

Report Title: Demand Details

Run Date and Time: 08/14/2024 10:01:35 AM Central Daylight Time

Run by: Cole Robison

Table name: dmnd\_demand

Demand

|                     |                                   |                                   |            |
|---------------------|-----------------------------------|-----------------------------------|------------|
| Number:             | DMND0001968                       | Approved project start date:      | 05/13/2024 |
| Initiative Name:    | ACFR Consolidation Software - OAR | Approved project close-out date:  | 02/25/2025 |
| Initiative Acronym: |                                   | Estimated project start date:     | 05/13/2024 |
| Category:           | Strategic                         | Estimated project close-out date: | 07/31/2025 |
| Type:               | Project                           | Estimated execution start date:   | 10/01/2024 |
| Project:            | ACFR Consolidation Software - OAR | Estimated execution end date:     | 06/30/2025 |
| Change:             |                                   |                                   |            |

Description:

Implementation of software to complete consolidation of annual statewide ACFR including data tables and narrative requirements - this will come with 5 year commitment with two 3-year options for renewal.

Details

|                   |                        |                        |              |
|-------------------|------------------------|------------------------|--------------|
| Portfolio:        |                        | Priority:              | 4 - Low      |
| Program:          |                        | Impact:                | Agency/Local |
| Investment Class: |                        |                        |              |
| Investment Type:  | Non-Infrastructure     | Agency:                | DA           |
| Submitted by:     | Jason Marsh            | Project Manager:       |              |
| Demand manager:   | Jason Marsh            | Impacted Agencies:     |              |
| Collaborators:    | Jeff Maxon, Jeff Maxon | Business Capabilities: |              |
|                   |                        | Business Applications: |              |
|                   |                        | Idea:                  |              |

Business Case

Business case:

The Office of Accounts and Reports (OAR) is statutorily responsible for the issuance of the State of Kansas Annual Comprehensive Financial Report (ACFR). Currently, an external consultant is used to assist with consolidation of the data and narrative to build the report. OAR will be issuing an RFP to acquire ACFR consolidation software to allow the majority of the data/narrative work for the ACFR to be completed in-house, reducing the need for consulting hours to complete this responsibility.

External consulting services are currently utilized to complete the consolidation and build of the ACFR

In scope:

Implementation of software to complete consolidation of annual statewide ACFR including data tables and narrative requirements

Out of scope:

Development of other state agency ACFRs to meet individual agency requirements

Risk of performing:

Risk of not performing:

Enablers:

Barriers:

## Financials

Estimated life/length of commitment (in years): 5

|                                         |           |
|-----------------------------------------|-----------|
| KITO Confirmed:                         | Confirmed |
| KITO Follow-Up:                         | false     |
| Overall Business Risk Evaluation Score: | 2         |
| Security & Compliance Risk Score:       | 2         |
| Reputational Risk Score:                | 2         |

Work notes list:

[illegible]

Preferences

Close Demand:

On creation of project

Project calculation:

Automatic

**Related List Title:** Demand Task List

**Table name:** dmn\_demand\_task

**Query Condition:** Parent = DMND0001968

**Sort Order:** Number in ascending order

3 Demand Tasks

| ▲ Number      | Short description | Due date | Percent Complete | Priority | State           | Assigned to    |
|---------------|-------------------|----------|------------------|----------|-----------------|----------------|
| DMNTSK0001173 | SOW/RFP           |          |                  | 4 - Low  | Closed Complete | Denise Herrman |
| DMNTSK0001175 | SOW/RFP           |          |                  | 4 - Low  | Closed Complete | Jason Marsh    |
| DMNTSK0001176 | JCIT Review       |          |                  | 4 - Low  | Closed Complete |                |

**Related List Title:** Demand Stakeholder List

**Table name:** dmn\_m2m\_demand\_stakeholder

**Query Condition:** Demand = DMND0001968

**Sort Order:** None

5 Demand Stakeholders

| Number      | User          | Key Stakeholder Type   | Function |
|-------------|---------------|------------------------|----------|
| STAK0001607 | Tamara Emery  | Finance Director/CFO   |          |
| STAK0001582 | Jason Marsh   | PMO Director           |          |
| STAK0001583 | Josh White    | IT Director/CIO        |          |
| STAK0001670 | Nancy Ruoff   | Sponsor/Business Owner |          |
| STAK0001588 | Adam Proffitt | Executive Authority    |          |

**Related List Title:** Requirement List  
**Table name:** dmnn\_requirement  
**Query Condition:** Parent = DMND0001968  
**Sort Order:** Number in descending order

2 Requirements

| ▼ Number    | Short description          | Priority | State    | Approval          | Created                |
|-------------|----------------------------|----------|----------|-------------------|------------------------|
| DREQ0001444 | Demand: KITO Review        | 4 - Low  | Accepted | Not Yet Requested | 07/11/2024 02:03:38 PM |
| DREQ0001439 | Compliance Acknowledgement | 4 - Low  | Accepted | Not Yet Requested | 07/03/2024 09:47:16 AM |

**Related List Title:** Benefit Plan List  
**Table name:** benefit\_plan  
**Query Condition:** Work in (DMND0001968, DMNTSK0001175, DREQ0001439, DMNTSK0001176, DREQ0001444, DMNTSK0001173) AND Benefit type = Monetary benefits  
**Sort Order:** Name in ascending order

