2021

WASHINGTON BACKGROUND CHECK ADVISORY BOARD ANNUAL REPORT

Developed by: Washington Background Check (WBC) Advisory Board

December 15, 2021

WASHINGTON BACKGROUND CHECK ADVISORY BOARD ANNUAL REPORT

BACKGROUND

In the 2020 Legislative Session, the Washington State Legislature passed Engrossed Second Substitute House Bill 2467 (E2SHB 2467) to create a centralized point-of-contact firearms background check program within the Washington State Patrol (WSP).

As a function of E2SHB 2467, the Washington Background Check (WBC) Advisory Board was established. The duties of the WBC Advisory Board (Board) are as follows:

The WSP must consult with the Board in carrying out its duties. The Board shall consist of the following members, appointed by the Governor:

- The Chief of the WSP or the Chief's designee;
- The Executive Director of the Washington Association of Sheriffs and Police Chiefs (WASPC) or the Executive Director's designee;
- One sheriff;
- One police chief;
- One licensed firearms dealer [under 18 U.S.C. Sec. 923(a)]; and
- One member of the general public.

The Board shall convene within 90 days of the effective date of the bill, from its members elect a chairperson, and must meet no less than monthly until the WSP deems the background check unit is operational, at which time the Board shall meet quarterly. The Board shall:

- Provide input and feedback regarding the establishment and operation of the firearms background check unit;
- Provide input on the development of the firearms background check (FBC) unit budget prior to its formal submission to the Office of Financial Management (OFM);
- Be consulted prior to proposing or adopting any rule relating to the firearms background check unit;
- Require reports from the WSP on matters pertaining to the firearms background check unit; and
- Report to the Governor and appropriate committees of the Legislature each year on activities of the Board and the firearms background check unit.

Board member identification/selection was completed by the Governor's Office on September 29, 2020. WSP's Assistant Chief Rob Huss, was replaced by Assistant Chief Marc Lamoreaux in 2021. The members are as follows:

- Assistant Chief Marc Lamoreaux, Washington State Patrol
- Executive Director Steve Strachan, Washington Association of Sheriffs and Police Chiefs
- Sheriff Tony Hawley, Okanogan County Sheriff's Office
- Chief Keith Siebert, Quincy City Police Department
- Ms. Tina Browning, Farwest Sports/Sportco - (Licensed Firearms Dealer/Retail)
- Mr. Brian Moreno, Moreno & Moreno LLC - (General Public Member)

EXECUTIVE SUMMARY

The Board met 12 out of 12 months in 2021, and convened on the dates listed below:

- January 19, 2021
- February 16, 2021
- March 9, 2021
- April 12, 2021
- May 11, 2021
- June 8, 2021
- July 13, 2021
- August 10, 2021
- September 14, 2021
- October 12, 2021
- November 9, 2021
- December 14, 2021

See Addenda A for status and budget reports from the meetings. [1]

ACCOMPLISHMENTS FOR 2021

The WSP procured Project Manager (PM), Technical Architect (TA) and Quality Assurance (QA) independent consultant for the duration of the project which is expected to be completed by January 2024. The WSP established the Firearms Background Division and hired a Commander and Assistant Division Commander as the first hires of the Division. WSP Executive Staff agreed with the Department of Licensing (DOL) regarding I1639 and concluded there is no cost-effective way to conduct annual re-background checks for Washington citizens who legally purchase a firearm.

The WSP developed a name for the new Information Technology (IT) system – Secure Automated Firearms E-check (SAFE). An official email address was created for the division, firearms@wsp.wa.gov,ensuring effective communication with all of the stakeholders involved in the project. A Listserv (automated mailing list service) was developed to encourage Federal Firearms License's (FFL) to sign up for receiving all firearm-related announcements from WSP.

The investment plan and technology budget were submitted to the Office of the Chief Information Officer (OCIO) for publication on their project dashboard. Bi-weekly meetings with the OCIO and the PM started and will continue throughout the project. The technology portion of the project is under gated funding by OFM. Through 2021, gates one, two, and three have been applied for, approved and closed.

The WSP established a request for proposal (RFP) to procure a technology provider. The Attorney General reviewed the RFP to ensure industry standards and WSP were meeting best practices. A contractor was selected and contract negotiations took place which included establishing a statement of work. A Special Assistant Attorney General (SAAG) was hired to review the final vendor contract. The technology vendor contract was signed with Catalyst Consulting Group (CCG) and a project kickoff meeting was held in October 2021. As with all projects, a lessons-learned meeting took place for all involved. The next step will be the PM, TA

[1] Addenda A, Firearms Background Check Program – Status and Budget Reports; January – December 2021

and CCG working with the WSP security team on the required Office of Cyber Security (OCS) review.

The PM, TA and the WSP business owner continue to meet with the various stakeholders: Administrative Office of the Courts (AOC), Health Care Authority (HCA), Department of Licensing (DOL), and FFL dealers to confirm their engagement in the project.

The WSP will need to find a location to house the 70 plus staff members required to process firearm background checks. The WSP worked with the Property Management Division (PMD) and completed the necessary paperwork to submit to OFM to determine where the new division (FBD) will be located.

The FBD Commander presented a Legislative Action Request (LAR) to the WSP Executive Staff to discuss possibilities of having **all** firearm-related background checks centralized within FBD. E2SHB 2467 did not include Concealed Pistol Licenses (CPL) and disposition of firearms (release of a firearm from evidence). Discussions continue to reference this topic to ensure a decision is made before the FBD is fully operational.

REQUEST OF THE BOARD

CPL, Alien Firearm License (AFL), and disposition of firearms (release of a firearm from evidence) were not addressed in E2SHB 2467. Following the aforementioned discussions with stakeholders, including local law enforcement agencies and DOL, the Board may request the legislature for revisions to the following statutes.

- 9.41.070
- 9.41.097
- 9.41.173
- 9.41.345
- 9.41.0975

Proposed changes may hinge the authority of conducting the enhanced background check to the WSP FBD. If that is the case, the Board will also requests to add language to include the previously authorized $18 fee be applied to these checks as they were for firearm transfers. The fee would go back to the established firearms account to sustain the program.

CONCLUSION

The Firearms Background Check Program is on target and progressing effectively. Essential steps for 2021 and requisite communications/consultation with the Board were achieved. Budget reports reflect sound business practices, OFM authorized the allocation of funding through the remainder of the biennium, and phases transitioning into 2022 are correctly identified by the WSP.

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ADDENDA

A

Centralized Background Check Unit Advisory Board

January 19, 2021

Implementation Plan

- The Implementation Plan was submitted in WSP voice to the legislature on time, December 1st, 2020

- Report is found on the WSP website https://www.wsp.wa.gov/legislative-reports

PM & TA

- A RFP was published in November for a Project Manager (PM) and Technical Architect (TA) for the project
- 12 companies submitted proposals
  - Narrowed it down to two companies for oral interviews
  - Oral interviews conducted in December
  - One company chosen – First Rule Group
  - Debriefs for other companies that wanted them conducted the week of January 11th – five companies wanted a debrief
- This week is the protest period for any of the companies
- Building the contracts for the PM and TA started this week

Cascadia Consulting

- A contract amendment is being put into place to have a period of transfer knowledge for the company that built the Implementation Plan to share with the new PM and TA

QA

- Contracts office is in the process of putting together the RFP for a Quality Assurance (QA) personnel

- OCIO and OFM for a project this size requires one

Investment Plan & Technology Budget

- The OCIO/OFM offices required the Patrol to develop an Investment Plan and Technology Budget for the Implementation Plan
  - They required this because part of the funds to build the implementation plan were in the technology pool for state projects
- Both of these tasks are complete and have been submitted to the OCIO for draft review

Budget

Centralized Firearm Background Check Budget
2019-21 Biennium
actual expenditure data as of January 12, 2021

Expenditures	Budget	Actual	Variance
Salary/Benefits	$ 153,000	$ -	$ 153,000
Contracts/Goods/Services	$ 755,000	$ 310,887	$ 444,113
Travel	$ 19,000	$ -	$ 19,000
Equipment	$ 15,000	$ -	$ 15,000
	$ 942,000	$ 310,887	$ 631,113

Funding	Budget	Actual	Variance
State Firearms Background Check Funding	$ 942,000	$ 287,854	$ 654,146
Internal Agency Funding*	$ -	$ 23,033	$ (23,033)
	$ 942,000	$ 310,887	$ 631,113

Notes

*Internal agency funding was used for expenditures before July 1, 2020 when the State Firearms Background Check funding first became available.

Questions/Discussion

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Centralized Firearms Background Check Program

Advisory Board

February 16, 2021

PM & TA

- Contract was signed with First Rule Group to provide a Project Manager (PM) and Technical Architect (TA) through June 2021.
- Once we know if we will have funding for the rest of the project we will do a contract extension for those two roles.
- We have our kick off meeting with them later today – 2/16.

Cascadia Consulting

- Scott Came with Cascadia Consulting – the amendment to his contract was put into place.
- He will provide some subject matter expertise training to help get the PM/TA ramped up as quickly as possible.
- He will also be available to help us review deliverables from the PM/TA – in particular the RFP for a technology provider.

QA

- The Request for Proposal (RFP) for the Quality Assurance (QA) personal was published.
- This RFP will be for services through June 2021 also.
- Once we know if we will have funding for the rest of the project we will do a contract extension for this role just like the PM and TA.

Investment Plan & Technology Budget

- The OCIO/OFM offices required the Patrol to develop an Investment Plan and Technology Budget for the Implementation Plan.

- Both of these tasks are complete and have been submitted to the OCIO for draft review.

- Update – OFM came back with some suggestions to update on both the Investment Plan and Technology Budget.

Draft Position Descriptions

- Draft position descriptions for a Firearms Background Division (FBD) commander and assistant division commander have been sent to our Human Resource (HR) Division for review.

- HR provided some suggestions and we are working on making those adjustments/suggestions.

Budget

Centralized Firearm Background Check Budget
2019-21 Biennium
actual expenditure data as of February 5, 2021

Expenditures	Budget	Actual	Variance
Salary/Benefits	$ 153,000	$ -	$ 153,000
Contracts/Goods/Services	$ 755,000	$ 310,887	$ 444,113
Travel	$ 19,000	$ -	$ 19,000
Equipment	$ 15,000	$ -	$ 15,000
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Funding	Budget	Actual	Variance
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Questions/Discussion

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Firearms Background Check Program

Advisory Board

March 9, 2021

PM & TA

- Project Manager and Technical Architect have jumped in and started to work on the requirements to get a RFP put together

- Met with key staff
  - Budget and Fiscal Division - Contracts office
  - Electronic Services Division to verify requirements
  - Information Technology Division to verify requirements

- Couple of meetings with Scott Came took place for knowledge transfer

QA

- The deadline for RFP for the Quality Assurance position was March 8th

- Next steps:
  - WSP team will review proposals and score them
  - WSP team will pick top two candidates and do an oral interview
  - WSP team will pick top candidate and then conduct reference checks
  - Then the fun begins – Contract negotiations

Investment Plan & Technology Budget

- The Investment Plan and Technology Budget have been submitted to OCIO/OFM in hopes this will be the last version for a bit

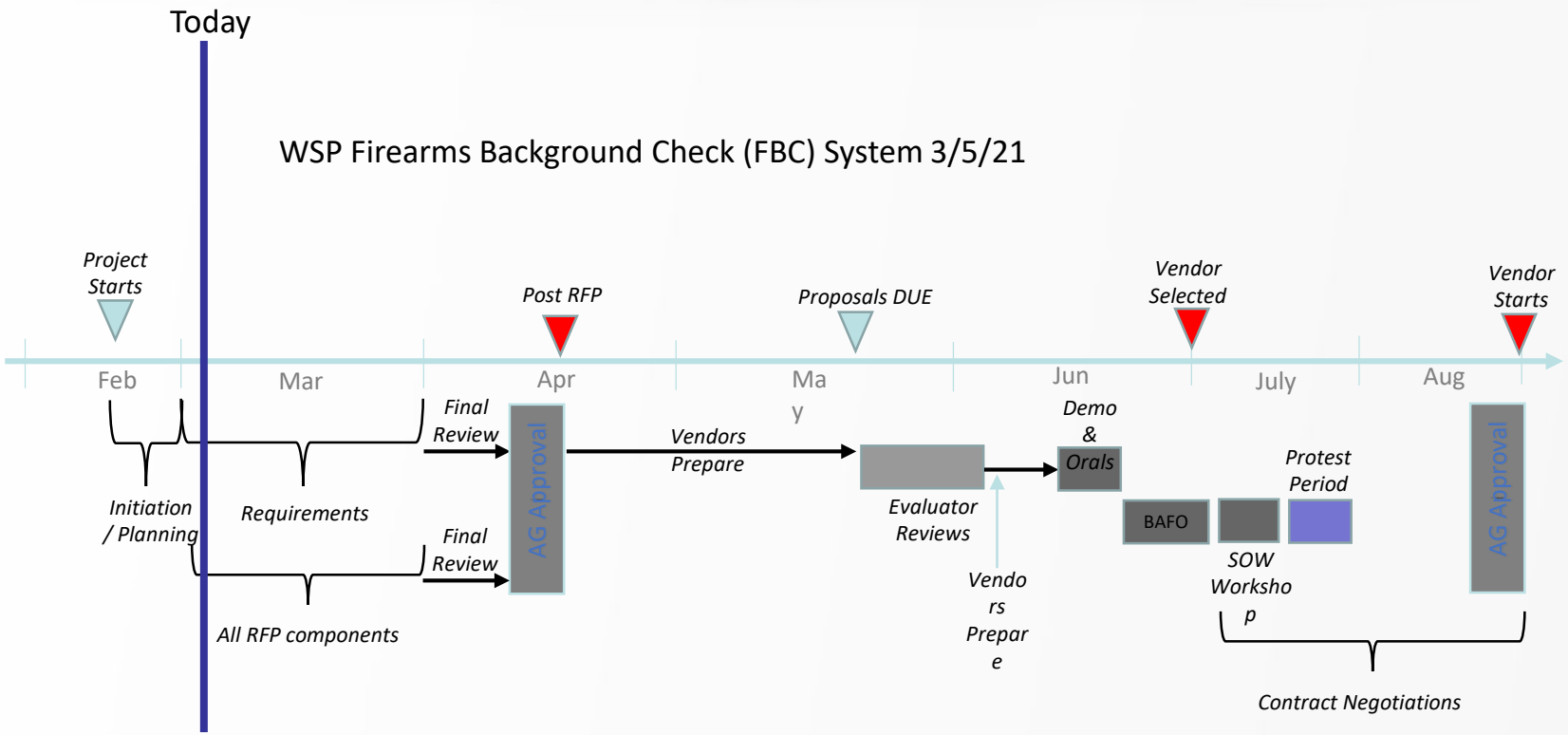
- The Budget is based on assumptions and might need to be changed in the future

Steering Committee

- The steering committee met monthly during the Implementation Plan

- RFP phase
  - Meeting today and June

RFP Timeline



Budget

Centralized Firearm Background Check Budget
2019-21 Biennium
actual expenditure data as of March 1, 2021

Expenditures	Budget	Actual	Variance
Salary/Benefits	$ 153,000	$ -	$ 153,000
Contracts/Goods/Services	$ 755,000	$ 310,887	$ 444,113
Travel	$ 19,000	$ -	$ 19,000
Equipment	$ 15,000	$ -	$ 15,000
	$ 942,000	$ 310,887	$ 631,113

Funding	Budget	Actual	Variance
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Internal Agency Funding*	$ -	$ 23,033	$ (23,033)
	$ 942,000	$ 310,887	$ 631,113

Notes

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Questions/Discussion

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Firearms Background Check Program

Advisory Board

April 13, 2021

QA

- WSP team reviewed proposals and scored them
- Conducted interviews for the top two companies
- Selected the top company
- Contract completed and started work on 4/1/2021

