

DSL Status Report

To The UCR Board

11/10/2016

## About This Report

The UCR Board has contracted with DSL to provide services to the Board. These services are listed in **Exhibit A** of the current contract between the Board and DSL.

This report lists each of those services and provides the current status of each service.

DSL Contract Services Report  
11/10/16

---

**Director and Officer (D&O) Insurance**

---

**Status:**

**DSL researched the D&O insurance issue and was eventually referred by a broker to Great American Insurance Group (GAIG). DSL completed the D&O insurance application from GAIG and sent the completed application to the Chairman for review and signature. GAIG also wants the Board to provide a financial statement before they will provide an estimate for the insurance. DSL is working with the Depository chair to secure the necessary financial statement in preparation for securing an estimate for D&O insurance from GAIG.**

---

Business Plan / Budget – The Business Plan will encompass the overall strategy of the organization, major objectives, budget, timelines, and resources required.

---

**Status:**

DSL, working closely with the Depository chair, drafted documents which were used as the basis for the recent Revenue and Fees committee conference call pertaining to Fee Reduction.

---

Become familiar in detail with the functioning of the UCRA Depository, and assist the Chair of the UCR Depository Subcommittee.

---

**Status:**

Per the directive from Chairman Gutierrez, DSL recently met for three days with the Depository chair and participated in the creation of 2014 invoices. DSL was granted Depository Administrator access on 11/7/16. Pursuant to access testing and orientation, DSL will work with the Depository chair to begin assuming Depository-related work.

---

Develop further the existing audit programs of UCR Plan; in particular, monitor and analyze the phenomenon of motor carrier “retreat”

---

**Status:**

After discussions with the Audit committee chair and the Indiana project manager, DSL is working with Iteris to develop and test the “2017 Audit Committee Report”. This report

analyzes completed 2017 UCR registrations and focuses on carriers whose IRP registration “tier” appears to be higher than their UCR tier.

---

Work with the states participating in UCR Plan to improve state data flow and reporting.

---

Status:

Data flow among the states, FMCSA and Iteris appears to be seriously flawed. DSL will continue to work with all parties to resolve individual data issues as they are presented to DSL

---

Design, organize, and populate a UCR Plan internet website.

---

Status:

DSL has been working with Iteris and Liz to define requirements for the UCR website. Iteris, in turn, has indicated that the Board’s final collection of requirements is “over and above” the scope of the original request. DSL will discuss these additional requirements and related cost estimates at the 11/10 meeting. (See Attachment A.)

---

Support the work of the UCR Plan subcommittees, and provide UCR Plan with recommendations for expanded subcommittee functions

---

Status:

DSL has worked closely with several committees, participating via phone calls, emails, document preparation and personal visits.

---

Participate in discussions that will lead to a reduction in UCRA fees, as required by statute

---

Status:

See Business Plan / Budget narrative above.

---

Work with the Federal Motor Carrier Safety Administration, to ensure that entities registering with the agency receive a UCRA prompt.

---

Status:

Tentative Implementation by FMCSA has been delayed from September 2016 to January 2017. DSL anticipates this objective will be completed in January and will

continue to monitor this objective until completion.

---

As described in Paragraph 4.2 of the current Memorandum of Understanding (“MOU”) between the UCR Pan and the Indiana Department of Revenue, DSL is designated by the Chairman of the UCR Board as the UCR Board’s key personnel for purposes of work done pursuant to the MOU.

---

Status:

DSL is prepared to assume these responsibilities as soon as the Board formally approves DSL’s contract extension. A visit to Indiana is being scheduled for either late November or early December. (See Attachment B.)

---

Additional services may be added by the parties hereto by mutual agreement in writing

---

Status:

No additional services added

**Attachment A**

**Web Site Cost Estimates**

Dave,

As requested, here is a more qualified estimate to create the website, and what the corresponding maintenance expense would be on an annual basis for each item. You'll notice that each feature is a little more expensive when completed "a la carte", this is because it is more efficient to complete the work for the features at the same time and use shared components. Developing them individually generally requires more work. Here is a high level breakdown for the estimate. A more detailed statement of work can (and will) be provided based on the desired functionality you and the team decide on.

- The basic site includes basic static pages for "About UCR", Board Information (visible to all users), Search, and simple content administration. The cost of this is \$15,000 for the initial build and \$14,000 to maintain this annually (includes hosting costs).
- The full site as described to my team includes the interactive features to upload audit documents, administer notifications, add publications, manage users, allow users to sign-in, and a more customized content administration platform. The cost for this is \$38,500 for the initial build and \$35,000 to maintain annually (includes hosting costs).

