fpOnline
NEWSLETTER

WASHINGTON STATE DEPT OF **NATURAL RESOURCES**
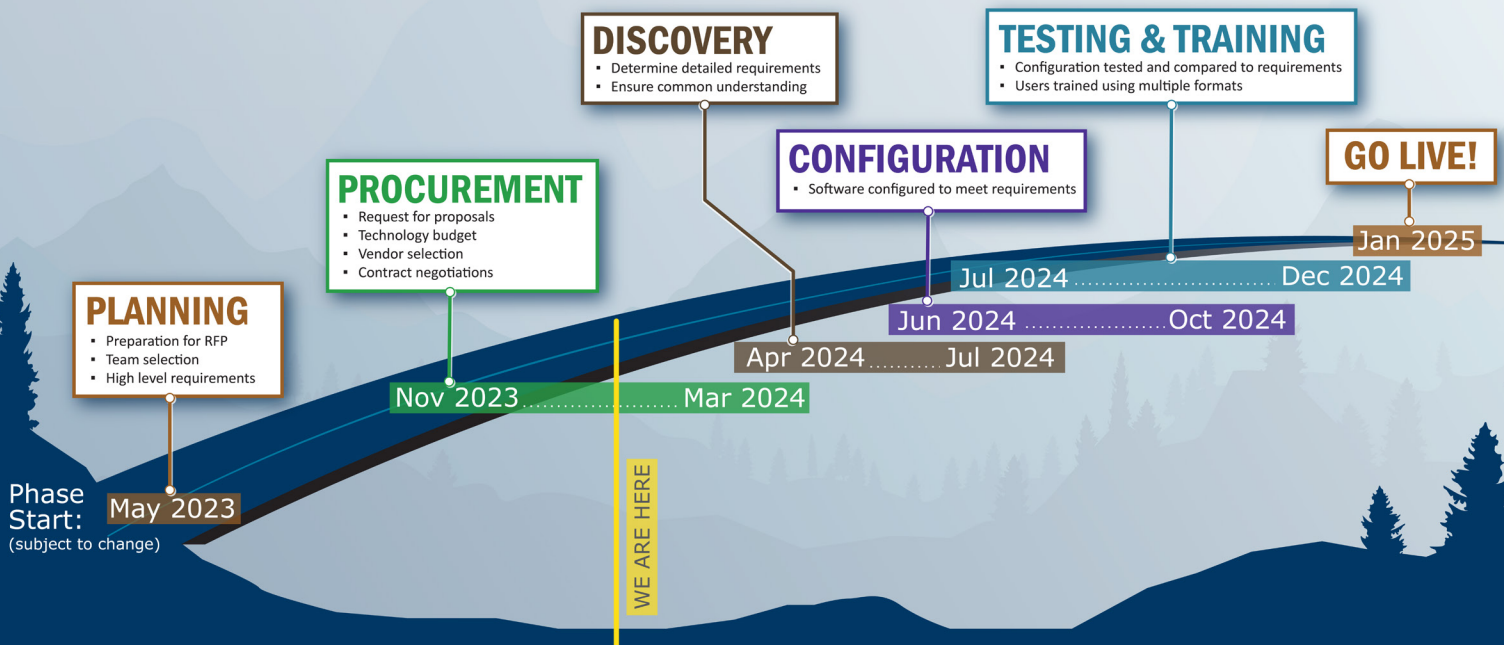
January 2024

WHAT IS fpOnline?

» fpOnline is a software solution that modernizes how users create, submit, and review forest practices applications (FPAs) and water type modification forms (WTMFs).

» Users will be able to complete and submit forms online, sign electronically, pay online, create maps online, and attach PDF or TIFF maps.

» fpOnline will meet regulatory requirements, will comply with forest practices rules, and will adhere to DNR Forest Practices Program policies.

PROJECT MILESTONES & PHASES

DISCOVERY
- Determine detailed requirements
- Ensure common understanding

TESTING & TRAINING
- Configuration tested and compared to requirements
- Users trained using multiple formats

CONFIGURATION
- Software configured to meet requirements

GO LIVE!

PROCUREMENT
- Request for proposals
- Technology budget
- Vendor selection
- Contract negotiations

PLANNING
- Preparation for RFP
- Team selection
- High level requirements

Jan 2025

Jul 2024 .... Dec 2024

Jun 2024 .... Oct 2024

Apr 2024 .... Jul 2024

Nov 2023 .... Mar 2024

WE ARE HERE

Phase Start:
(subject to change)

May 2023

LOOKAHEAD

We will review proposals in January and announce the apparently successful bidder in Feb.

fpOnline staff will attend the Small Landowner's Advisory Committee in January and the Oregon Logging Conference in Salem in February.

Advisory Committee meetings will continue in January and February.