- Welcome Dan Kruger from Case Associates

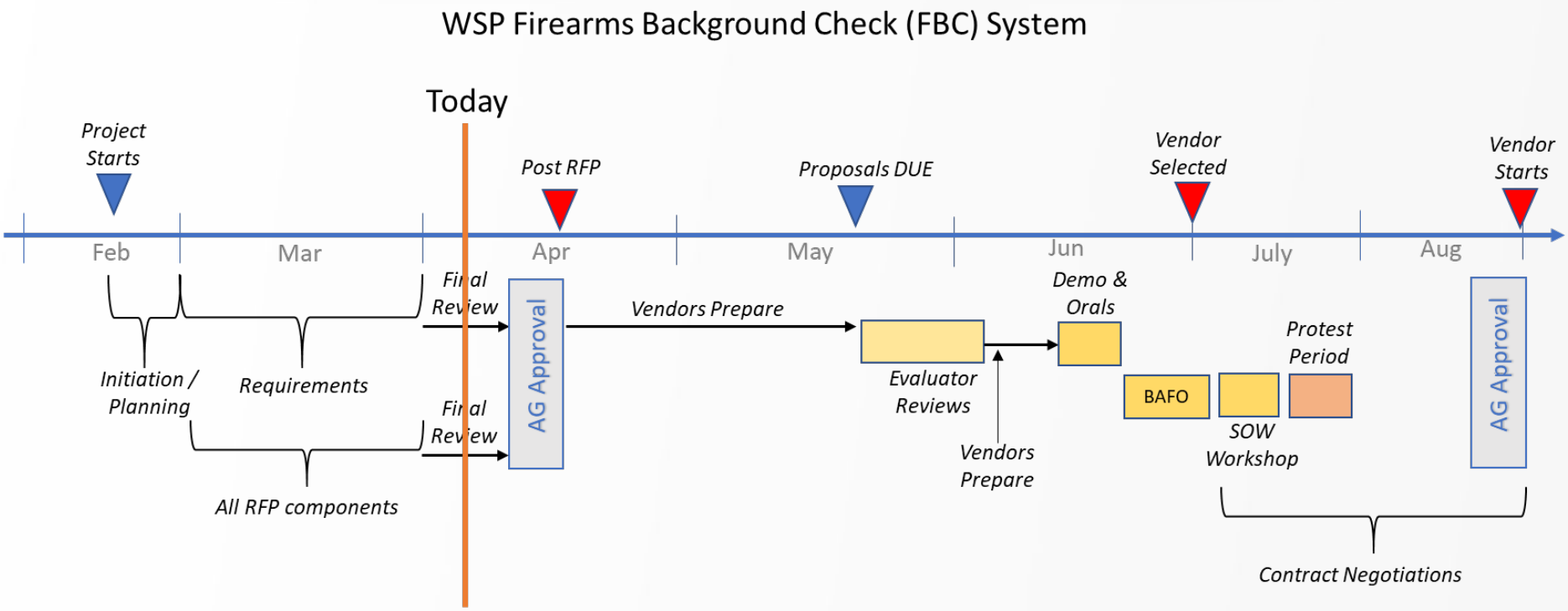
Investment Plan & Technology Budget

- The Technology Budget was approved and posted to the OFM IT project dashboard
- The Investment Plan had a few suggestions and we are working on updating those
- The Budget is based on assumptions and will need to be changed in the future

RFP

- Contracts completed first draft
- Internal WSP staff reviewed to ensure the needs of the patrol were spelled out
- Sent to AG for review next

RFP Timeline



Budget

Centralized Firearm Background Check Budget
2019-21 Biennium
actual expenditure data as of April 1, 2021

Expenditures	Budget	Actual	Variance
Salary/Benefits	$ 153,000	$ -	$ 153,000
Contracts/Goods/Services	$ 755,000	$ 327,502	$ 427,498
Travel	$ 19,000	$ -	$ 19,000
Equipment	$ 15,000	$ -	$ 15,000
	$ 942,000	$ 327,502	$ 614,498

Funding	Budget	Actual	Variance
State Firearms Background Check Funding	$ 942,000	$ 304,469	$ 637,531
Internal Agency Funding*	$ -	$ 23,033	$ (23,033)
	$ 942,000	$ 327,502	$ 614,498

Notes
*Internal agency funding was used for expenditures before July 1, 2020 when the State Firearms Background Check funding first became available.

Questions/Discussion

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Firearms Background Check Program

Advisory Board

May 11, 2021

QA

- Welcome Dan Kruger from Case Associates
- How are things from a QA perspective?

Investment Plan & Technology Budget

- The Technology Budget was approved and posted to the OFM IT project dashboard
- The Investment Plan is being tweaked and should be submitted soon
- The gated funding was approved. We closed gate 1 and put in the application to open gate 2

Stakeholder Engagement

- Met with AOC
- Met with HCA
- Met with DOL
  - Willing to share Firearm Dealer Information
  - As far as I1639 DOL said they will not be doing anything further with the project
- FFL's – will meet with the core group again once we have a vendor selected

Project Management

- Draft of project charter completed
- Draft of schedule completed

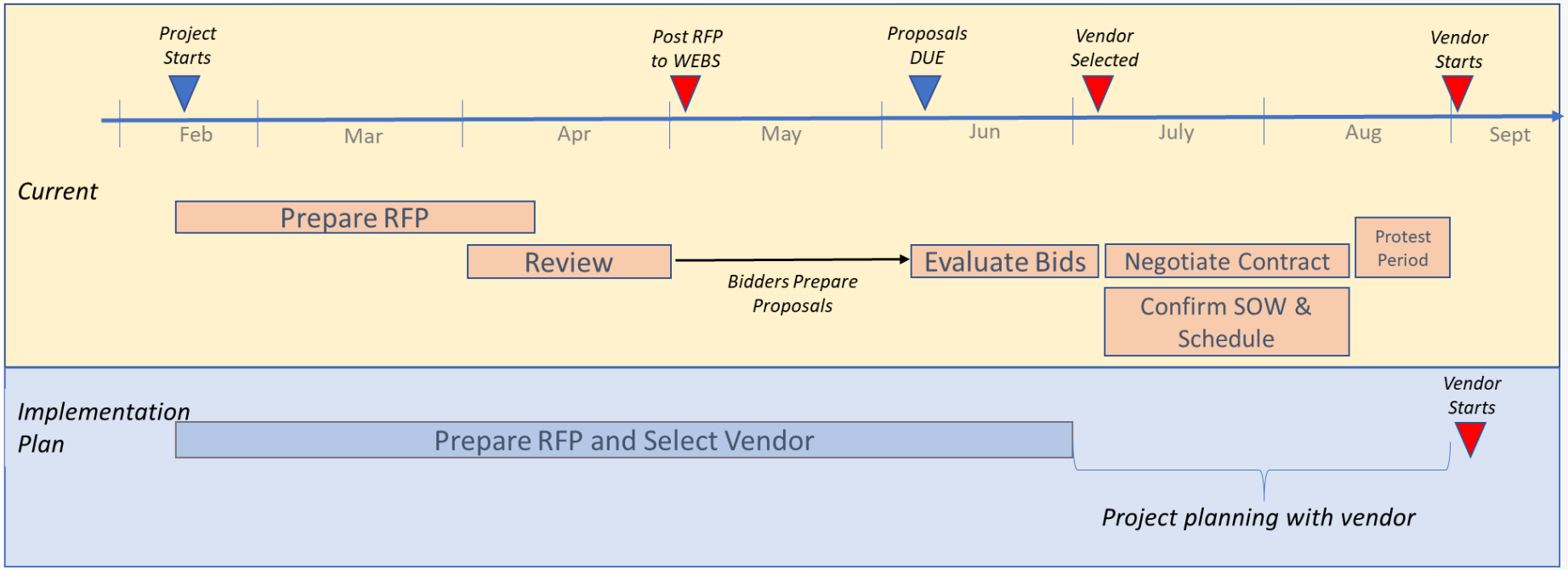
RFP

- Sent to AG for review
  - AG would like us to hire a SAAG to review the contract once we are in negotiations with the selected vendor

- Posted to WEBS on 5/3/2021

RFP Timeline

WSP Firearms Background Check (FBC) System
RFP & Vendor Selection Schedule



Budget

Centralized Firearm Background Check Budget
2019-21 Biennium
actual expenditure data as of May 3, 2021

Expenditures	Budget	Actual	Variance
Salary/Benefits	$ 153,000	$ -	$ 153,000
Contracts/Goods/Services	$ 755,000	$ 353,142	$ 401,858
Travel	$ 19,000	$ -	$ 19,000
Equipment	$ 15,000	$ -	$ 15,000
	$ 942,000	$ 353,142	$ 588,858

Funding	Budget	Actual	Variance
State Firearms Background Check Funding	$ 942,000	$ 330,109	$ 611,891
Internal Agency Funding*	$ -	$ 23,033	$ (23,033)
	$ 942,000	$ 353,142	$ 588,858

Notes

*Internal agency funding was used for expenditures before July 1, 2020 when the State Firearms Background Check funding first became available.

Questions/Discussion

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Firearms Background Check Program

Advisory Board

June 8, 2021

QA

- Any concerns from a QA perspective?

Project Management

- Initial project charter completed
- Draft of schedule completed

Positions

- Firearms Background Division (FBD) Commander
  - Kateri Candee appointed on May 7th
- Assistant Division Commander
- Administrative Assistant 3

Division

- Budget and Fiscal had to assign an organizational code
- Main telephone line
- Meeting with GMR and DOL in reference to I1639

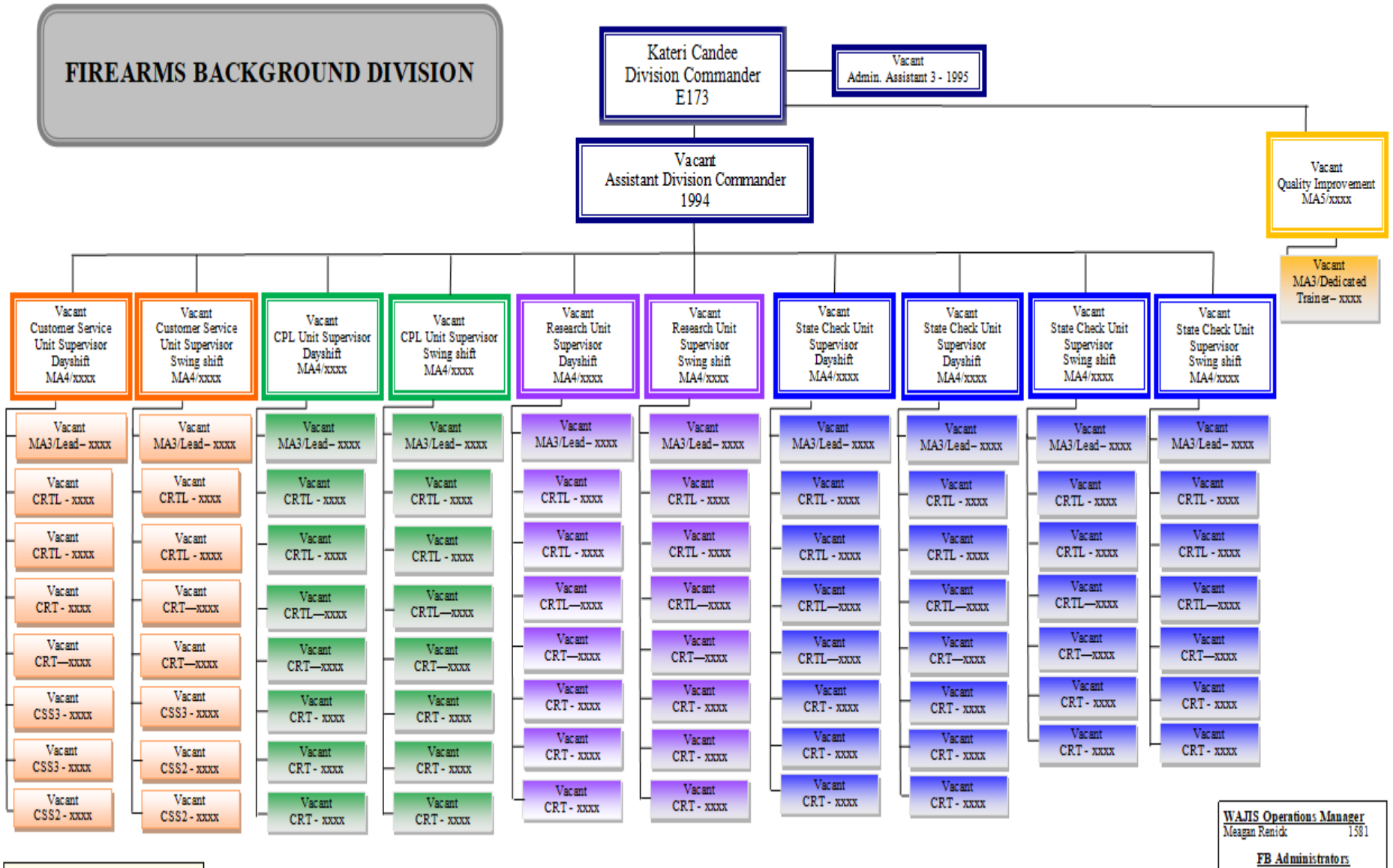
AG Question

	Percent of re-checks	Minutes
Checks requiring minimal research	30%	5
Checks requiring simple research	6%	10
Checks requiring medium research	3%	15
Checks requiring enhanced research	1%	40
Checks w NICS denial (from FBI) (no research)	0%	0
Lights-out/immediate proceeds (no research)	60%	0
	Total annual re-checks	660,000
	Total minutes to process re-checks	1,650,594
	Total check FTEs to process rechecks	17

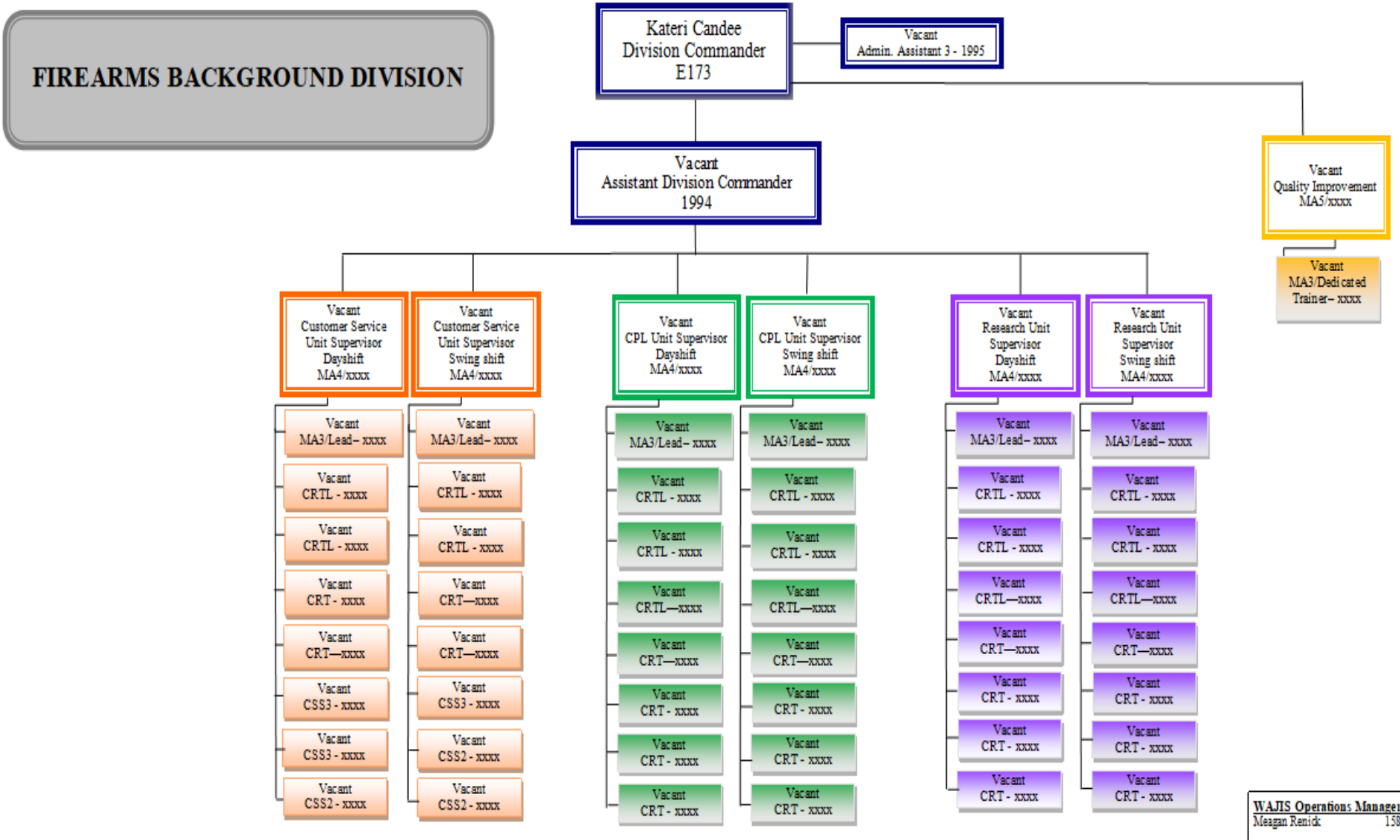
Division

- Built a Division Org Chart
  - Added to the Agency Org Chart
- Presence on the Intranet

Org Chart w/I1639



Org Chart without I1639



Intranet

Firearms Background Division

The **Firearms Background Division (FBD)** is comprised of five Sections: Customer Service, CPL Unit, Research Unit, State Check Unit and the Training and Statistics Unit. There is additional information on each section provided in the left hand menu on this page.