The features have been broken down with an associated cost below:

	<i>Initial Build Cost</i>	<i>Annual Maintenance &amp; Hosting</i>
<i>Basic Site</i>	\$ 15,000.00	\$ 14,000.00
<i>Sign-in/Authentication</i>	\$ 8,500.00	\$ 7,200.00
<i>Notifications</i>	\$ 8,500.00	\$ 7,200.00
<i>Audit Uploads</i>	\$ 8,500.00	\$ 7,200.00
<i>Full Functionality</i>	\$ 38,500.00	\$ 35,000.00

We will have a sketch of the landing page to talk through with you tomorrow morning based on the information provided in prior discussions. Please feel free to contact me with questions and let me know if you need anything else for your meeting.

Best regards,

**iteris**

**Whitney Norman**  
Senior Program Manager  
Commercial Vehicle Operations  
1700 Carnegie Avenue, Suite 100  
Santa Ana, CA 92705  
T 208.528.8538  
M 208.221.1547

Whitney - this is great! Thanks! One other question .... is this still covered under our current contract?

Dave,

Great question. I pulled the contract and the ad-hoc budget is \$14,500 for the remaining period ending 9/30/2017. We would need to amend the existing contract to account for the additional budget requirements for these options below. If the basic site is the option selected, we should be able to fit the initial build cost within the \$14,500, but would still need to account for the maintenance as an incremental amount by way of addendum.

The process on my side would be to prepare an addendum to the existing agreement, and pro-rate any maintenance so that the renewals align with the existing contract.

Let me know if we need to clarify anything further on this and if you have additional questions.

Thank you!

**iteris**

**Whitney Norman**

Senior Program Manager  
Commercial Vehicle Operations  
1700 Carnegie Avenue, Suite 100  
Santa Ana, CA 92705

T 208.528.8538

M 208.221.1547

**From:** [dlazari105@aol.com](mailto:dlazari105@aol.com) [<mailto:dlazari105@aol.com>]

**Sent:** Thursday, November 10, 2016 6:15 AM

**To:** Whitney Norman <[wln@iteris.com](mailto:wln@iteris.com)>

**Cc:** Kohlae Angell <[kxa@iteris.com](mailto:kxa@iteris.com)>

**Subject:** Re: Cost Breakout

**Attachment B**

**Indiana System Notes**

-----Original Message-----

From: Morris, Scott <Scott.Morris@psc.alabama.gov>

To: Bowling, Sandra <sbowling@dor.IN.gov>

Cc: Gutierrez, Avelino A., PRC, PRC <Avelino.Gutierrez@state.nm.us>; dlazari105 <dlazari105@aol.com>

Sent: Wed, Nov 2, 2016 2:48 pm

Subject: Visit to Indianapolis

Sandy,

Avelino, Dave and I would like to set up a face to face meeting at your office as soon as possible after Thanksgiving. The purpose of this visit would be to develop and agree on the form of the "Systems Request Order (SRO)" required by the new MOU, to discuss the procedures for prioritizing and tracking the status of SROs, to develop procedures for tracking the use of resources dedicated to the UCR System pursuant to the MOU and to discuss any other pertinent issues related to the MOU. My initial thoughts are that we would need about a day and a half, starting early on the first day and ending around lunch on the second day. We would plan on travelling on a Monday, meeting on Tuesday and Wednesday, and leaving on Wednesday, or travelling on Tuesday, meeting on Wednesday and Thursday, and returning on Thursday. The only week we are not available before the Christmas holidays is the week of December 12, but we would prefer to meet as soon as it is feasible.

As you are aware the MOU dedicates 700 hours per month of developer time to the project with the UCR Board responsible to ensure that there is sufficient work for the developers to utilize the 700 hours. Pursuant to the MOU the UCR Board loses these hours if they are not used within a particular month. The Board therefore has a fiduciary obligation to ensure that these resources are used and accounted for.

Please let me know as soon as possible when you and your project team would be available to meet. Contact me if you have any questions.

G. Scott Morris  
Administrative Law Judge  
Alabama Public Service Commission  
PO Box 304260  
Montgomery, AL 36130-4260  
334-242-5146  
[Scott.morris@psc.alabama.gov](mailto:Scott.morris@psc.alabama.gov)

**System Costs**

		<b>\$1,320,000</b>	
	I/T Costs	\$750,000	57%
	Admin Costs	\$570,000	43%
	<b>Daily Cost / System</b>	<b>250</b>	<b>\$5,280</b>
	Daily Cost / IT		\$3,000
	Daily Cost / Admin		\$2,280

<b>I/T FTE</b>	<u>Peak</u>	<u>Off-Peak</u>
Production Support (FTE)	1.5	1.0
Development Support (FTE)	3.5	4.0

**I/T Costs**

	<b># FTE - I/T</b>	<b>5.0</b>	
	Contract Amount / FTE		<b>\$150,000</b>
	Hours / Year		<b>2,000</b>
	Cost Per Hour		<b>\$75</b>
	Cost Per Day	8	<b>\$600</b>
	Total FTE Cost / Day		<b>\$3,000</b>
	Total FTE Cost / Year		<b>\$750,000</b>