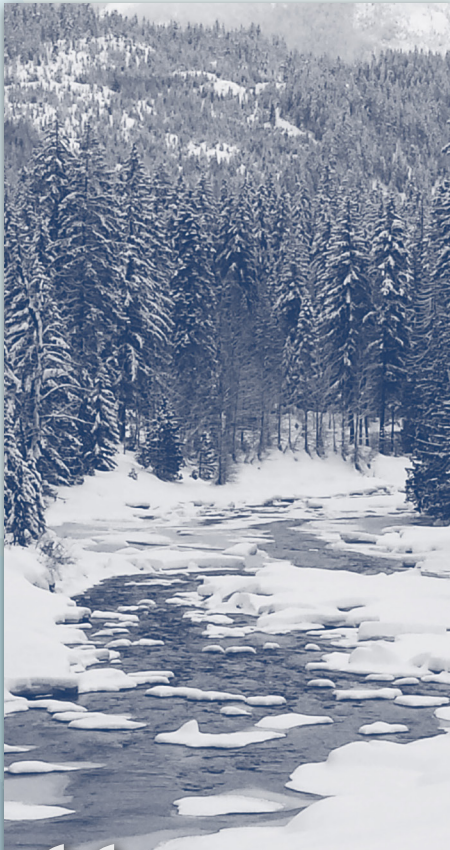|	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JANUARY	1 HAPPY NEW YEAR!	2	3 FP Program Coordinator Conferance Call 9–10:30 a.m.	4 FP District Manager Meeting 8:15–10 a.m.	5 Reviewer Advisory Committee 8:30–10 a.m. Forest Practices Advisory Committee 3–4:30 p.m.
	8 Forest Landowner Advisory Committee 3–4:30 p.m.	9	10	11	12
	15	16 FP Assistants Meeting. 1–2 p.m	17 FP Statewide Program Meeting 10–11 a.m.	18	19
	22	23	24 DNR Sponsor Coalition Meeting 4 – 5 p.m.	25 fpOnline Steering Committee Meeting 3–4:30 p.m.	26 fpOnline Software Vendor Interviews and Demos
	29	30	31	1 fpOnline Status Update @ Pacific Cascade Region North TFW Meeting Fort Borst Park	2
FEBRUARY	5	6	7 FP Program Coordinator Conferance Call 9–10:30 a.m.	8 FP District Manager Meeting 8:15–10 a.m.	9 Announce Apparent Successful fpOnline Software Vendor
	12	13	14	15 Vendor Debriefing Conference	16
	19	20 FP Assistants Meeting. 1–2 p.m	21 FP Statewide Program Meeting 10–11 a.m.	22 fpOnline Steering Committee 3–4:30 p.m. Oregon Logging Conference February 22 to February 24	23
	26	27	28 DNR Sponsor Coalition Meeting 4–5 p.m.	29 fpOnline Status Update @ Pacific Cascade Region South TFW Meeting Lewis County PUD	

HOW TO GET INVOLVED

Become a member of an advisory committee.

Advisory committees will meet throughout the course of the project. Members will receive updates on fpOnline's development and be asked to provide guidance. To join one of these committees, please contact dnrrefponline@dnr.wa.gov.

1. Internal DNR fpOnline Advisory Committee
2. Forest Landowner Advisory Committee
3. Reviewer Advisory Committee

Read the December newsletter to learn more.

QUESTION OF THE MONTH

What criteria will DNR use to choose the vendor who will build fpOnline?

The Request for Proposal (RFP) contains the following minimum criteria for bidders in Section 1.3.B. To be considered, the bidder's proposals must demonstrate they have the following knowledge and experience.

1. The bidder must show past experience successfully meeting the state requirements for security. You can read these here: Policies | WaTech.

2. The bidder must demonstrate success at converting and migrating data from one application to a second application with an error rate below 5%.

3. The bidder must demonstrate that they have successfully configured the following types of software applications:
   » Invoicing
   » Online payment portal
   » Licensing process:
      » Includes application, approval process, payment process, enforcement of policies, and closure

> *Just keep it simple.*
> *—FP Board member*

ACCOMPLISHMENTS

fpOnline RFP Release

The Request for Proposal (RFP) for the vendor has been released. Proposals are due in mid-January, and DNR expects to pick a vendor in early February. If everything goes smoothly, the vendor should begin work in late March 2024.

» The RFP is available to view on the fpOnline web page.

» The pre-proposal briefing has been held, with approximately 40 representatives from 20 companies present.

Project Meetings & Presentations

» fpOnline staff attended the NWIFC quarterly meeting.

» fpOnline held inaugural meetings for the three Advisory Committees.

Web Page Updates

We've updated the fpOnline web page with the latest project information and FAQs.

NERD CORNER

What is a software system/application "requirement"?

Software requirements are high-level instructions that define the purpose and expectations of a software system or application. Requirements state what the system must do, and the features and functions needed for the software application to meet the customer's business needs.

Requirements are separated into functional and non-functional.

» Functional requirements define what the software application/system must do.

» Non-functional requirements describe the general properties of a system, such as security, reliability, and performance.

KEEPING UP WITH FPONLINE

- » Sign up for the GovDelivery email list
- » Visit the web page fpOnline | WA – DNR
- » Email dnrrefponline@dnr.wa.gov
- » Visit Washington State IT Project Dashboard

FUTURE USER QUOTES

" *fpOnline will [allow us to] focus more on things in the woods, and be less bogged down in outdated systems.*

—*FP Manager*

" *Make it happen. MAKE IT HAPPEN! I am excited about where we're at. This effort has gone much farther and it is more organized. It seems legit, for real.*

—*FP Manager*

" *I've wanted something like this since I started. I hate the paper and pen system. Can you get into the 21st century please? I'm excited you're bringing this into the modern era.*

—*Reviewer*