The Washington State Patrol provides services to Law Enforcement Agencies (LEA)'s and Federal Firearms Licensees (FFLs) also known as firearm dealers.

Customer Service Unit Overview: The Customer Service Unit is responsible for all incoming calls from firearm dealers and local law enforcement agencies regarding their submission of a background check to be processed.

CPL Unit Overview: The Concealed Pistol License (CPL) Unit is responsible for processing the background checks for local law enforcement agencies for them to issue CPL's and Alien Firearm Licenses. The unit is also responsible for processing background checks for local law enforcement agencies when they return a firearm from evidence.

Research Unit Overview: The Research Unit is responsible for an enhanced look into the background check for a firearm, CPL or a firearm release from evidence. There are several state and federal prohibitor's that need to be verified before a FFL can transfer a firearm or law enforcement agency can issue a CPL, or release a firearm form evidence.

State Check Unit Overview: The State Check Unit is responsible to conduct the annual required state background check for persons who acquired pistols or semiautomatic assault rifles as required by RCW. 9.41.139

Training and Statistics Unit Overview: The Training and Statistics Unit is responsible for all of the training for the Division in how to conduct a firearm background check. The Unit also handles statistics for the Division.

Division Commander
Kateri Candee

Division Secretary
Vacant

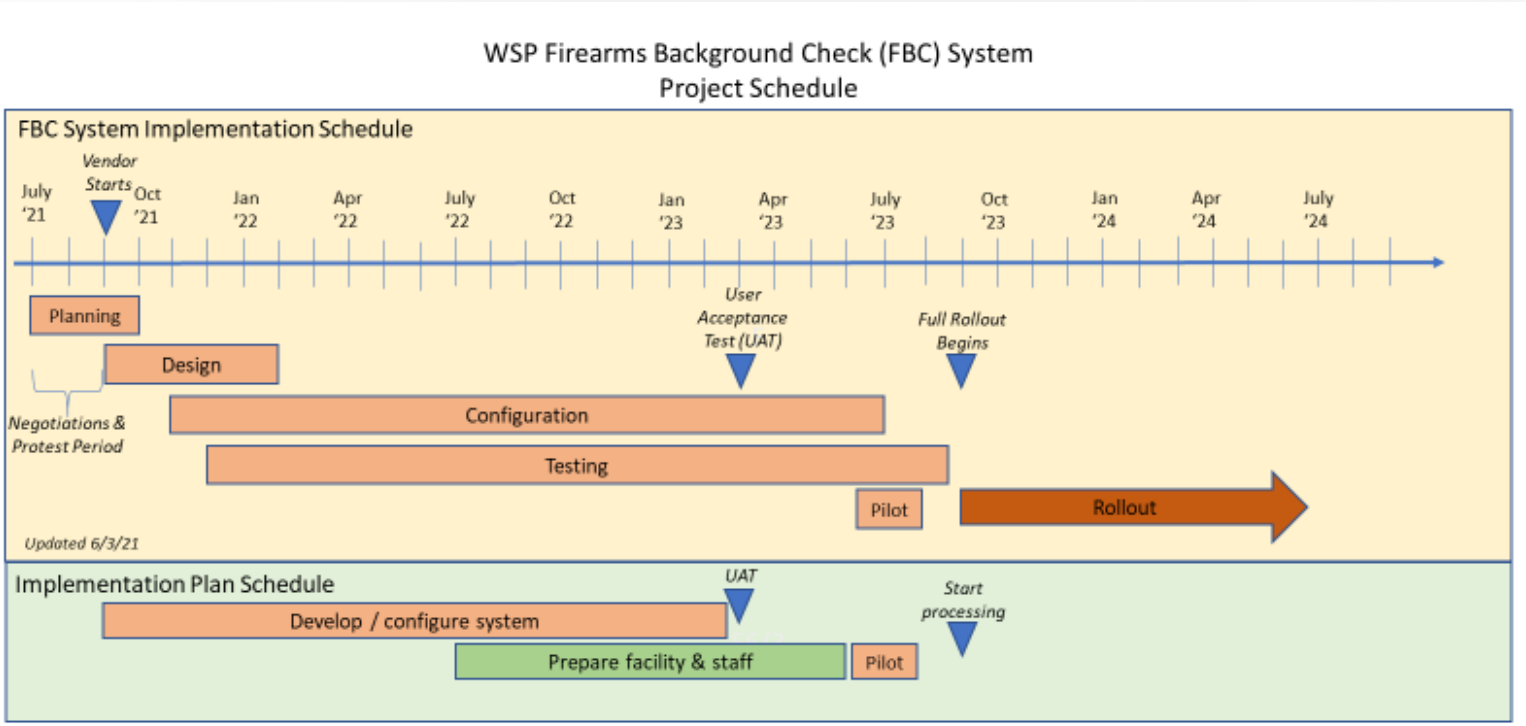
Phone: (360) 704-0000
VoIP 113--

Mailing Address:
PO Box 42634
Olympia, WA
98504-2634

Technology RFP

- Posted on WEBS– May 3rd
- Bidders Conference – May 10th
- Responded to questions – 112 of them
- Letters of Intent
- Proposals due – June 9th

Project Timeline



Budget

Firearm Background Check IT Project and Division Budgets
2019-21 Biennium
actual expenditure data as of June 2, 2021

Firearms Background Check IT Project

Expenditures	Budget	Actual	Variance
Implementation Plan Contractor	$ 297,104	$ 298,104	$ (1,000)
Project Manager	$ 156,000	$ 67,610	$ 88,390
Quality Assurance	$ 18,000	$ 9,590	$ 8,410
Implementation Contractor	$ -	$ -	$ -
	$ 471,104	$ 375,304	$ 95,800

Funding	Budget	Actual	Variance
Legislative Gated Funding (SFBC funding)	$ 471,104	$ 375,304	$ 95,800
In-kind Agency Funding	$ -	$ -	$ -
	$ 471,104	$ 375,304	$ 95,800

Firearms Background Division

Expenditures	Budget	Actual	Variance
Salary/Benefits	$ 105,896	$ -	$ 105,896
Contracts/Goods/Services	$ 198,000	$ 23,033	$ 174,967
Travel	$ 19,000	$ -	$ 19,000
Equipment	$ 15,000	$ -	$ 15,000
	$ 337,896	$ 23,033	$ 314,863

Funding	Budget	Actual	Variance
State Firearms Background Check Funding	$ 337,896	$ -	$ 337,896
Internal Agency Funding*	$ -	$ 23,033	$ (23,033)
	$ 337,896	$ 23,033	$ 314,863

State Firearms Background Check System Account balance was $8,575,696 as of 6/2/21.

Notes
*Internal agency funding was used for expenditures before July 1, 2020 when the State Firearms Background Check funding first became available.
-In the 2021 Supplemental Budget, there was a $133,000 reduction in State Firearms Background Check allotments.

Upcoming Tasks

- Advertise for the Assistant Division Commander
- Advertise for the AA3
- Make a decision I1639
- RFP process

Questions/Discussion

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Firearms Background Check Program Advisory Board Meeting

July 13, 2021

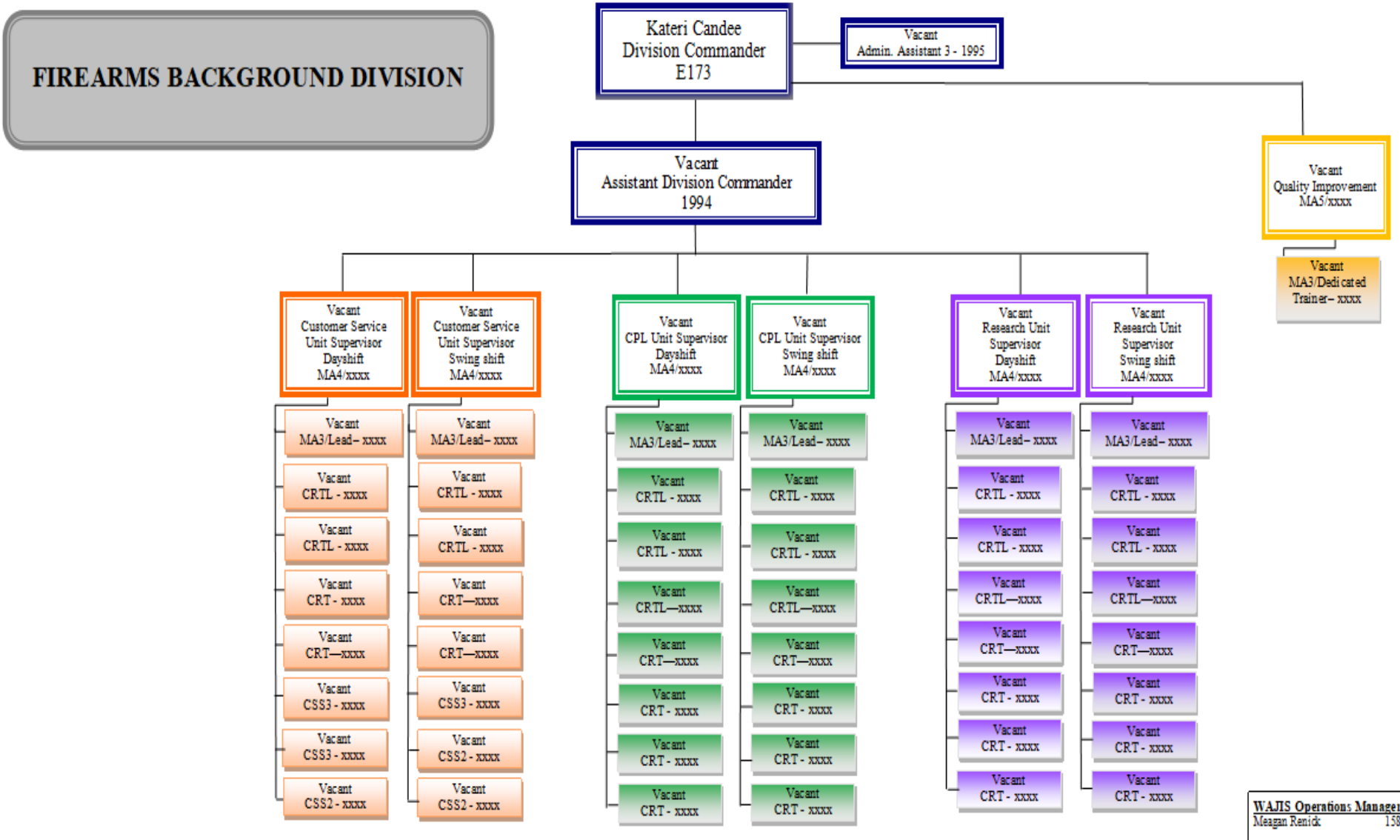
Firearm Background Division (FBD) Status

- (1) Position posted – Administrative Assistant 3
- (1) position ready to post - Assistant Division Commander – waiting for HR approval
- FBD phone number assigned
- I-1639
  - Decision made to not do rechecks
  - DOL agreement that it is not cost effective to do rechecks

CPL background checks

- E2SHB 2467 stated that all background checks for handguns, long-guns, semi-automatic rifles and “other” would be handled by the centralized point of contact (Firearms Background Division) within the Washington State Patrol once it is established. The bill did not address CPLs.
- CPLs require the same background check for a handgun, long-gun, semi-automatic rifle (SAR) or “other”.
- If Washington State is truly going to have a centralized firearm background check program, all related firearm background checks should be processed through the Firearms Background Division, located within the Washington State Patrol, and not continue to have multiple jurisdictions making those determinations.
- The RCW language should also be updated to include the $18 fee that was assessed for processing the background check. This fee would go back to the division to sustain the program.
- Government and Media Relations will be setting up a meeting the sponsor of the original bill E2SHB 2467.

