrs	Tue 4/9/24	Mon 4/22/24	102	Vendor[63%]	No
104	Evaluation of requirements for security completed	0 days	0 hrs	Mon 4/22/24	Mon 4/22/24	103	Vendor	Yes
105	Evaluate requirements for data	10 days	50 hrs	Tue 4/23/24	Mon 5/6/24	104	Vendor[63%]	No
106	Evaluation of requirements for data completed	0 days	0 hrs	Mon 5/6/24	Mon 5/6/24	105	Vendor	Yes
107	Evaluate requirements for the for other aspects	10 days	50 hrs	Tue 5/7/24	Mon 5/20/24	106	Vendor[63%]	No
108	Evaluation of requirements for the other aspects completed	0 days	0 hrs	Mon 5/20/24	Mon 5/20/24	107	Vendor	Yes
109	Evaluate of requirements complete	0 days	0 hrs	Mon 5/20/24	Mon 5/20/24	108		Yes

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
110	Determine gaps between the applications part 1	6 days	30 hrs	Tue 5/21/24	Wed 5/29/24	109	Vendor[62%]	No
111	Completed gap determination between applications part 1	0 days	0 hrs	Wed 5/29/24	Wed 5/29/24	110	Vendor	Yes
112	Determine gaps between the applications part 2	6 days	30 hrs	Thu 5/30/24	Thu 6/6/24	111	Vendor[63%]	No
113	Completed gap determination between applications part 2	0 days	0 hrs	Thu 6/6/24	Thu 6/6/24	112	Vendor	Yes
114	Determine gaps between the applications part 3	6 days	15 hrs	Fri 6/7/24	Fri 6/14/24	113	Vendor[31%]	No
115	Completed gap determination between applications part 3	0 days	0 hrs	Fri 6/14/24	Fri 6/14/24	114	Vendor	Yes
116	Assess the essential customizations that are necessary for the Bureau of Local Projects part 1	9 days	45 hrs	Mon 6/17/24	Mon 7/8/24	115	Vendor[63%]	No
117	Completed assessment of essential customizations necessary for BLP part 1	0 days	0 hrs	Mon 7/8/24	Mon 7/8/24	116	Vendor	Yes
118	Assess the essential customizations that are necessary for the Bureau of Local Projects part 2	3 days	15 hrs	Tue 7/9/24	Thu 7/11/24	117	Vendor[63%]	No
119	Completed assessment of essential customizations necessary for BLP part 2	0 days	0 hrs	Thu 7/11/24	Thu 7/11/24	118	Vendor	Yes
120	Assess the essential customizations that are necessary for the Bureau of Local Projects part 3	3 days	15 hrs	Fri 7/12/24	Tue 7/16/24	119	Vendor[63%]	No
