



**Mark Gordon**  
Governor

# State of Wyoming

## Department of Workforce Services

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**Robin Sessions Cooley, J.D.**  
Director

**Elizabeth Gagen, J.D.**  
Deputy Director

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### MEMORANDUM

**To:** WWDC Strategic Performance & Finance Committee  
**From:** Trevor Mansfield, Deputy Administrator  
**Date:** April 14, 2023  
**Re:** Request for WWDC financial support for MIS Transition Project

As you may be aware, the Department of Workforce Services is currently transitioning from the current vendor of the wyomingatwork.com site to a new vendor that was selected through the RFP process. This memo serves as an official request from DWS to the Wyoming Workforce Development Council for financial support in this endeavor in the amount of \$500,000.

This site is the management information system (MIS) that the DWS uses for many functions required by the Workforce Innovation and Opportunity Act including:

- Labor Exchange
- Case Management
- Financial Tracking of Grant Funds
- Mandatory Federal Reporting

As of April 11, 2023, DWS is officially under contract with Career Edge with a planned launch of the new site in December of this year. The new site will bring a refreshed experience for job seekers and employers and will be much more user-friendly than the current solution. Additionally, the new site will provide a more streamlined, modern, and user-friendly approach for DWS staff.

The total costs for the launch of the new site will be \$1,200,000 and annual maintenance costs will start once launched at \$10,000 a month. The current solution will also need to remain functional during this period until launch in December, which adds \$411,498 to the total amount needed to get through June 30, 2024.

The agency did apply for and receive American Rescue Plan Act (ARPA) money in the amount of \$650,000 for this purpose. Additionally, the agency is planning on utilizing Employment Support Funds (ESF) to help cover some of the additional costs. [This spreadsheet](#) outlines the costs for the milestones of the new project, as well as the ongoing maintenance costs for the current project.

DWS would initially plan to apply the \$500,000 to any of the milestones which are completed by June 30, 2023, to assist the council with utilizing any of their remaining PY20 funds which must be expended by that date. After PY20 funds are expended, the WWDC support would come from PY21 through PY23 funds, which would assist the council in not being in a position of needing to expend as much money at the end of the next year.

WWDC support would be utilized only for the purposes of launching the new system, along with the ARPA funding that the agency has received. DWS will utilize its other funding sources to cover the continued costs of the current system.

The milestones for the project are listed below:

<b>Milestone Name</b>	<b>Amount</b>	<b>Deliverable</b>	<b>Estimated Date*</b>
#1 - Analysis, Project Planning, Data Gathering	\$50,000.00	Delivery to Agency of a Project Plan	30-60 days after contract execution
#2 - Design – Graphic Design, Wireframing, User Stories	\$200,000.00	Delivery to Agency of a Design Plan	45-75 days after contract execution
#3/4 –Development & Testing	\$50,000.00	Agency’s approval of both (1) Project Plan; & (2) Design Plan	60-90 days after contract execution
	\$100,000.00	Commencement of User Acceptance Testing of the configured Career EDGE – Job Seeker Content & Tools Module	180-240 days after contract execution
	\$100,000.00	Commencement of User Acceptance Testing of the configured Career EDGE – Labor Exchange with Employer Portal Module	180-240 days after contract execution
	\$100,000.00	Commencement of User Acceptance Testing of the configured Career EDGE – Case Management Module	180-240 days after contract execution
#5 – User Acceptance Testing	\$30,000.00	Completion of User Acceptance Testing of the configured Career EDGE – Labor Exchange with Employer Portal Module	210-240 days after contract execution
	\$30,000.00	Completion of User Acceptance Testing of the configured Career EDGE – Job Seeker Content & Tools Module	210-240 days after contract execution

<b>Milestone Name</b>	<b>Amount</b>	<b>Deliverable</b>	<b>Estimated Date*</b>
	\$40,000.00	Completion of User Acceptance Testing of the configured Career EDGE – Case Management Module	210-240 days after contract execution
#6 – Data Migration	\$100,000.00	Approval by Agency of a Data Migration Plan	225-255 days after contract execution
	\$100,000.00	Completion of Contractor’s responsibilities set forth in the Data Migration Plan	As set forth in Data Migration Plan
#7 – Training & Launch	\$130,000.00	Approval by Agency of a Training Plan	225-255 days after contract execution
	\$100,000.00	Commencement of training pursuant to an approved Training Plan	As set forth in Training Plan
	\$30,000.00	Completion of training pursuant to an approved Training Plan	As set forth in Training Plan
#8 – Completion of Phase 2	\$20,000.00	Completion of phase 2 items, except WOLFS integration	As set forth in the Project Plan
#9 – Integration with WOLFS	\$10,000.00	Delivery to Agency of a WOLFS integration plan	
	\$10,000.00	For work up to 100 hours towards Integration with WOLFS	
<b>TOTAL:</b>	<b>\$1,200,000.00</b>		

**Suggested Motion: I move for the council to provide \$500,000 in funds to assist with the MIS Transition Project expenses.**

If you have any questions, please do not hesitate to reach out to me directly at [trevor.mansfield@wyo.gov](mailto:trevor.mansfield@wyo.gov) or 307-777-7807.