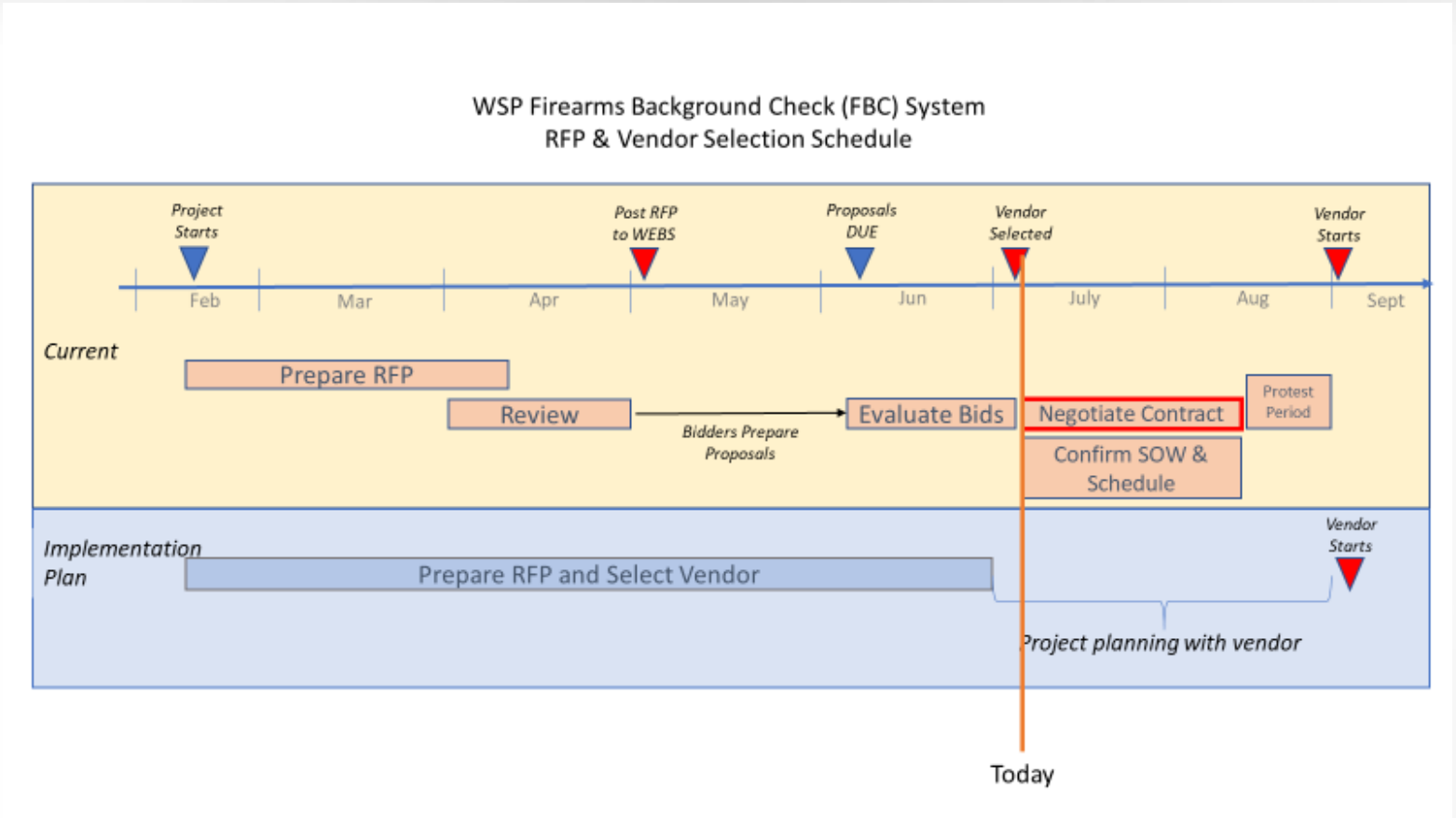
Org Chart without I1639



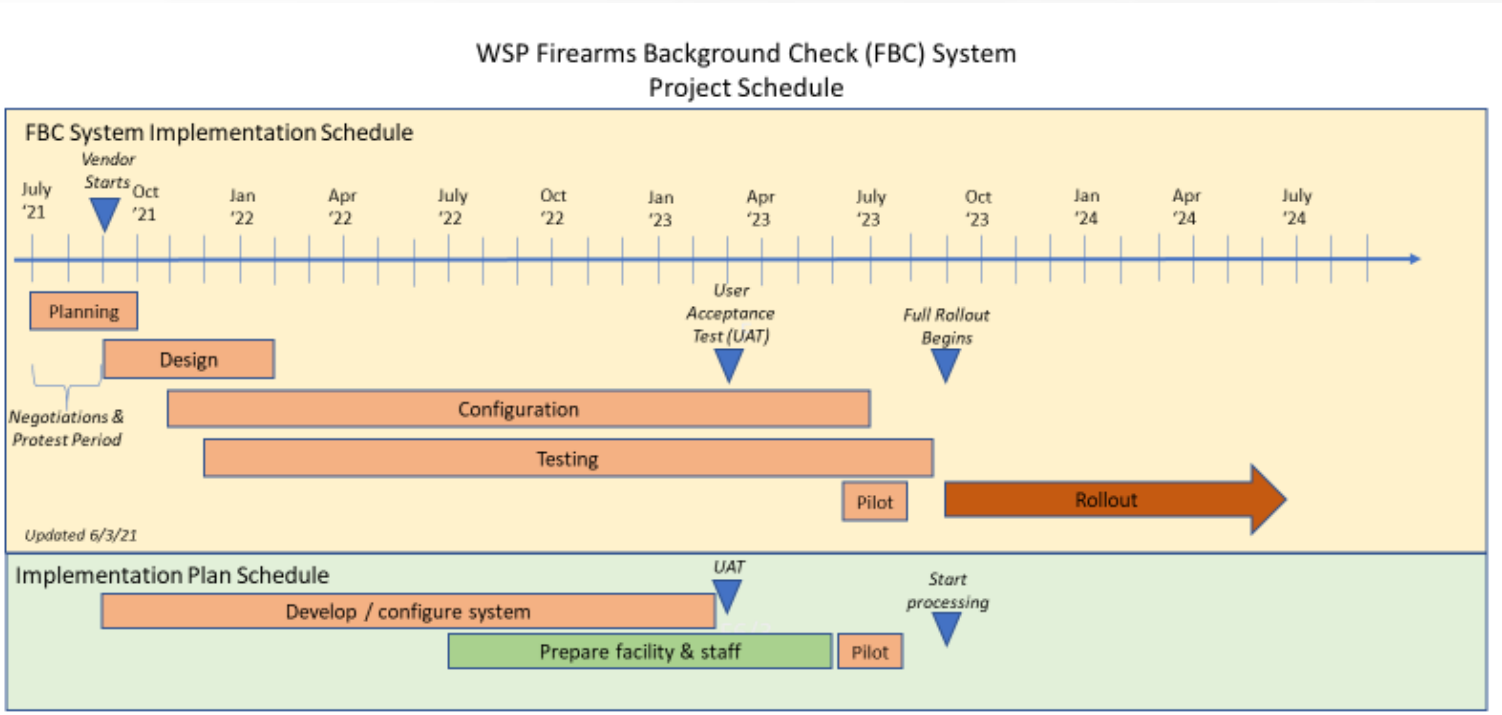
Firearms Background Check (FBC) Project Status

- OCIO
  - Gate 2 deliverables certified
  - Gate 3 started
- FBC system selection
  - (9) vendor proposals submitted
  - (3) vendors demonstrations
  - Oral interviews – in progress
  - Reference checks – in progress
  - Final selection – planned for 7/15

RFP Timeline



FBC Timeline



Risks

- Risk Categories
  - A - Assumptions are incorrect
  - DP - Division Preparedness
  - V - Vendor
  - S - Stakeholder Engagement

FBC Project Risk Matrix		Probability		
		Low	Medium	High
Impact	High	A-4, A-6 DP-9, DP-10, DP-11, DP-12 V-15, V-16 S-21	S-20	A-5, A-7, A-8
	Medium	S-19	V-14 S-17	
	Low	A-2	A-3	

Risks

- High Impact / High Probability

Risk #	Description	Mitigation(s)
A-5 A-7	Assumptions used to calculate staffing levels are incorrect	Utilize cost model to track and develop methods to understand trends
A-8	Issuance of CPL included in the FBD workload	RCW will need to be approved

- High Impact / Medium Probability

Risk #	Description	Mitigation(s)
S-20	FFL adoption of FBC system does not meet expectations	OCM Plan - TBD

Budget

Firearm Background Check IT Project and Division Budgets
2019-21 Biennium
actual expenditure data as of July 2, 2021

Firearms Background Check IT Project

Expenditures	Budget	Actual	Variance
Implementation Plan Contractor	$ 297,104	$ 298,104	$ (1,000)
Project Manager	$ 156,000	$ 94,120	$ 61,880
Quality Assurance	$ 18,000	$ 13,790	$ 4,210
Implementation Contractor	$ -	$ -	$ -
	$ 471,104	$ 406,014	$ 65,090

Funding	Budget	Actual	Variance
Legislative Gated Funding (SFBC funding)	$ 471,104	$ 406,014	$ 65,090
In-kind Agency Funding	$ -	$ -	$ -
	$ 471,104	$ 406,014	$ 65,090

Firearms Background Division

Expenditures	Budget	Actual	Variance
Salary/Benefits	$ 105,896	$ 18,503	$ 87,393
Contracts/Goods/Services	$ 198,000	$ 23,033	$ 174,967
Travel	$ 19,000	$ -	$ 19,000
Equipment	$ 15,000	$ -	$ 15,000
	$ 337,896	$ 41,536	$ 296,360

Funding	Budget	Actual	Variance
State Firearms Background Check Funding	$ 337,896	$ 18,503	$ 319,393
Internal Agency Funding*	$ -	$ 23,033	$ (23,033)
	$ 337,896	$ 41,536	$ 296,360

State Firearms Background Check System Account balance was $8,526,483 as of 7/2/21.

QA Update

Questions/Discussion

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Firearms Background Check Program Advisory Board Meeting

August 10, 2021

Agenda

- Firearms Background Division (FBD) Status
- Firearms Background Check (FBC) Project
- Branding / Communication
- RFP Timeline
- FBC Timeline
- Risks
- Budget
- QA Report

Firearm Background Division (FBD) Status

- (2) Open Positions
  - Assistant Division Commander – posted until Aug 8th
  - Administrative Assistant 3 – (2) candidates going through the polygraph and background process
- IT Support position
  - Position definition being finalized by ITD
  - Requires OFM approval prior to posting
- FBD email address defined - Firearms@wsp.wa.gov

Firearms Background Check (FBC) Project Status

- OCIO
  - Gate 3 Funding (Planning) Approved
- System selection
  - Demonstrations, Oral Interviews and References conducted for (3) vendors
  - Vendor selected as to move forward with contract negotiations
  - Statement of Work definition – *in progress*
  - SAAG reviewing vendor contract – comments due Aug 9th

Branding / Communication

- System Name
  - SAFE Secure Automated Firearm E-Check
- FBD logo prototypes
- One-page update sent to:
  - WASPC members
  - FFL's from WASPC
  - DOL to send out via ListServ

Centralized Firearm Background Checks for Washington State

Current Process - Decentralized State

In the 2020 legislative session, a bill was passed laying the groundwork for Washington State to become a centralized point of contact state for all background checks being completed for firearms. The Washington State Patrol (WSP) was named the agency that would conduct all of those checks.

The WSP built an Implementation Plan - https://www.wsp.wa.gov/legislative-reports. The plan was published to the legislature in December 2020. The plan is a roadmap for the technology needed for the background checks and how to put together a new division within the WSP.

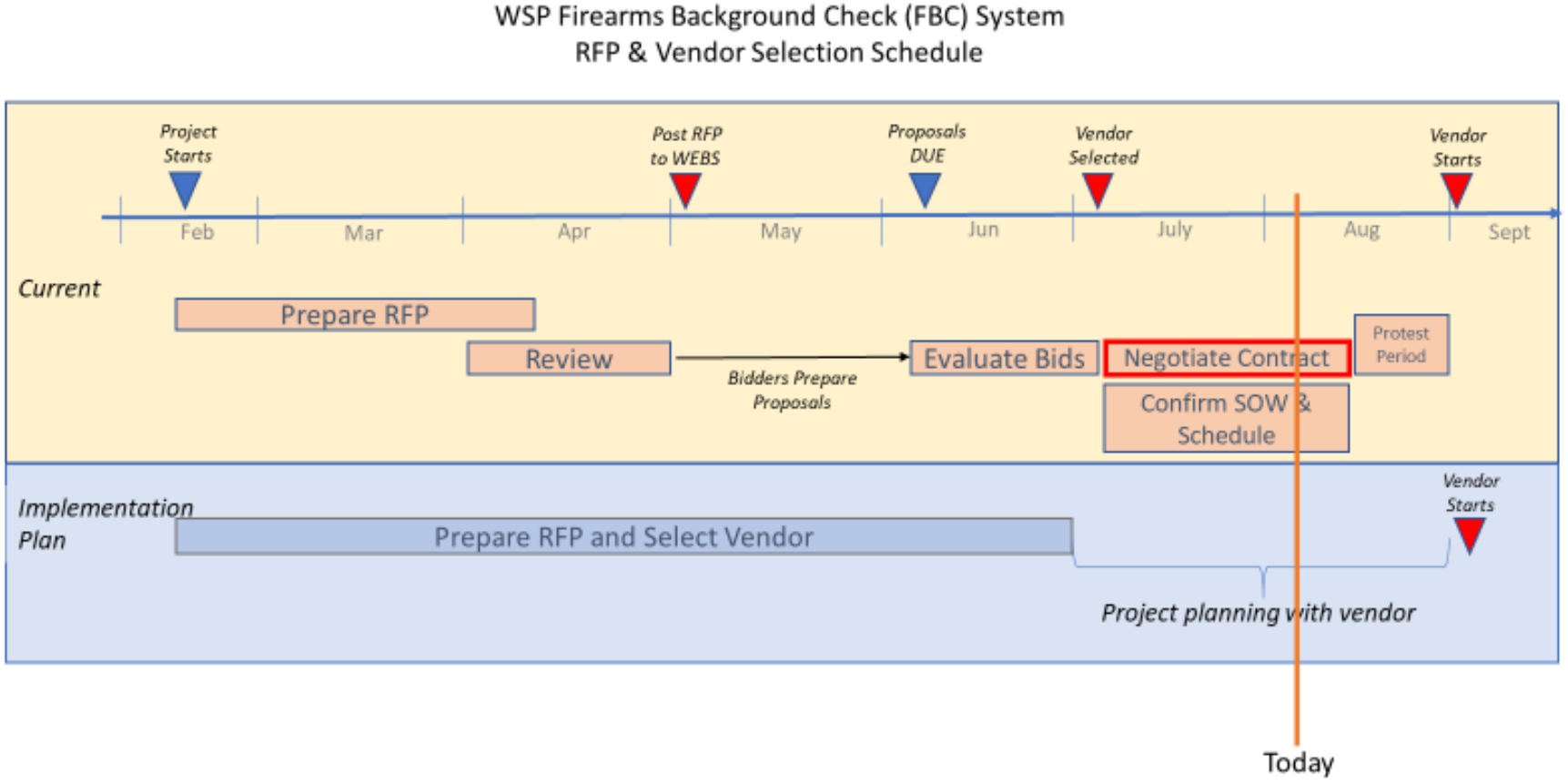
KEY DATES

January 2021	Hired a Project Manager, Technical Architect and Quality Assurance personnel for the technology need and building a new division.
March 2021	Start the Request for Proposal (RFP) process to find a technology vendor.
September 2021	Have a contract in place with the top technology vendor building the required system.
September 2021 – March 2023	Technology vendor will build the required system.
2022 - 2023	Testing with Administrative Office of the Courts (AOC), Health Care Authority (HCA), Department of Licensing (DOL) and Federal Firearm License (FFL) dealers.
July 2023	Soft Launch of the system with a few FFL's at a time.
January 2024	Statewide implementation of the system.

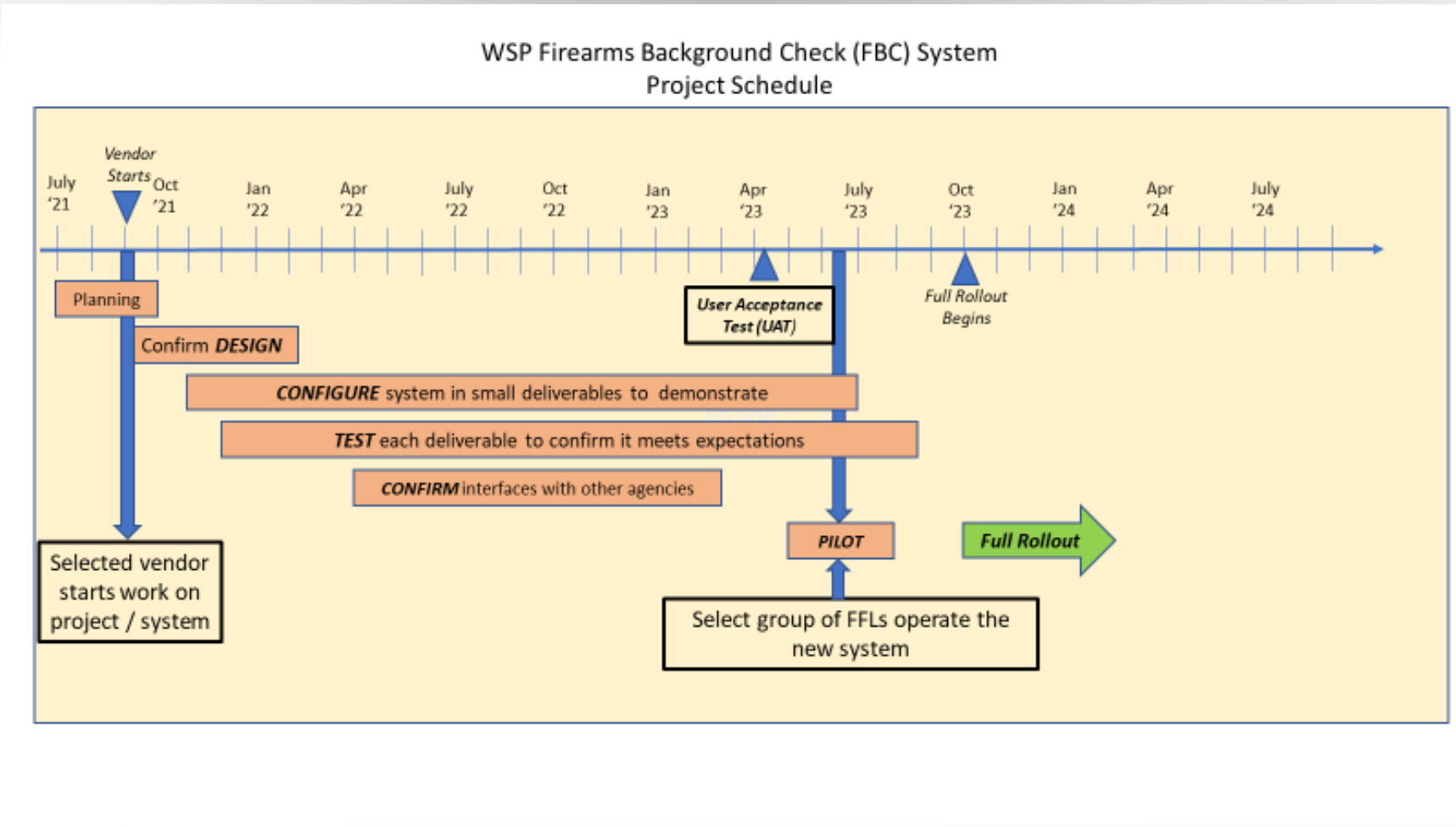
Future Process - Centralized State

For any questions or comments please contact the Firearms Division **Firearms@wsp.wa.gov** or 360-704-7840

RFP Timeline



FBC Timeline



Risks

- Classifications – updated to align with PMI Best Practices
  - Technical (T)
  - External (E)
  - Organizational (O)
  - Project Management (PM)

FBC Project Risk Matrix		Probability		
		Low	Medium	High
Impact	High	E-4, E-6 O-9, O-10, O-12 PM-15	E-8 T-17	E-5
	Medium	T-19	E-21 PM-14	
	Low	E-2	E-3	

Risks (1 of 2)