121	Completed assessment of essential customizations necessary for BLP part 3	0 days	0 hrs	Tue 7/16/24	Tue 7/16/24	120	Vendor	Yes
122	Requirements Gathering Complete	0 days	0 hrs	Tue 7/16/24	Tue 7/16/24	121		Yes
123	Task 5 - Data Conversion (Planning)	140 days	500 hrs	Wed 7/17/24	Fri 3/7/25			No
124	Map data between BIP and BrM	71 days	250 hrs	Wed 7/17/24	Thu 10/31/24			No
125	Initial mapping of data between BIP and BrM	15 days	75 hrs	Wed 7/17/24	Tue 8/6/24	122	Vendor[63%]	No
126	Completed initial mapping of data between BIP and BrM	0 days	0 hrs	Tue 8/6/24	Tue 8/6/24	125	Vendor	Yes
127	Meeting(s) with stakeholders to review data mapping	16 days	30 hrs	Wed 8/7/24	Wed 8/28/24	126	Vendor[23%]	No
128	Completed meetings with stakeholders to review data mapping	0 days	0 hrs	Wed 8/28/24	Wed 8/28/24	127	Vendor	Yes
129	Revise mapping of data between BIP and BrM	8 days	40 hrs	Thu 8/29/24	Tue 9/10/24	128	Vendor[63%]	No
130	Completed revisions mapping of data between BIP and BrM	0 days	0 hrs	Tue 9/10/24	Tue 9/10/24	129	Vendor	Yes
131	Meeting(s) with stakeholders to review revised data mapping	12 days	15 hrs	Wed 9/11/24	Thu 10/3/24	130	Vendor[16%]	No
132	Completed meetings with stakeholders on revised data mapping between BIP and BrM	0 days	0 hrs	Thu 10/3/24	Thu 10/3/24	131	Vendor	Yes
133	Revise mapping of data between BIP and BrM	8 days	40 hrs	Fri 10/4/24	Tue 10/15/24	132	Vendor[63%]	No
134	Completed revisions of mapping of data between BIP and BrM	0 days	0 hrs	Tue 10/15/24	Tue 10/15/24	133	Vendor	Yes
135	Meeting(s) with Project Management Office staff to review data mapping	2 days	10 hrs	Wed 10/16/24	Thu 10/17/24	134	Vendor[63%]	No
136	Completed meetings with PMO of data mapping review	0 days	0 hrs	Thu 10/17/24	Thu 10/17/24	135	Vendor	Yes
137	Finalize mapping of data between BIP and BrM	8 days	40 hrs	Fri 10/18/24	Thu 10/31/24	136	Vendor[63%]	No
138	Completed final mapping of data between BIP and BrM	0 days	0 hrs	Thu 10/31/24	Thu 10/31/24	137	Vendor	Yes
139	Map data between BIP and BrM Complete	0 days	0 hrs	Thu 10/31/24	Thu 10/31/24	138		Yes