None

**Related List Title:** Benefit Plan List  
**Table name:** benefit\_plan  
**Query Condition:** Work in (DMND0001968, DMNTSK0001175, DREQ0001439, DMNTSK0001176, DREQ0001444, DMNTSK0001173) AND Benefit type = Non-monetary benefits  
**Sort Order:** Name in ascending order

None

**Related List Title:** Demand Baseline List  
**Table name:** dmnn\_demand\_baseline\_header  
**Query Condition:** Demand = DMND0001968  
**Sort Order:** Name in ascending order

1 Demand Baselines

| ▲ Name                   | Demand                            | Description                          | Plan | Created                |
|--------------------------|-----------------------------------|--------------------------------------|------|------------------------|
| DMND0001968 - PRJ0021880 | ACFR Consolidation Software - OAR | Created before conversion to project |      | 07/29/2024 09:02:49 AM |

**Related List Title:** Assessment Instance List  
**Table name:** asmt\_assessment\_instance  
**Query Condition:** Task = DMND0001968  
**Sort Order:** Number in ascending order

2 Assessment Instances

| ▲ Number     | Metric type              | Taken on               | State    | Assigned to |
|--------------|--------------------------|------------------------|----------|-------------|
| AINST0433501 | Business Risk Screening  | 07/03/2024 11:18:51 AM | Complete | Jason Marsh |
| AINST0433502 | Business Risk Evaluation | 07/03/2024 11:20:30 AM | Complete | Jason Marsh |

**Related List Title:** Assessment Category Result List  
**Table name:** asmt\_category\_result  
**Query Condition:** Source = 07e98e6b97cb0e54d1b7ba4ef053af75  
**Sort Order:** None

6 Assessment Category Results

| Assessment group | Category              | Weight | Rating | Normalized value |
|------------------|-----------------------|--------|--------|------------------|
| ASG0433499       | Reputational          |        | 5      | 1                |
| ASG0433499       | Operational           |        | 7.5    | 1.5              |
| ASG0433499       | Strategic             |        | 10     | 2                |
| ASG0433498       | Risk Screening        |        | 0      | 0                |
| ASG0433499       | Security & Compliance |        | 5      | 1                |
| ASG0433499       | Financial             |        | 1.25   | 0.25             |

**Related List Title:** Approval List  
**Table name:** sysapproval\_approver  
**Query Condition:** Approval for = DMND0001968  
**Sort Order:** Created in descending order

2 Approvals

| State    | Approver      | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ▼ Created              |
|----------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Approved | Jeff Maxon    | 07/29/2024 09:02:46 AM - Jeff Maxon (Comments)<br>reply from: jeff.maxon@ks.gov<br><br>Ref:MSG9252584                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 07/26/2024 10:59:58 AM |
| Approved | Adam Proffitt | 07/11/2024 01:33:45 PM - Adam Proffitt (Comments)<br>reply from: Adam.C.Proffitt@ks.gov<br><br>I approve.<br><br>Ref:MSG9036590<br><br>Adam C. Proffitt<br><br>Secretary   Department of Administration   785.296.3011<br><br>Director   Division of the Budget   785.296.2436<br><br>State of Kansas<br><br>Adam.C.Proffitt@ks.gov<br>[mailto:Adam.C.Proffitt@ks.gov]  <br>admin.ks.gov [https://admin.ks.gov/]  <br>budget.kansas.gov<br>[https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbudget.kansas.gov%2F&data=05%7C02%7CEBITServiceDesk%40ks.gov%7Ca<br>b8124ca68ce4221395508dca1d7d3e<br>d%7Cdcae8101c92d480cbc43c6761c<br>cccc5a%7C0%7C0%7C63856319559<br>0983395%7CUnknown%7CTWFpbG<br>Zsb3d8eyJWljojMC4wLjAwMDAiLCJ<br>QljojV2luMzliLCJBtIi6k1haWwiLCJX<br>VCi6Mn0%3D%7C0%7C%7C%7C&s<br>data=ZrsK65n6gvOJ1fMK8eU%2B8Z<br>kWc4DT%2BkZs7QNbzbvbdCq0%3D&<br>reserved=0] | 07/03/2024 11:30:44 AM |

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5 Attachments

| File name                            | Content type                                                            | Table name           | ▼ Created              | Created by             |
|--------------------------------------|-------------------------------------------------------------------------|----------------------|------------------------|------------------------|
| image001.png                         | image/png                                                               | sysapproval_approver | 07/11/2024 01:33:30 PM | system                 |
| ACFR Software RFP Response Form.xlsx | application/vnd.openxmlformats-officedocument.spreadsheetml.sheet       | dmn_demand_task      | 07/03/2024 11:30:24 AM | jason.marsh@DOA.KS.GOV |
| SOW_ACFR_SOFTWARE.docx               | application/vnd.openxmlformats-officedocument.wordprocessingml.document | dmn_demand_task      | 07/03/2024 11:30:24 AM | jason.marsh@DOA.KS.GOV |
| ACFR Software RFP Response Form.xlsx | application/vnd.openxmlformats-officedocument.spreadsheetml.sheet       | dmn_demand_task      | 07/03/2024 10:02:08 AM | jason.marsh@DOA.KS.GOV |
| SOW_ACFR_SOFTWARE.docx               | application/vnd.openxmlformats-officedocument.wordprocessingml.document | dmn_demand_task      | 07/03/2024 10:01:56 AM | jason.marsh@DOA.KS.GOV |