- High Impact / High Probability

Risk #	Description	Mitigation(s)
E-5	Assumptions used to calculate staffing levels are incorrect	Partner with another LEA to do a 'table top' exercise to test the assumptions

- High Impact / Medium Probability

Risk #	Description	Mitigation(s)
E-8	Issuance of CPL included in the FBD workload	RCW will need to be updated & approved
T-17	Interfaces with other agencies (AOC, HCA and DOL) are not complete in the time planned for the project	• Consistent pro-active communication • Executive buy-in (AOC, HCA, DOL) to support schedule, level of effort and quality

Risks (2 of 2)

- High Impact / Low Probability

Risk #	Description	Mitigation(s)
E-4	Less than 90% of background checks are submitted electronically	FFL involvement throughout the project and review of components
E-6	LInX-NW will not become the primary means for FB division to access local law enforcement records	WSP to request that the WA legislature change the RCW language so use LInX vs N-Dex
O-9	WSP does not secure the location for FBD in time planned	TBD
O-10	FBD facility and procedures not ready	• Training program definition • Facilities planning
O-12	FB Division staff are not trained adequately to handle the workload	• Hire from within WSP to get more experienced resources • Develop training materials
PM-15	Development / configuration time is greater than planned	• Sprint schedule will have extra sprints planned to address issues • Maintain RTM

Budget

Firearm Background Check IT Project and Division Budgets
2019-21 Biennium
actual expenditure data as of August 4, 2021

Firearms Background Check IT Project

Expenditures	Budget	Actual	Variance
Implementation Plan Contractor	$ 297,104	$ 300,979	$ (3,875)
Project Manager	$ 156,000	$ 127,950	$ 28,050
Quality Assurance	$ 18,000	$ 13,790	$ 4,210
Implementation Contractor	$ -	$ -	$ -
	$ 471,104	$ 442,719	$ 28,385

Funding	Budget	Actual	Variance
Legislative Gated Funding (SFBC funding)	$ 471,104	$ 442,719	$ 28,385
In-kind Agency Funding	$ -	$ -	$ -
	$ 471,104	$ 442,719	$ 28,385

Firearms Background Division

Expenditures	Budget	Actual	Variance
Salary/Benefits	$ 105,896	$ 25,253	$ 80,643
Contracts/Goods/Services	$ 198,000	$ 23,033	$ 174,967
Travel	$ 19,000	$ -	$ 19,000
Equipment	$ 15,000	$ 1,560	$ 13,440
	$ 337,896	$ 49,847	$ 288,049

Funding	Budget	Actual	Variance
State Firearms Background Check Funding	$ 337,896	$ 26,814	$ 311,082
Internal Agency Funding*	$ -	$ 23,033	$ (23,033)
	$ 337,896	$ 49,847	$ 288,049

State Firearms Background Check System Account balance was $8,481,467 as of 8/4/21.

QA Update

Questions/Discussion

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Firearms Background Check Program Advisory Board Meeting

September 14, 2021

Agenda

- Firearms Background Division (FBD)
- Firearms Background Check (FBC) Project
- RFP Timeline
- FBC Timeline
- Risks
- Budget
- QA Update

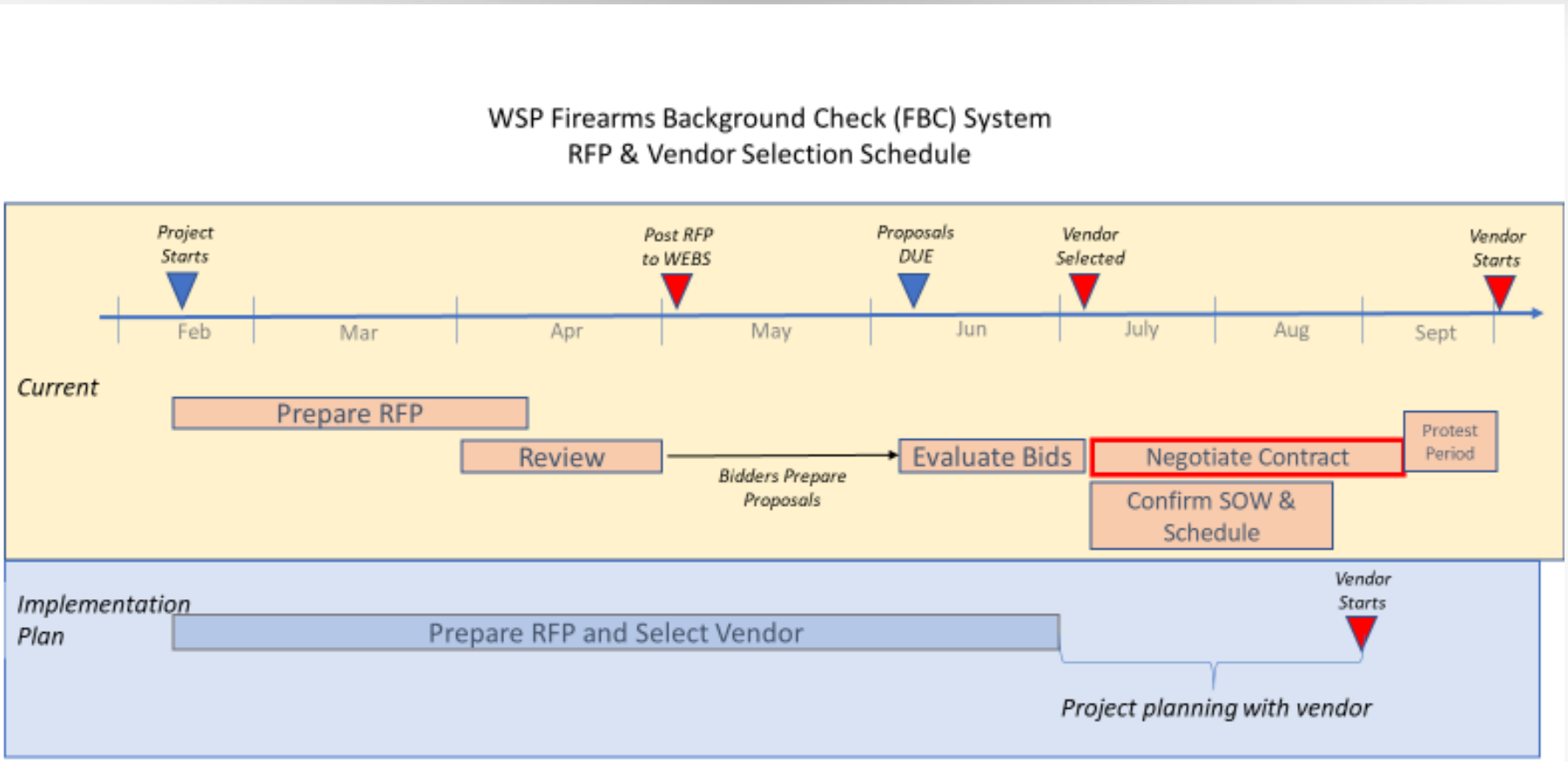
Firearm Background Division (FBD) Status

- (2) Positions Filled
  - Assistant Division Commander – hired - Kevin Baird
    - 28+ years with WSP
    - Promotion to the Assistant Division Commander of the Firearms Background Division is effective September 16, 2021
    - Served in Communications, IT, and most recently as the CJIS Information Security Officer and ACCESS Audit and Training unit supervisor. This unit provides the NICS training around the state currently.
  - Administrative Assistant 3 – hired
    - Starting September 20, 2021
- IT Support position
  - Position definition being finalized by ITD
  - OFM approval required prior to posting

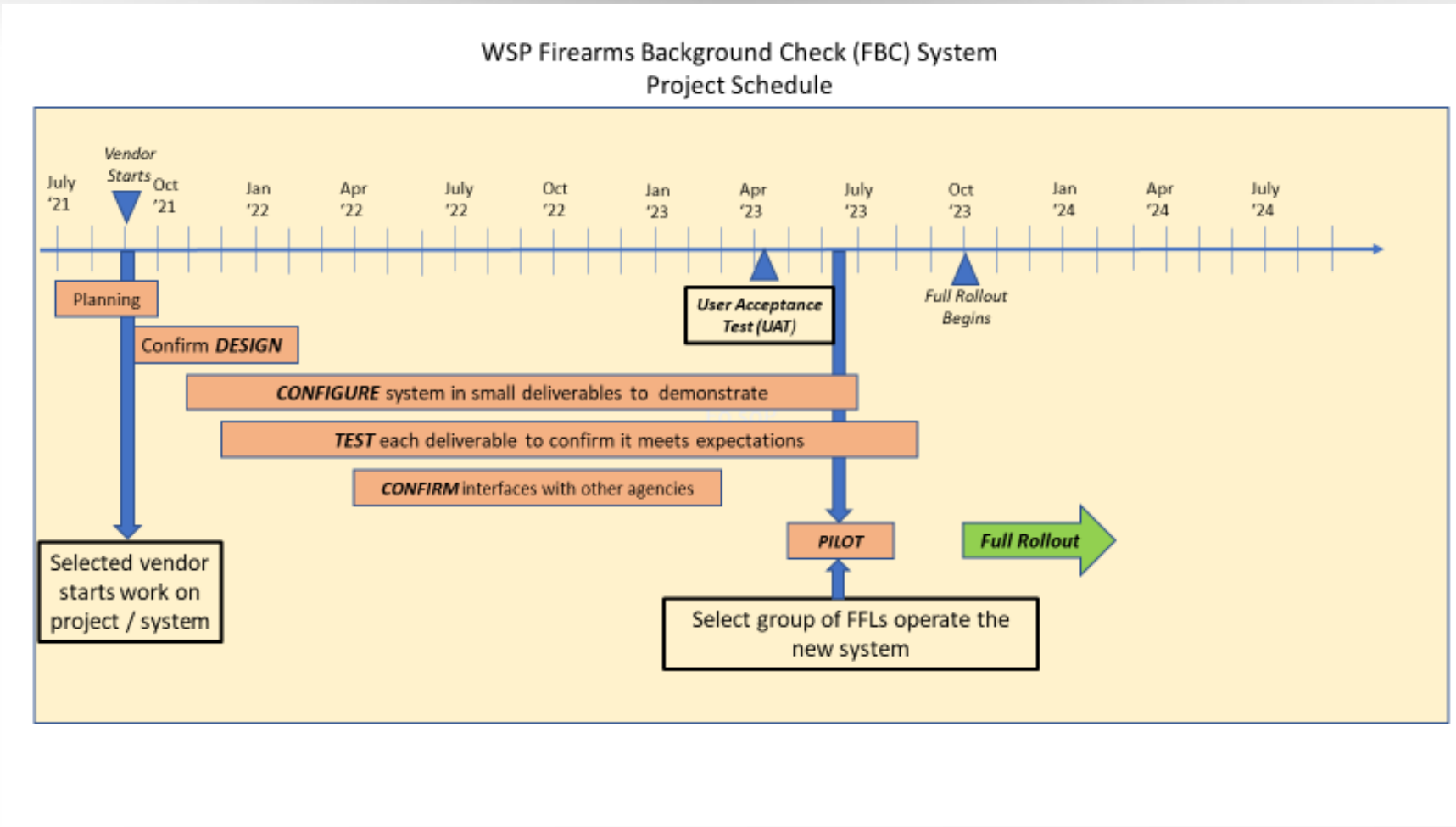
Firearms Background Check (FBC) Project Status

- OCIO
  - Requested a document summarizing FBC system selection of non-COTS software
- System selection
  - Contract negotiations complete
    - 2 months versus 1.5 months
  - Statement of Work complete
  - Approvals needed prior to finalizing contract
    - SAAG – *complete*
    - WSP Chief Contracts Officer – *in progress*

RFP Timeline



FBC Timeline



Risks

- Classifications – updated to align with PMI Best Practices
  - Technical (T)
  - External (E)
  - Organizational (O)
  - Project Management (PM)

FBC Project Risk Matrix		Probability		
		Low	Medium	High
Impact	High	E-4, E-6 O-9, O-10, O-12 PM-15	E-8 T-17	E-5
	Medium	T-19	E-21 PM-14	
	Low	E-2	E-3	

Risks (1 of 2)

- High Impact / High Probability

Risk #	Description	Mitigation(s)
E-5	Assumptions used to calculate staffing levels are incorrect	Partner with another LEA to do a 'table top' exercise to test the assumptions

- High Impact / Medium Probability

Risk #	Description	Mitigation(s)
E-8	Issuance of CPL included in the FBD workload	RCW will need to be updated & approved
T-17	Interfaces with other agencies (AOC, HCA and DOL) are not complete in the time planned for the project	• Consistent pro-active communication • Executive buy-in (AOC, HCA, DOL) to support schedule, level of effort and quality

Risks (2 of 2)

- High Impact / Low Probability

Risk #	Description	Mitigation(s)
E-4	Less than 90% of background checks are submitted electronically	FFL involvement throughout the project and review of components
E-6	LInX-NW will not become the primary means for FB division to access local law enforcement records	WSP to request that the WA legislature change the RCW language so use LInX vs N-Dex
O-9	WSP does not secure the location for FBD in time planned	TBD
O-10	FBD facility and procedures not ready	• Training program definition • Facilities planning
O-12	FB Division staff are not trained adequately to handle the workload	• Hire from within WSP to get more experienced resources • Develop training materials
PM-15	Development / configuration time is greater than planned	• Sprint schedule will have extra sprints planned to address issues • Maintain RTM

FBC System Budget

Firearm Background Check IT Project Budget
2021-23 Biennium
actual expenditure data as of September 7, 2021

Firearms Background Check IT Project

Expenditures	Budget	Actual	Variance
Implementation Contractor	$ 1,000,000	$ -	$ 1,000,000
Project Manager	$ 859,200	$ -	$ 859,200
Quality Assurance	$ 144,000	$ 9,240	$ 134,760
Networking Hardware/Equipment	$ 148,643	$ -	$ 148,643
	$ 2,151,843	$ 9,240	$ 2,142,603

Funding	Budget	Actual	Variance
Legislative Gated Funding (SFBC funding)	$ 2,151,843	$ 9,240	$ 2,142,603
In-kind Agency Funding	$ -	$ -	$ -
	$ 2,151,843	$ 9,240	$ 2,142,603

Notes

State Firearms Background Check System Account balance was $8,387,224 as of 9/7/21.

FBD Budget

Firearm Background Division Budget

2021-23 Biennium

actual expenditure data as of September 7, 2021

Firearms Background Division

Expenditures	Budget	Actual	Variance
Salary/Benefits	$ 1,584,100	$ 33,456	$ 1,550,644
Contracts/Goods/Services	$ 1,100,778	$ 1,110	$ 1,099,669
Travel	$ 52,800	$ -	$ 52,800
Equipment	$ 641,500	$ -	$ 641,500
	$ 3,379,178	$ 34,566	$ 3,344,612

Funding	Budget	Actual	Variance
State Firearms Background Check Funding	$ 3,182,526	$ 23,401	$ 3,159,125
General Fund	$ 196,652	$ 11,165	$ 185,487
	$ 3,379,178	$ 34,566	$ 3,344,612

Notes

State Firearms Background Check System Account balance was $8,387,224 as of 9/7/21.