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
140	Develop a data conversion plan for transitioning data from the BIP application to the BrM application	69 days	250 hrs	Fri 11/1/24	Fri 3/7/25			No
141	Develop a draft data conversion plan	15 days	75 hrs	Fri 11/1/24	Fri 12/6/24	139	Vendor[63%]	No
142	Completed development of draft conversion plan	0 days	0 hrs	Fri 12/6/24	Fri 12/6/24	141	Vendor	Yes
143	Meeting(s) with stakeholders to discuss draft data conversion plan	16 days	30 hrs	Mon 12/9/24	Mon 1/13/25	142	Vendor[23%]	No
144	Completed meetings with stakeholders on draft data conversion plan	0 days	0 hrs	Mon 1/13/25	Mon 1/13/25	143	Vendor	Yes
145	Revise data conversion plan based on feedback from stakeholders	8 days	40 hrs	Tue 1/14/25	Fri 1/24/25	144	Vendor[63%]	No
146	Completed revisions of data conversion plan on stakeholder feedback	0 days	0 hrs	Fri 1/24/25	Fri 1/24/25	145	Vendor	Yes
147	Meeting(s) with stakeholders to discuss data conversion plan	12 days	15 hrs	Mon 1/27/25	Tue 2/11/25	146	Vendor[16%]	No
148	Completed meetings with stakeholder on data conversion plan	0 days	0 hrs	Tue 2/11/25	Tue 2/11/25	147	Vendor	Yes
149	Revise data conversion plan	8 days	40 hrs	Wed 2/12/25	Fri 2/21/25	148	Vendor[63%]	No
150	Completed revised data conversion plan	0 days	0 hrs	Fri 2/21/25	Fri 2/21/25	149	Vendor	Yes
151	Meeting(s) with Project Management Office staff to discuss data conversion plan	2 days	10 hrs	Mon 2/24/25	Tue 2/25/25	150	Vendor[63%]	No
152	Completed meetings with PMO on data conversion plan	0 days	0 hrs	Tue 2/25/25	Tue 2/25/25	151	Vendor	Yes
153	Finalize data conversion plan	8 days	40 hrs	Wed 2/26/25	Fri 3/7/25	152	Vendor[63%]	No
154	Completed final data conversion plan	0 days	0 hrs	Fri 3/7/25	Fri 3/7/25	153	Vendor	Yes
155	Data Conversion Plan Complete	0 days	0 hrs	Fri 3/7/25	Fri 3/7/25	154		Yes
156	Data conversion (Planning) complete	0 days	0 hrs	Fri 3/7/25	Fri 3/7/25	155		Yes
157	CITO Quarterly Reporting	291 days	48 hrs	Thu 12/28/23	Fri 3/28/25			No
158	2023 Q4	2 days	8 hrs	Thu 12/28/23	Fri 12/29/23		Vendor	No
159	2024 Q1	2 days	8 hrs	Thu 3/28/24	Fri 3/29/24		Vendor	No
160	2024 Q2	2 days	8 hrs	Thu 6/27/24	Fri 6/28/24		Vendor	No
161	2024 Q3	2 days	8 hrs	Thu 9/26/24	Fri 9/27/24		Vendor	No
162	2024 Q4	2 days	8 hrs	Mon 12/30/24	Tue 12/31/24		Vendor	No
163	2025 Q1	2 days	8 hrs	Thu 3/27/25	Fri 3/28/25		Vendor	No
164	Quarterly Reporting Complete	0 days	0 hrs	Fri 3/28/25	Fri 3/28/25	163		Yes
165	Execution Phase complete	0 days	0 hrs	Fri 3/28/25	Fri 3/28/25	164		Yes
166	Closeout (Vendor)	39 days	138 hrs	Mon 3/31/25	Thu 5/22/25			No
167	Assemble Evaluation Team	2 days	8 hrs	Mon 3/31/25	Tue 4/1/25	165	Vendor[50%]	No
168	Conduct Lessons Learned Session	4 days	14 hrs	Wed 4/2/25	Mon 4/7/25	167	Vendor[44%]	No
169	Develop Project Lessons Learned Document	2 days	8 hrs	Tue 4/8/25	Wed 4/9/25	168	Vendor[50%]	No
170	Develop Draft CITO PIER	4 days	16 hrs	Thu 4/10/25	Tue 4/15/25	169	Vendor[50%]	No
171	Internal Team Review of PIER	2 days	4 hrs	Wed 4/16/25	Thu 4/17/25	170	Dan Crosland[25%]	No
172	Revise PIER	24 days	80 hrs	Fri 4/18/25	Wed 5/21/25	171	Vendor[42%]	No
173	Submit PIER to CITO	1 day	8 hrs	Thu 5/22/25	Thu 5/22/25	172	Bonnie Liscek	No
174	Closeout Complete	0 days	0 hrs	Thu 5/22/25	Thu 5/22/25	173		Yes

