



STATE OF CALIFORNIA
Franchise Tax Board

11.17.2020

To: Selvi Stanislaus
From: Michael A. Banuelos

Subject: Board Approval for Contracts Exceeding \$1 Million

Memorandum

This memorandum provides information for your notification to the Board pursuant to the Board's resolution requiring approval for purchases exceeding \$1 million.

Scanner Refresh

This request seeks approval to initiate a procurement to replace our existing scanning systems. Currently FTB uses our scanning systems to image documents, capture data, and electronically route tax returns, payments, and correspondence. Instead of paper routing throughout the department, an electronic image of the documents is created and assigned to the appropriate business area to work. We are anticipating procuring nine (9) scanners at an estimated cost of \$3.7 Million. FTB will be conducting a competitive bid to procure the scanners.

eTime Consulting Services

This request seeks approval to initiate a procurement for services related to the development and implementation of our enterprise-wide time reporting and work activity tracking application called eTime. eTime will replace our existing enterprise-wide time reporting system TimePortal. TimePortal is a 20-year-old legacy system that is using obsolete technology, some of which is no longer supported. The estimated value of the contract is \$1.35 Million and we anticipate leveraging the Department of General Services Master Service Agreement in order to conduct the procurement.

If you have any questions regarding any of the above items, please contact me at 916-845-6110.

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