QA Update

Questions/Discussion

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Firearms Background Check Program Advisory Board Meeting

October 12, 2021

Agenda

- Firearms Background Division (FBD) Updated
- Firearms Background Check (FBC) Project
- FBC Timeline
- Risks
- Budget
- QA Report

Firearm Background Division (FBD) Status

- New hires have started in their positions
  - Kevin Baird, Assistant Division Commander
  - Cathy Weirather , Administrative Assistant 3
- All FBD staff are fully vaccinated
- IT Support position
  - Position definition requires a meeting with HR prior to submitting to OFM for approval
  - HR has not been available to review due to COVID related tasks

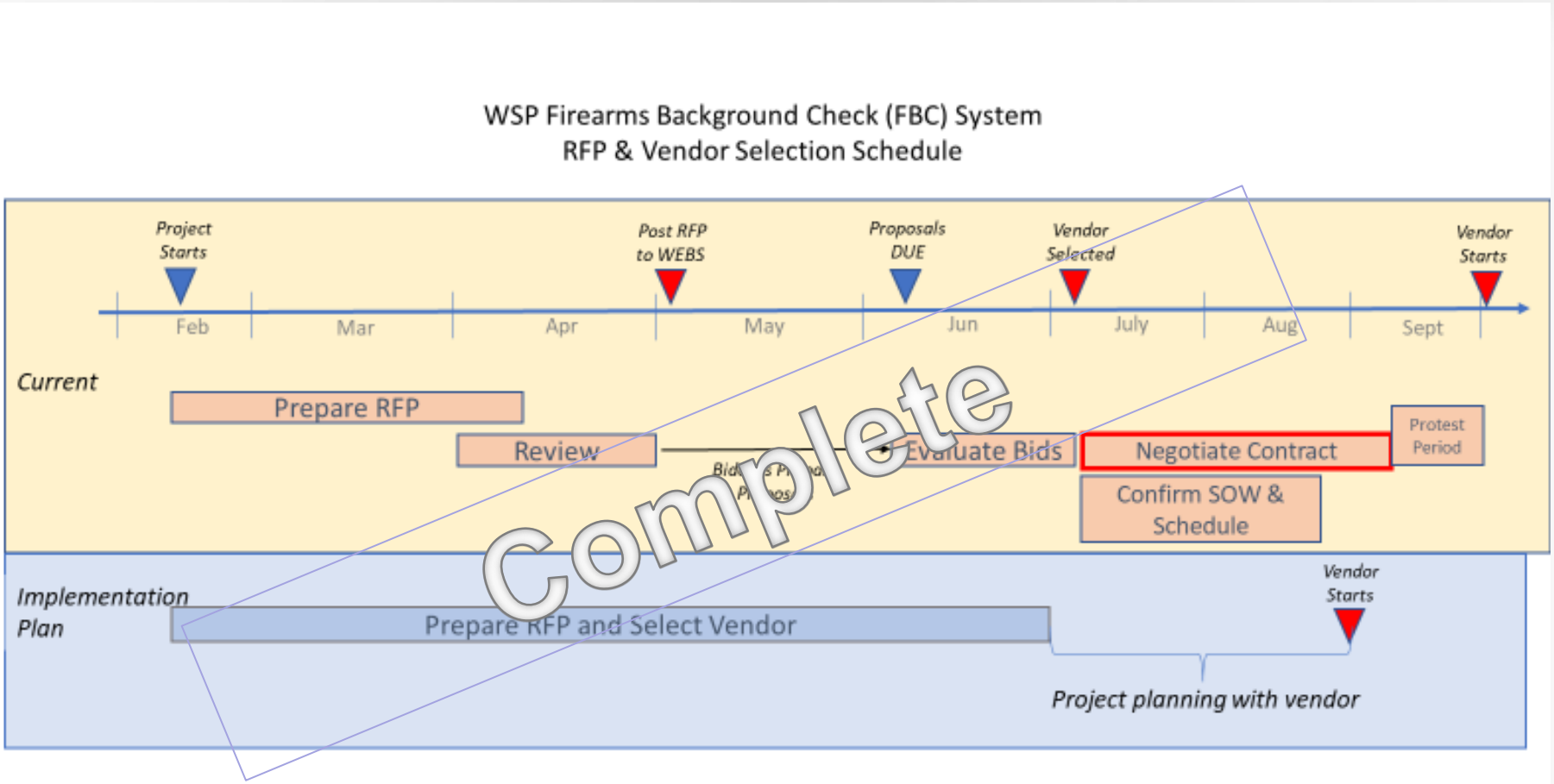
FBD Organization

- Document the FBD story
  - Historian duties assigned to FBD staff member to document ‘the road‘ to how division was established
- Division phone line
  - Voicemail built on the Division phone line – attached is the script for when we get phone calls
- FFL Communication
  - LISTSERV setup to encourage the FFL’s to sign up for announcements
  - Prepared document explaining the process to sign up for email communication, sent to WASPC and DOL for distribution

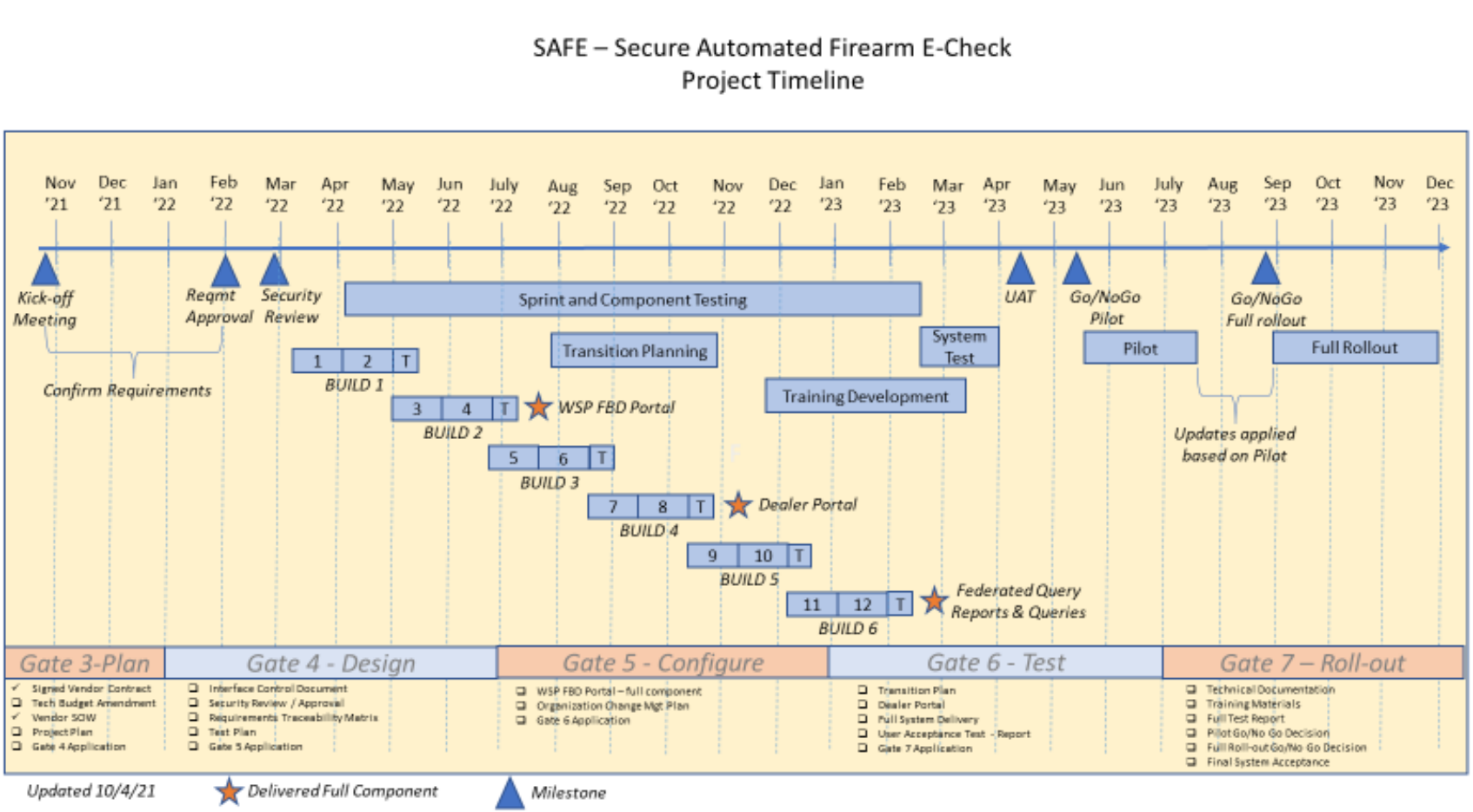
Firearms Background Check (FBC) Project Status

- OCIO
  - Provided information to OCIO to describe why FBC system is not an extension of an existing state system
- Vendor contract signed
  - Catalyst Consulting Group (CCG)
- Project Kick-Off meetings
  - Internal Kick-Off with CCG - Tues, Oct 19th
  - Kick-Off with CCG & Stakeholder Agencies – to be scheduled
- RFP Lessons Learned meeting scheduled with RFP Review Team and QA. Soliciting input from CCG as well.

RFP Timeline



FBC Timeline



Risks

- Classifications – updated to align with PMI Best Practices
  - Technical (T)
  - External (E)
  - Organizational (O)
  - Project Management (PM)

FBC Project Risk Matrix		Probability		
		Low	Medium	High
Impact	High	E-4, E-6 O-9, O-10, O-12 PM-15	E-8 T-17	E-5
	Medium	T-19	E-21 PM-14	
	Low	E-2	E-3	

Risks (1 of 2)

- High Impact / High Probability

Risk #	Description	Mitigation(s)
E-5	Assumptions used to calculate staffing levels are incorrect	Partner with another LEA to do a 'table top' exercise to test the assumptions

- High Impact / Medium Probability

Risk #	Description	Mitigation(s)
E-8	Issuance of CPL included in the FBD workload	RCW will need to be updated & approved
T-17	Interfaces with other agencies (AOC, HCA and DOL) are not complete in the time planned for the project	• Consistent pro-active communication • Executive buy-in (AOC, HCA, DOL) to support schedule, level of effort and quality

Risks (2 of 2)

- High Impact / Low Probability

Risk #	Description	Mitigation(s)
E-4	Less than 90% of background checks are submitted electronically	FFL involvement throughout the project and review of components
E-6	LInX-NW will not become the primary means for FB division to access local law enforcement records	WSP to request that the WA legislature change the RCW language so use LInX vs N-Dex
O-9	WSP does not secure the location for FBD in time planned	TBD
O-10	FBD facility and procedures not ready	• Training program definition • Facilities planning
O-12	FB Division staff are not trained adequately to handle the workload	• Hire from within WSP to get more experienced resources • Develop training materials
PM-15	Development / configuration time is greater than planned	• Sprint schedule will have extra sprints planned to address issues • Maintain RTM

FBC System Budget

Firearm Background Check IT Project Budget

2021-23 Biennium

actual expenditure data as of October 6, 2021

Firearms Background Check IT Project

Expenditures	Budget	Actual	Variance
Implementation Contractor	$ 1,000,000	$ -	$ 1,000,000
Project Manager	$ 859,200	$ 32,070	$ 827,130
Quality Assurance	$ 144,000	$ 9,240	$ 134,760
Networking Hardware/Equipment	$ 148,643	$ -	$ 148,643
	$ 2,151,843	$ 41,310	$ 2,110,533

Funding	Budget	Actual	Variance
Legislative Gated Funding (SFBC funding)	$ 2,151,843	$ 41,310	$ 2,110,533
In-kind Agency Funding	$ -	$ -	$ -
	$ 2,151,843	$ 41,310	$ 2,110,533

Notes

FBC System Budget – by Gate

Full project by gate

actual expenditure data as of October 6, 2021

Firearms Background Check IT Project

	Budget	Expenditures to-date	Estimated In-Kind Staff to-date	Variance
Gate 1 - Implementation Plan	$ 410,185	$ 353,142	$ 90,048	$ (33,005)
Gate 2 - Initialize Project	$ 196,512	$ 116,810	$ 22,512	$ 57,190
Gate 3 - Planning	$ 623,498	$ 41,310	$ 79,686	$ 502,502
Gate 4 - Design	$ 626,510			$ 626,510
Gate 5 - Configure	$ 794,446			$ 794,446
Gate 6 - Test	$ 943,089			$ 943,089
Gate 7 - Roll-out	$ 640,371			$ 640,371
	$ 4,234,611	$ 511,262	$ 192,246	$ 3,531,103

Notes

Budget = Budgeted Resources + Agency In-kind Resouces from approved IT Tech Budget

Expenditures to-date = Budgeted Expenditures + In-Kind Expenditures (excluding staff valuation)

Expenditure assignments per gate:

for Budgeted Expenditures, expenditures are assigned a specific project code for each gate

for In-Kind Expenditures, expenditures are shown in the gate open during month the expenditure hit

In-Kind Staff Costs are not tracked in AFRS. Numbers represented are per IT Tech Budget.

FBD Budget

Firearm Background Division Budget

2021-23 Biennium

actual expenditure data as of October 6, 2021

Firearms Background Division

Expenditures	Budget	Actual	Variance
Salary/Benefits	$ 1,584,100	$ 72,093	$ 1,512,007
Contracts/Goods/Services	$ 1,100,778	$ 1,223	$ 1,099,555
Travel	$ 52,800	$ 153	$ 52,647
Equipment	$ 641,500	$ -	$ 641,500
	$ 3,379,178	$ 73,469	$ 3,305,709

Funding	Budget	Actual	Variance
State Firearms Background Check Funding	$ 3,182,526	$ 51,139	$ 3,131,387
General Fund	$ 196,652	$ 22,330	$ 174,322
	$ 3,379,178	$ 73,469	$ 3,305,709

Notes

State Firearms Background Check System Account balance was $8,327,416 as of 10/6/21.

QA Update

Questions/Discussion

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Firearms Background Check Program Advisory Board Meeting

November 9, 2021

FBC System - Agenda

- Overall Status
- RFP Lessons Learned
- Project Timeline with Gate Deliverables
- Catalyst Consulting Group (CCG) Update
- Risks
- QA Report

FBC Project Status

Project Assessments:

	Overall	Scope	Schedule	Budget
FBC Team				
OCIO				
QA				

Deliverables – Gate 3: July 1 – Dec 31, 2021

Deliverable	Description	Status
Tech Budget	Updated and provided to OCIO for review	Complete
Vendor Contract	Approved and signed by WSP CFO	Complete
Vendor SOW	Part of Vendor Contract	Complete
Project Plan	Updated with SOW milestones, to be confirmed with CCG	In Progress
Gate 4 Application	Final step of Gate 3	In Progress

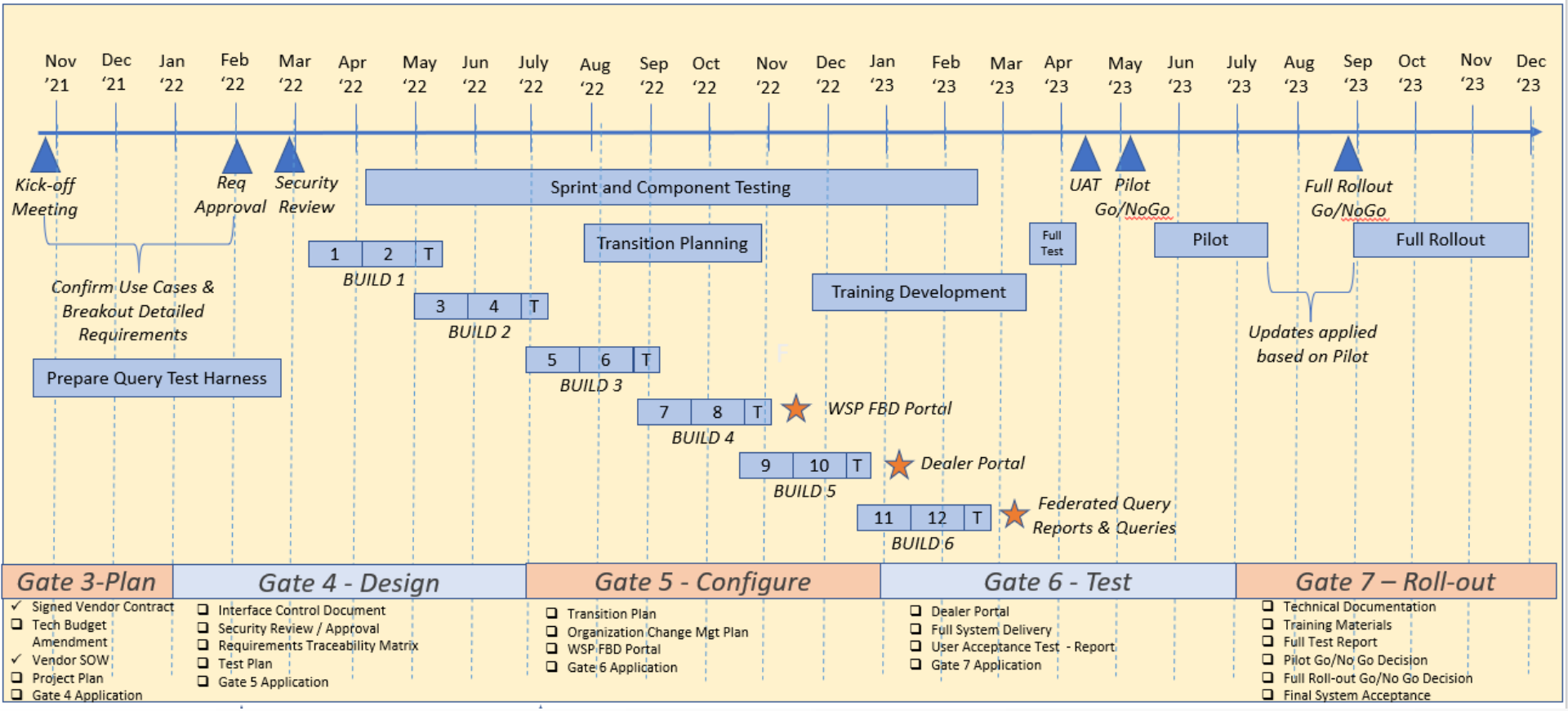
Firearms Background Check (FBC) Project Status