State Archivist
State Archives Division
6425 SW 6th Avenue
Topeka KS 66615-1099



785-272-8681, ext. 272
megan.burton@ks.gov
kshs.org

Patrick Zollner, Executive Director

Laura Kelly, Governor

September 1, 2023

Calvin Reed, Secretary
Kansas Department of Transportation
700 SW Harrison St.
Topeka, KS 66603

Dear Secretary Reed,

As part of the approval process for information technology projects over \$250,000, the State Archivist is required to evaluate the impact of information technology projects on government records with long-term (10+ year) retention requirements. If the project impacts long-term records, the State Archivist must ensure that appropriate provisions have been made for these records in the high-level and detailed project plans, in the system design, and for their ingestion, if prudent and feasible, into the Kansas Enterprise Electronic Preservation (KEEP) system. An Electronic Records Retention Statement and approval letter from the State Archivist must accompany high level and detailed project plans submitted to the Executive Branch Chief Information Technology Officer.

In compliance with this process, Bonnie Liscek, IT Project Manager, recently sent to me for review an Electronic Records Retention Statement for the Kansas Department of Transportation BIP Replacement Planning Project detail-level plan. From my review of the project plan materials, it appears that this is a planning project that does not impact long-term records.

The Electronic Records Retention Statement for the detail-level plan is approved. A copy of this approval letter should be included when submitting the project plan to the Executive Branch CITO for approval.

Sincerely,

Megan Burton
State Archivist

Cc: Bonnie Liscek, KDOT Office of Information Technology Services
Cole Robison, Director of IT Accessibility, OITS

Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611



Phone: (785) 296-3463
Fax: (785) 296-1168
oits.info@ks.gov

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

September 6, 2023

Calvin Reed, Acting Secretary
Department of Transportation
700 SW Harrison St., Dwight D. Eisenhower State Office Building
Topeka, KS 66603-3745

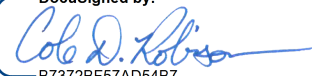
Dear Sec. Reed:

As part of the approval process for information technology projects over \$250,000, a statement indicating compliance with State Information Technology Executive Council (ITEC) Policy 1210 *Information and Communication Technology Accessibility Standards* must be filed with the Branch Chief Information Technology Officer and approved by the Director of Information Technology (IT) Accessibility. I recently received from Bonnie Liscek an Accessibility Statement for the Bridge Inspection Portal (BIP) Replacement: Requirements, Planning, & Design (BIP Replacement Planning) project (IT-0845-01) for review in compliance with this process.

This statement indicates that this project is a planning effort and will not install new software or hardware or make any system changes. As such, the requirements of ITEC Policy 1210 do not apply to this project.

The Accessibility Statement requirement for the BIP Replacement Planning detailed project plan is satisfied. A copy of this letter should be included with the submittal of the BIP Replacement Planning detailed project plan for Branch CITO approval.

Sincerely,

DocuSigned by:

B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Shawn Brown, Department of Transportation
Anthony Fadale, State Americans with Disabilities Act Coordinator
Bonnie Liscek, Department of Transportation
Sara Spinks, Director, Kansas Information Technology Office



Dwight D. Eisenhower State Office Building
700 S.W. Harrison Street
Topeka, KS 66603-3745

Calvin E. Reed, P.E., Secretary
Shawn L. Brown, Chief Information Officer

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kdot#publicinfo@ks.gov
<http://www.ksdot.gov>
Laura Kelly, Governor

Bridge Inspection Portal (BIP) Replacement: Requirements, Planning, & Design Architectural Compliance Statement

Date: September 11, 2023

Project Acronym: BIP Replacement Planning (IT-0845-01)

The project team for the Bridge Inspection Portal (BIP) Replacement: Requirements, Planning, and Design project has reviewed ITEC Policies 4010 and 9500 as they relate to the Planning effort for implementing a new replacement system for the BIP. The Planning effort will concentrate on developing the planning deliverables that will lead toward a successful implementation of a preferred solution. The Execution effort will occur in a second project which will start upon successful completion of this Planning effort.

As a result, the Planning effort will fully comply with ITEC Policies 4010 and 9500 as they relate to the planning for the Execution effort. KDOT does not anticipate the need for a CITA waiver from ITEC policies and will further develop all architectural requirements when planning for the Execution Phase of the project.

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Topeka, KS 66603-3745

Calvin E. Reed, P.E., Secretary
Shawn L. Brown, Chief Information Officer



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Laura Kelly, Governor

Bridge Inspection Portal (BIP) Replacement: Requirements, Planning, and Design Ownership of Software Code and Related Intellectual Property Statement

Date: September 11, 2023

Project Acronym: BIP Replacement Planning (IT-0845-01)

The Kansas Department of Transportation (KDOT) is currently undertaking the Planning effort for the Bridge Inspection Portal (BIP) Replacement: Requirements, Planning, and Design project. Once the Planning effort is complete, an Execution effort will begin to put into place a new replacement system for the BIP.

At this time, KDOT does not anticipate any software or hardware will be needed for the Planning effort. KDOT does anticipate that during the Execution effort, the BIP will be sunsetted and transitioned to a software package, InspectX, which accommodates the new Federal reporting standards and specifications.