- OCIO
  - Technology Budget updated and reviewed by OCIO, version sent to OCIO/OFM for final approval
- Project Kick-Off meeting held for WSP and CCG
- External Stakeholder Kick-Off meeting to be held 11/10
- Technical team meetings – knowledge transfer

RFP Lessons Learned

RFP Phase	Positive effect	Needs Improvement
Resources	Keep a consistent review team	Clarify roles for review
	Meet regularly to discuss bids	Ensure skill sets needed
RFP Format	Included plenty of supporting details and documents	Define format of requirements and system overview at beginning of RFP development
	Implementation Plan as basis	
Bidder Scoring	Conducted a review of all scoring prior to submitting final results and recommendation	Define scoring method and validate that WSP priority requirements are given correct weight
References	Consistent method used to conduct all the references	Process is very time consuming. *Recommend that WSP and DES review this process for improvement.*

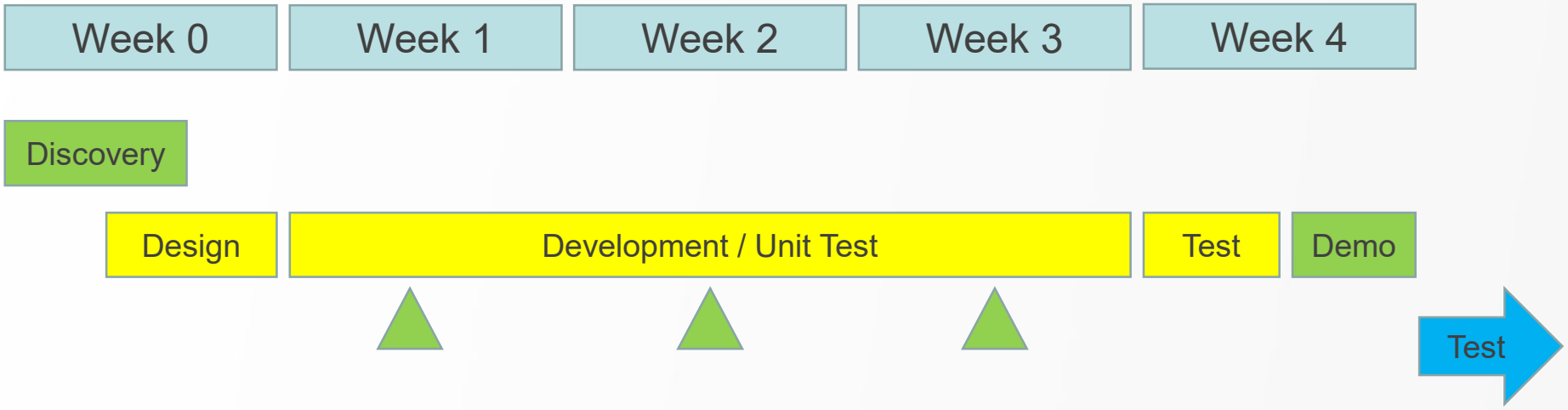
FBC Timeline



Next Steps

- Security Design Review
- Confirm Use Cases & Requirements
  - Meet with SMEs to review 2020 Implementation Plan Use Cases
- Environment
  - Set up AWS GovCloud
    - SharePoint
    - Jira

Sprint Timeline



SCRUM

Catalyst

WSP

WSP & Catalyst

Risks

- Classifications – updated to align with PMI Best Practices
  - Technical (T)
  - External (E)
  - Organizational (O)
  - Project Management (PM)

FBC Project Risk Matrix		Probability		
		Low	Medium	High
Impact	High	E-4, E-6 O-9, O-10, O-12 PM-15	E-8 T-17	E-5
	Medium	T-19	E-21 PM-14	
	Low	E-2	E-3	

Risks (1 of 2)

- High Impact / High Probability

Risk #	Description	Mitigation(s)
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- High Impact / Medium Probability

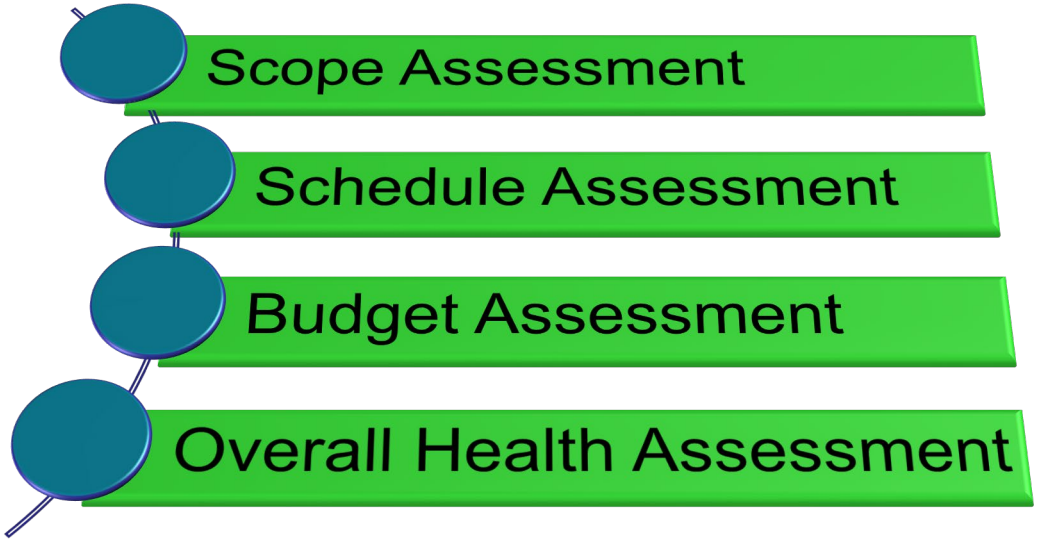
Risk #	Description	Mitigation(s)
E-8	Issuance of CPL included in the FBD workload	RCW will need to be updated & approved
T-17	Interfaces with other agencies (AOC, HCA and DOL) are not complete in the time planned for the project	• Consistent pro-active communication • Executive buy-in (AOC, HCA, DOL) to support schedule, level of effort and quality

Risks (2 of 2)

- High Impact / Low Probability

Risk #	Description	Mitigation(s)
E-4	Less than 90% of background checks are submitted electronically	FFL involvement throughout the project and review of components
E-6	LInX-NW will not become the primary means for FB division to access local law enforcement records	WSP to request that the WA legislature change the RCW language so use LInX vs N-Dex
O-9	WSP does not secure the location for FBD in time planned	TBD
O-10	FBD facility and procedures not ready	• Training program definition • Facilities planning
O-12	FB Division staff are not trained adequately to handle the workload	• Hire from within WSP to get more experienced resources • Develop training materials
PM-15	Development / configuration time is greater than planned	• Sprint schedule will have extra sprints planned to address issues • Maintain RTM

October 2021 – Overall Project Health STABLE



CASE Associates Incorporated

fppt.com

Firearms Background Division (FBD)

fppt.com

FB Division - Agenda

- Location
- Staffing
- Budget
  - FBC Project – Overall
  - FBC Project – By Gate
  - FBD

Firearm Background Division (FBD) Status

- Location of FBD
  - Pre-design Document reviewed by WSP Facilities, required document for OFM / DES to approve location
- Administrative Assistant resigned; position re-posted
- IT Support position
  - ITD met with HR to review the IT Support position and get approval before the position can be provided to OFM for final approval
- FFL Communication
  - First LISTSERV communication sent regarding the project status
- CPL Background Check process – in progress
- Advisory Board Annual Report – in progress

FBC Project Budget – by Gate

Firearm Background Check IT Project Budget

Full project by gate

actual expenditure data as of November 1, 2021

Firearms Background Check IT Project

	Budget	Expenditures to-date	Estimated In-Kind Staff to-date	Variance
Gate 1 - Implementation Plan	$ 410,185	$ 353,142	$ 90,048	$ (33,005)
Gate 2 - Initialize Project	$ 196,512	$ 116,810	$ 22,512	$ 57,190
Gate 3 - Planning	$ 623,498	$ 115,890	$ 106,248	$ 401,360
Gate 4 - Design	$ 626,510			$ 626,510
Gate 5 - Configure	$ 794,446			$ 794,446
Gate 6 - Test	$ 943,089			$ 943,089
Gate 7 - Roll-out	$ 640,371			$ 640,371
	$ 4,234,611	$ 585,842	$ 218,808	$ 3,429,961

Notes

Budget = Budgeted Resources + Agency In-kind Resouces from approved IT Tech Budget

Expenditures to-date = Budgeted Expenditures + In-Kind Expenditures (excluding staff valuation)

Expenditure assignments per gate:

for Budgeted Expenditures, expenditures are assigned a specific project code for each gate

for In-Kind Expenditures, expenditures are shown in the gate open during month the expenditure hit

In-Kind Staff Costs are not tracked in AFRS. Numbers represented are per IT Tech Budget.

FBC Project Budget

Firearm Background Check IT Project Budget
2021-23 Biennium
actual expenditure data as of November 1, 2021

Firearms Background Check IT Project

Expenditures	Budget	Actual	Variance
Implementation Contractor	$ 1,000,000	$ -	$ 1,000,000
Project Manager & Technical Architect	$ 859,200	$ 96,150	$ 763,050
Quality Assurance	$ 144,000	$ 19,740	$ 124,260
Networking Hardware/Equipment	$ 148,643	$ -	$ 148,643
	$ 2,151,843	$ 115,890	$ 2,035,953

Funding	Budget	Actual	Variance
Legislative Gated Funding (SFBC funding)	$ 2,151,843	$ 115,890	$ 2,035,953
In-kind Agency Funding	$ -	$ -	$ -
	$ 2,151,843	$ 115,890	$ 2,035,953

Notes

Accounts for a pending $1,980 JV from FBC IT project to FBD

FBD Budget

Firearm Background Division Budget

2021-23 Biennium

actual expenditure data as of November 1, 2021

Firearms Background Division

Expenditures	Budget	Actual	Variance
Salary/Benefits	$ 1,584,100	$ 90,607	$ 1,493,493
Contracts/Goods/Services	$ 1,100,778	$ 3,358	$ 1,097,420
Travel	$ 52,800	$ 153	$ 52,647
Equipment	$ 641,500	$ -	$ 641,500
	$ 3,379,178	$ 94,118	$ 3,285,060

Funding	Budget	Actual	Variance
State Firearms Background Check Funding	$ 3,182,526	$ 68,066	$ 3,114,460
General Fund	$ 196,652	$ 26,052	$ 170,600
	$ 3,379,178	$ 94,118	$ 3,285,060

Notes

State Firearms Background Check System Account balance was $8,216,775 as of 11/1/21.

Accounts for a pending $1,980 JV from FBC IT project to FBD

Questions/Discussion

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Firearms Background Check Program Advisory Board Meeting

December 14, 2021

Agenda

- Advisory Board Annual Report
- Advisory Board Structure
- Overall Status
- Project Timeline with Gate Deliverables
- Risks
- QA Report
- Budget update

Advisory Board

- Annual Report
  - Draft distributed to Advisory Board
  - Verbal approvals or changes required
- Advisory Board Organization - House Bill 2467
  - **Section 2 Part 4** - The board shall elect from among its membership a chairperson and other such officers from among its membership as it deems appropriate
  - **Section 2 Part 5** - Members of the board shall serve terms of four years each on a staggered schedule to be established by the first board. For purposes of initiating a staggered schedule of terms, some members of the first board may initially serve two years and some members may initially serve four years.

FBC Project Status

Project Assessments:

	Overall	Scope	Schedule	Budget
FBC Team				
OCIO				
QA				

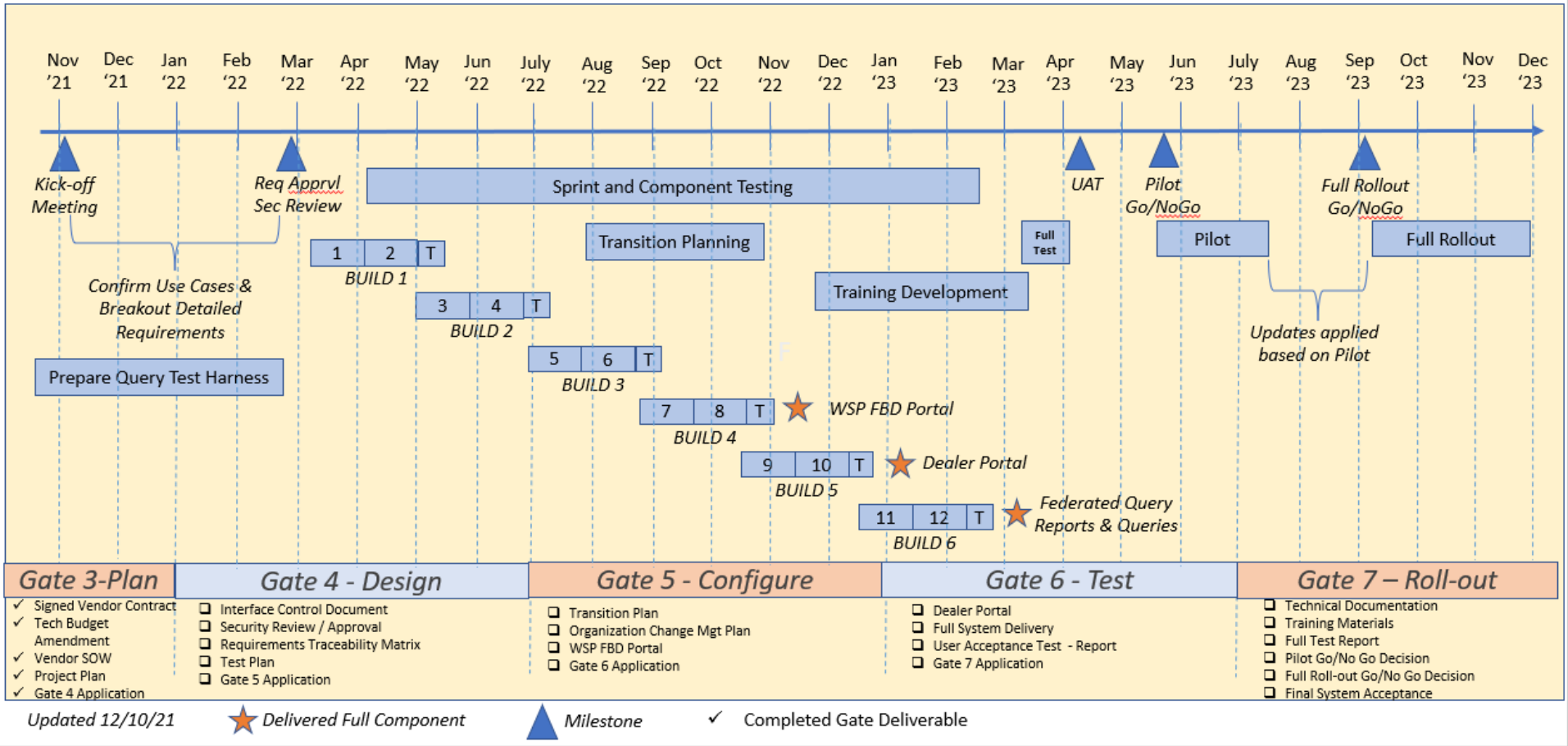
Deliverables – Gate 3: July 1 – Dec 31, 2021

Deliverable	Description	Status
Tech Budget	OCIO / OFM approved	Complete
Vendor Contract	Approved and signed by WSP CFO	Complete
Vendor SOW	Part of Vendor Contract	Complete
Project Plan	OCIO reviewed with comments	Complete
Gate 4 Application	Final step of Gate 3	Complete

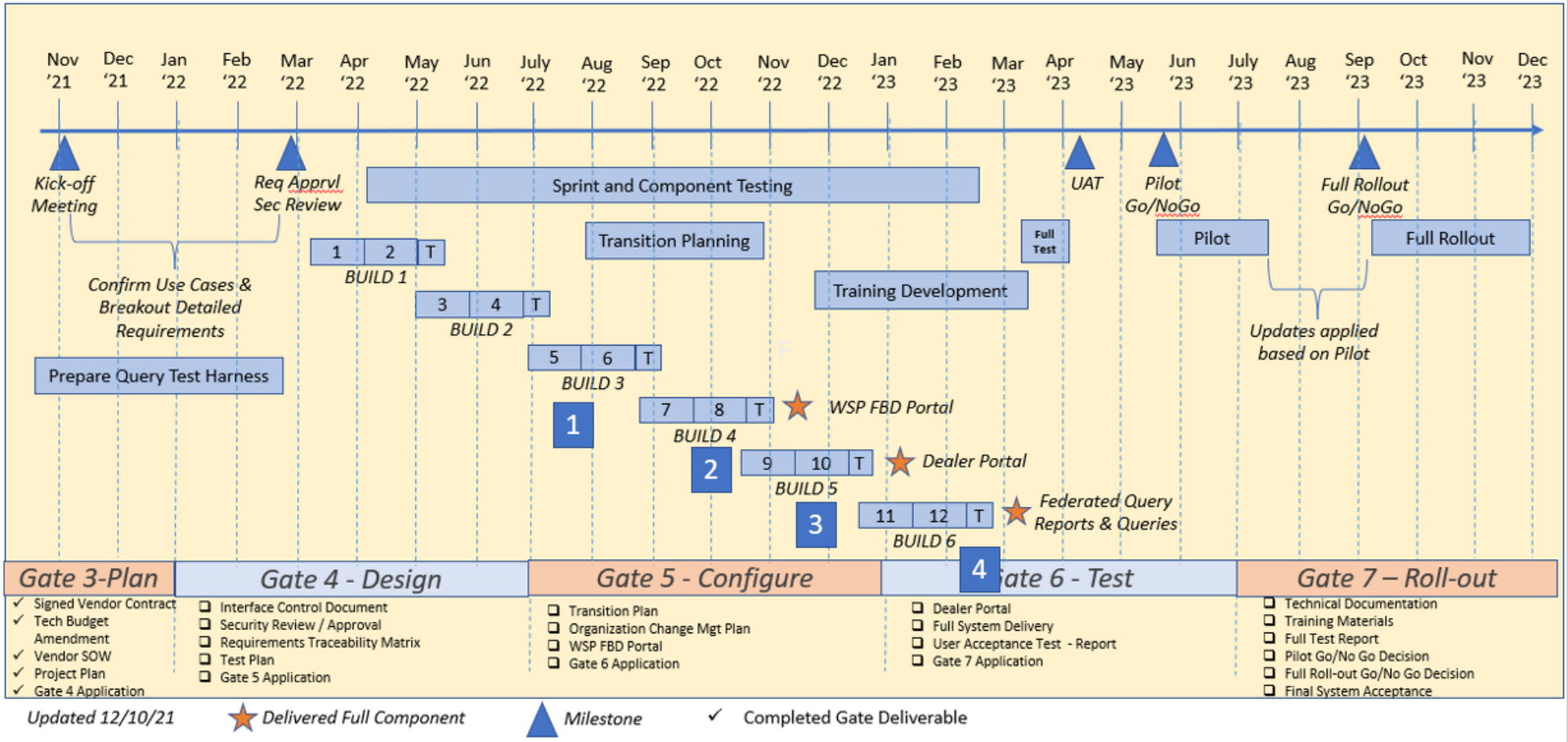
Firearms Background Check (FBC) Project Status

- OCIO
  - Technology Budget amendment approved and posted
  - Project Plan – review complete
  - Gate 3 Certification letter sent to OCIO Management
  - Gate 4 Funding Application filed with OCIO
- Requirements
  - Security Design Review Checklist - in progress
  - Use Case confirmation sessions – in progress
- External Stakeholder Agencies
  - Monthly meeting held with Healthcare Authority
  - Monthly meetings scheduled with DOL and AOC

FBC Project Timeline



External Stakeholder Proposed Timeline



Delivery	Proposed Delivery Date	Description
1. Initial Delivery	7/15/22	Build 3 – Integration Engine development started
2. Update #1	9/30/22	Build 4 – Rules Engine and WSP Staff Portal
3. Update #2 (if needed)	11/10/22	Build 5 – Dealer Portal and Interfaces
4. Final Version	3/10/23	System Integration Test (SIT) – Full System Test prior to UAT

Next Steps

- Security Design Review – in progress
- Confirm Use Cases & Requirements
  - Meet with SMEs to review Use Cases from 2020 Implementation Plan
  - Develop workflows based on Use Cases
- Environment Setup
  - Set up AWS GovCloud
  - SharePoint
  - Jira

Risks

- Classifications – updated to align with PMI Best Practices
  - Technical (T)
  - External (E)
  - Organizational (O)
  - Project Management (PM)

FBC Project Risk Matrix		Probability		
		Low	Medium	High
Impact	High	E-4, E-6 O-9, O-10, O-12 PM-15	E-8 T-17	E-5
	Medium	T-19	E-21 PM-14	
	Low	E-2	E-3	

Risks (1 of 2)

- High Impact / High Probability

Risk #	Description	Mitigation(s)
E-5	Assumptions used to calculate staffing levels are incorrect	Partner with another LEA to do a 'table top' exercise to test the assumptions

- High Impact / Medium Probability

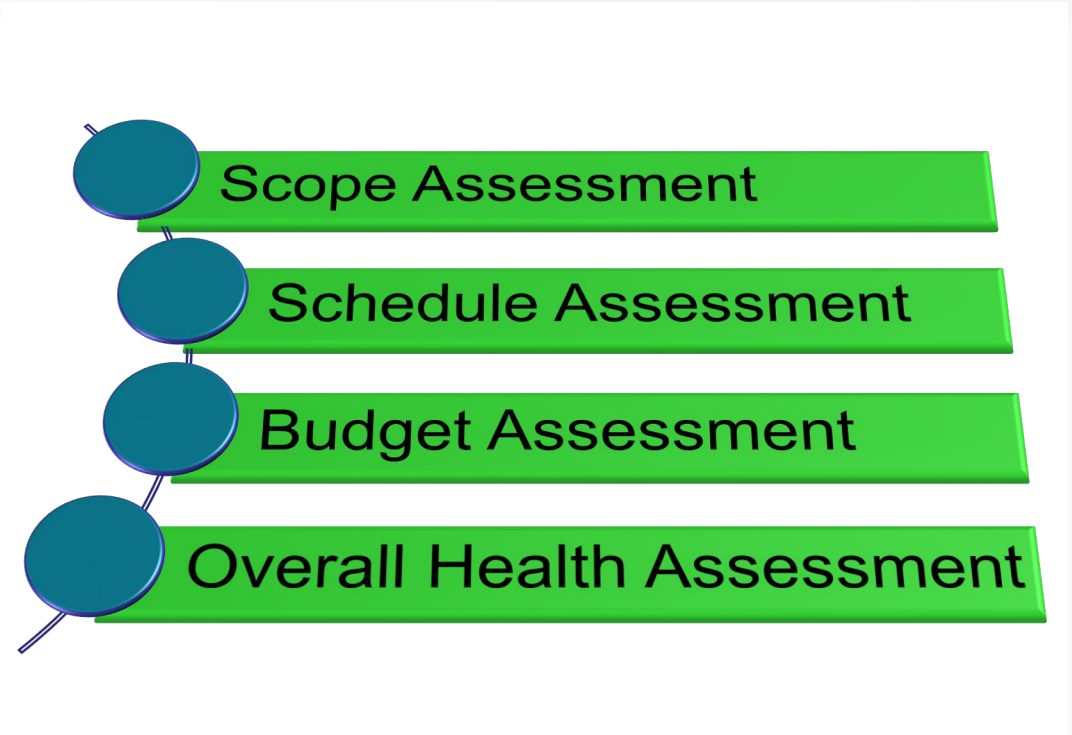
Risk #	Description	Mitigation(s)
E-8	Issuance of CPL included in the FBD workload	RCW will need to be updated & approved
T-17	Interfaces with other agencies (AOC, HCA and DOL) are not complete in the time planned for the project	• Consistent pro-active communication • Executive buy-in (AOC, HCA, DOL) to support schedule, level of effort and quality

Risks (2 of 2)

- High Impact / Low Probability

Risk #	Description	Mitigation(s)
E-4	Less than 90% of background checks are submitted electronically	FFL involvement throughout the project and review of components
E-6	LInX-NW will not become the primary means for FB division to access local law enforcement records	WSP to request that the WA legislature change the RCW language so use LInX vs N-Dex
O-9	WSP does not secure the location for FBD in time planned	TBD
O-10	FBD facility and procedures not ready	• Training program definition • Facilities planning
O-12	FB Division staff are not trained adequately to handle the workload	• Hire from within WSP to get more experienced resources • Develop training materials
PM-15	Development / configuration time is greater than planned	• Sprint schedule will have extra sprints planned to address issues • Maintain RTM

Quality Report



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Firearms Background Division (FBD)

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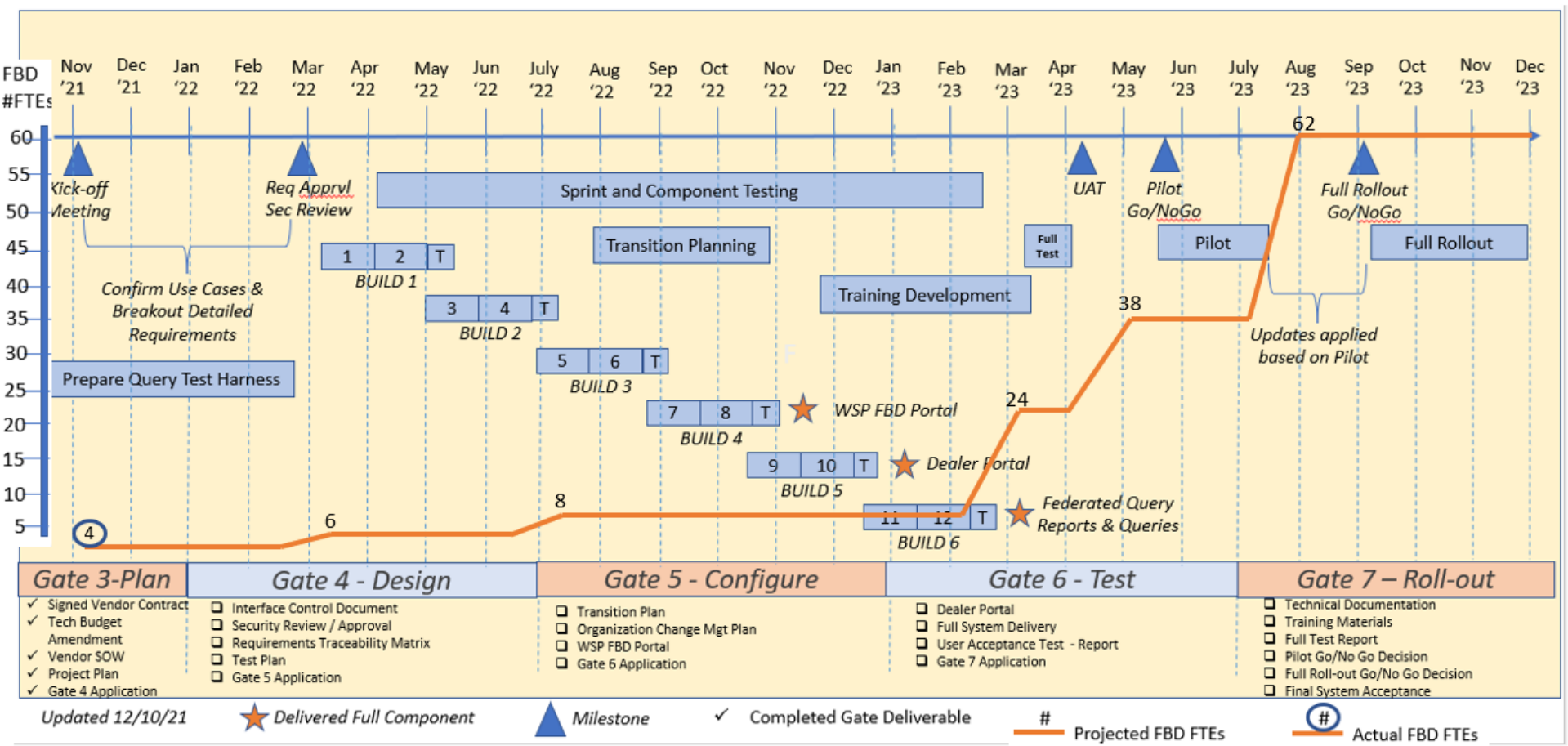
FB Division - Agenda

- Location
- Staffing
- Stakeholder Communication
- CPL Process Update
- Budget
  - FBC Project – Overall
  - FBC Project – By Gate
  - FBD

Firearm Background Division (FBD) Status

- Location of FBD
  - Pre-design Document reviewed by WSP Facilities, required document for OFM / DES to approve location
- Staffing
  - Administrative Assistant 3 – candidate background check in progress
  - IT Support positions – OFM approved both positions; WSP ITD (WAJIS Group) will begin the recruitment process to fill one of the positions
- Stakeholder Communication
  - Listserv
  - WASPC meeting
- CPL Background Check process
  - WASPC will conduct internal meetings with core influencers prior to May conference to obtain input on the CPL background check process
  - FBC Project will continue with the assumption that FBD will be conducting CPL Background Checks
  - FBD DC to speak with LEIRA regarding CPL Background Check process

FBC Timeline with Staffing Plan



FBC Project Budget – by Gate

actual expenditure data as of December 7, 2021

Firearms Background Check IT Project

	Budget	Expenditures to-date	Estimated In-Kind Staff to-date	Variance
Gate 1 - Implementation Plan	$ 410,185	$ 353,142	$ 90,048	$ (33,005)
Gate 2 - Initialize Project	$ 196,512	$ 116,810	$ 22,512	$ 57,190
Gate 3 - Planning	$ 623,498	$ 185,500	$ 132,810	$ 305,188
Gate 4 - Design	$ 626,510			$ 626,510
Gate 5 - Configure	$ 794,446			$ 794,446
Gate 6 - Test	$ 943,089			$ 943,089
Gate 7 - Roll-out	$ 640,371			$ 640,371
	$ 4,234,611	$ 655,452	$ 245,370	$ 3,333,789

Notes

Budget = Budgeted Resources + Agency In-kind Resouces from approved IT Tech Budget

Expenditures to-date = Budgeted Expenditures + In-Kind Expenditures (excluding staff valuation)

Expenditure assignments per gate:

for Budgeted Expenditures, expenditures are assigned a specific project code for each gate

for In-Kind Expenditures, expenditures are shown in the gate open during month the expenditure hit

In-Kind Staff Costs are not tracked in AFRS. Numbers represented are per IT Tech Budget.

FBC Project Budget

actual expenditure data as of December 7, 2021

Firearms Background Check IT Project

Expenditures	Budget	Actual	Variance
Implementation Contractor	$ 1,000,000	$ -	$ 1,000,000
Project Manager & Technical Architect	$ 859,200	$ 160,370	$ 698,830
Quality Assurance	$ 144,000	$ 25,130	$ 118,870
Networking Hardware/Equipment	$ 148,643	$ -	$ 148,643
	$ 2,151,843	$ 185,500	$ 1,966,343

Funding	Budget	Actual	Variance
Legislative Gated Funding (SFBC funding)	$ 2,151,843	$ 185,500	$ 1,966,343
In-kind Agency Funding	$ -	$ -	$ -
	$ 2,151,843	$ 185,500	$ 1,966,343

Notes

Accounts for a pending $1,980 JV from FBC IT project to FBD

FBD Budget

actual expenditure data as of December 7, 2021

Firearms Background Division

Expenditures	Budget	Actual	Variance
Salary/Benefits	$ 1,584,100	$ 124,940	$ 1,459,160
Contracts/Goods/Services	$ 1,100,778	$ 10,998	$ 1,089,780
Travel	$ 52,800	$ 153	$ 52,647
Equipment	$ 641,500	$ 5,434	$ 636,066
	$ 3,379,178	$ 141,525	$ 3,237,653

Funding	Budget	Actual	Variance
State Firearms Background Check Funding	$ 3,182,526	$ 108,030	$ 3,074,496
General Fund	$ 196,652	$ 33,495	$ 163,157
	$ 3,379,178	$ 141,525	$ 3,237,653

Notes

State Firearms Background Check System Account balance was $8,068,933 as of 12/7/21.

Accounts for a pending $1,980 JV from FBC IT project to FBD

Questions/Discussion