The KDOT will comply with ITEC Policy 1500 in carrying out this Planning effort.

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Calvin E. Reed, P.E., Secretary



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Laura Kelly, Governor

Bridge Inspection Portal (BIP)
Privacy (The Privacy Act of 1974, Health Insurance Portability and Accountability Act 1996 (HIPPA))

Date: September 11, 2023

Reference: BIP Replacement Planning Project

1. What information is included?

The BIP application allows users to enter and store bridge inspections data. This effort is a replacement planning effort which will complete a GAP Analysis, Data and Security Requirements along with a Data Conversion Plan.

2. Why is it collected?

The information collected will consist of complete bridge inventory, inspection reports, photographs, sketches, and coordinates. Data is also collected for reporting and analysis purposes.

3. How will it be used?

The collected data used by the BIP application will support bridge management decisions. Data, such as images and sketches allow for inspectors to monitor bridge conditions and identify potential incidents that require management. Data is also used to make recommendations, or to identify pre-planned strategies to take to address bridge repairs.

4. Exclusion Opportunities

Because the BIP collects no information on individuals, or groups, the BIP does not require a means for individuals or groups to request exclusion.

5. 1974 Act Implementation

Disclaimers are included in KDOT Internet and Intranet applications that refer to agency policies regarding ownership, use and privacy of data. In addition, no information subject to the Privacy Act of 1974 will be available through the application.

6. Other Privacy Requirements

No other privacy requirements exist for the BIP Replacement Planning project.

7. Total Privacy Cost Estimate

Because there is no individual or group data collected by the BIP, there is no privacy cost.

Dwight D. Eisenhower State Office Building
700 S.W. Harrison Street
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Calvin E. Reed, P.E., Secretary



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Laura Kelly, Governor

Bridge Inspection Portal (BIP)
Security Statement (ITEC Policies 7230, 7300, 9500)

Date: September 11, 2023

Reference: BIP Replacement Planning Project

The Kansas Department of Transportation (KDOT), in the Replacement Planning of BIP will comply with the Information Technology Executive Council's (ITEC) Policies.

End User IT Security Training

In compliance with Section 8 of Policy 7230A, KDOT provides new employees Security Awareness Training and thereafter mandates that all employees successfully complete the CBT (Computer Based Training) course on Security Awareness annually. This training was developed by the KDOT Security Officer and covers a wide variety of topics from understanding KDOT policies and procedures regarding the handling of sensitive information, to usage of software, e-mail and the Internet. This training includes a test which must be successfully passed for the associate to get credit for completing the course. The KDOT Security Officer annually updates and revises the content of this training.

IT Security Staff

KDOT has an IT Security Officer who is responsible for IT Security. The IT Security Officer's functions include setting the security policies and procedures, interfacing with third party groups and being the primary contact individual. The IT security team performs periodic reviews of user security, assists in special security projects and audits of systems security.

BIP Security

1. Access Management

The BIP application controls include proper placement of servers within the KANWIN network structure and in federally certified cloud hosting. Access to BIP system data is for authorized agency personnel and personnel authorized by the agency.

2. Authentication

Access to the system will be controlled by a login process that meets KDOT's authentication requirements. User access to the BIP will be role based and limit data and functionality access to each users' defined role.

3. Security Scan

The BIP is designed such that all web pages it generates will be able to pass an appropriate security scan. Two cybersecurity penetration tests will be performed prior to system acceptance.

4. Data Encryption

The BIP encrypts all account authenticators transmitted outside the KDOT firewall.

5. Security Monitoring

The BIP provides a standard monitoring and reporting process to alert KDOT security staff regarding application issues and security events. Unsuccessful access attempts will be logged and reported. A security plan with response procedures or processes will be developed by the vendor. The vendor will work with the Office of Information Technology Services (OITS) to define the appropriate reporting thresholds.

6. Audit/Report capabilities

The BIP contains configurable logging options, with the ability to view access logs, user and device activity logs, error reports, performance metrics, and other general application/workflow information.

The BIP provides a standard monitoring and reporting process that will provide alerts regarding application and interface issues and security events. The incident response procedures or processes will be documented by the vendor in the Security Plan.



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Bridge Inspection Portal (BIP) Replacement: Requirements, Planning, and Design Web Accessibility Compliance Statement

Date: August 1, 2023

Project Acronym: BIP Replacement Planning (IT-0845-01)

The Kansas Department of Transportation (KDOT) is currently undertaking the Planning effort for the Bridge Inspection Portal (BIP) Replacement: Requirements, Planning, and Design project. Once the Planning effort is complete, a separate Execution project will begin to put into place a new replacement system.

The effort will involve project planning and business analysis activities which are necessary to facilitate replacing the BIP. The Planning project will not install new software or hardware or make any system changes.

KDOT will comply with ITEC Policy 1210 in carrying out this Planning effort.

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Bridge Inspection Portal (BIP) Replacement: Requirements, Planning, and Design Electronic Records Retention Statement

Date: August 1, 2023

Project Acronym: BIP Replacement Planning (IT-0845-01)

This project is a Planning effort and will not install new software or hardware or make any system changes. Therefore, the requirements for electronic record retention (K.S.A. 45-403 and K.S.A. 45-213 through 45-223) do not apply to this phase.

1. Identify replaced paper records

The effort will produce the Detailed Project Plan for this Planning effort, data conversion plan, functional gap analysis, and requirements for functionality, security, data, essential customizations, and other aspects. These deliverables are necessary to implement a replacement system for the KDOT Bridge Inspection Portal (BIP).

2. Identify new business functions

This project will focus on the Planning effort to replace the current BIP system. It is yet too early to identify if any new business functions will be created.

3. Reasons for business functions

Not yet determined.

4. Records requirements for business function

KDOT Records Management Operating Procedure 1.8.9 mandates compliance with the Kansas Public Records Act, the Kansas Records Preservation Act, and the Kansas Open Records Act and all applicable Federal and State laws regarding records management. KDOT will comply with all known statutory requirements.

5. Documents in another system?

Further analysis during the Planning effort will help to identify documents in other systems.

6. Public access requirements?

The information in the new replacement system will fall within the Kansas Open Records Act (KORA) and supporting Kansas statutes referenced in KORA.

7. Access control requirements

Not yet determined.

8. Identify all records with retention period of ten or more years

Not yet determined.

9. Estimate three-year cost of addressing records identified in No. 8

Not yet determined. Yet, it is anticipated that costs will not increase over what is currently being paid for within the Agency.

Risk Identification Summary (Top Five Risks)

A description of project risks, the probability of the risk occurring, the impact of the risk on the project, and the suggested mitigation activities.

Project Name: Bridge Inspection Portal (BIP) Replacement: Requirements, Planning, and Design

Date: September 11, 2023

Prepared by: KDOT Office of Information Technology Services

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Strategic	Low	Med	The solution will not be aligned with the overall business strategy of the Kansas Department of Transportation (KDOT).	The proposed solution aligns with KDOT mission and goals, as well as the KDOT Budget Plan. KDOT will assign a project manager to manage the project and to provide oversight to ensure the implementation aligns with KDOT strategic goals and project requirements. There is a Bridge Steering Committee to oversee the effort.
Financial	Low	High	Financial risk could accrue to the project through: 1) lack of adequate funding; and 2) change orders and increases to vendor costs.	1. KDOT has identified a funding source for the BIP Replacement Planning effort. 2. The contract is fixed price with milestone payments. Milestones will be managed by the project team with all payments tied to acceptance of deliverables.
Project Management	Med	High	The project will experience unanticipated delays, miss key milestones/deliverables, and fall short of goals.	The Kansas Department of Transportation has established a detailed project schedule. The selected vendor has developed a detailed project management plan (PMP) in conjunction with KDOT Project Manager. The vendor's PMP contain procedures to identify issues, risks, and mitigation strategies well ahead of the time that the critical path is impacted.
Technology	Low	High	The solution will fail to meet KDOT specifications and requirements.	The effort will produce the Detailed Project Plan for this Planning effort, data conversion plan, functional gap analysis, and requirements for functionality, security, data, essential customizations, and other aspects. These deliverables are necessary to implement a replacement system for the BIP. This approach will allow KDOT to evaluate proposed solutions and determine which best meets KDOT's needs.

Risk Identification Summary (Top Five Risks)

Change Management / Operational Risk	Low	Med	Misalignment of solution to KDOT's requirements.	KDOT will assign a Project Manager to manage the project. The project requirements will address change management and scope creep issues. The vendor will be required to verify the requirements and design documents meet KDOT's specifications.
KDOT Staff Turnover	High	High	Turnover in KDOT staff.	KDOT assigned an IT Project Manager, Program Project Manager, IT staff, and Business Unit staff to participate in the project throughout the Execution and Closeout Phases. The project team has enough members among which could be ready replacements for turnover.
Vendor Staff Turnover	Med	High	Turnover in contractor staff. Transition from existing vendor to new vendor for the BIP.	KDOT will request that the vendor incur the cost of training/on-boarding new staff if staff turnover occurs. The transition from the existing vendor to new vendor will be monitored closely by the new vendor Project Manager, KDOT Project Manager, and Bridge Steering Committee.
Planning Effort and Business Analysis Process	Low	High	Shortcutting the Planning effort and Business Analysis process can result in consequences contributing to selecting the wrong replacement for the BIP.	There will be numerous meetings with KDOT staff to ensure that a comprehensive analysis is completed. There are tasks for the selected vendor to verify the requirements and design documents with KDOT.
Federal Reporting Requirements	Med	High	KDOT's and vendor's preparedness for new Federal Reporting Requirements are inadequate.	A review of these requirements will be a factor in the selection of a replacement for the BIP. The data for federal reporting requirements will be included in the AASHTOWare BrM (BrM) web application.
BrM Database Upgrade	Med	High	Upgrade to AASHTOWare BrM database for Bureau of Local Projects is unable to be completed by the existing contractor. The failure to upgrade the database could limit the options for replacing the BIP.	KDOT will outsource the BrM database upgrade to the AASHTO contractor if the existing contractor is unable to complete the work.

Legend

Prob = Probability of Occurrence

Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: Kansas Department of Transportation (KDOT)

Project Name: Bridge Inspection Portal (BIP) Replacement: Requirements, Planning & C

1. Introduction

The Risk Assessment Model measures risk in distinct areas. Below are the average scores based on the results from the questionnaire. Each area indicates the measured risk on a scale from 1 to 9, with 9 being the highest risk. Scores lower than 2.0 are considered "Low Risk", scores higher than 2.0 are "Medium Risk" and scores higher than 3.0 are considered "High Risk".

2. Summary

<u>Score</u>	<u>Risk Level</u>	<u>Risk Area</u>
1.0	LOW	Strategic Risk
1.0	LOW	Financial Risk
2.0	MEDIUM	Project Management Risk
1.0	LOW	Technology Risk
1.5	LOW	Change Management / Operational Risk

Note: If you get "#VALUE!" as a result in any of the "Score" or "Risk Level" fields, you have unanswered questions. Go back and check your answers.

3. Signature

I have reviewed the results of the Risk Assessment Model. The results are indicators only and do not represent all the risks of the project. ITEC will use the results as the basis of discussion, and will not rely solely on the output.

Daniel Crosland

Project Director

RISK ASSESSMENT - Summary Report
Detailed Plan - List of Comments
(Expand Row Height to Show all Text)

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- 5 The BIP replacement planning project is only a planning effort.
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- 26 There is not an option which applies to a planning effort.
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- 32 The BIP replacement planning project is only a planning effort.
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