

State of Wisconsin
Department of Administration

High-Risk IT Website Request Agency Guide

Job Aid: High-Risk IT Website User Guide for Agencies

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Note: If you have a pop-up blocker installed in your browser, be sure that it is turned off while filling out the information for the creation of your High-Risk IT request. If you click the back button in your browser with the pop-up blocker on, you may not be prompted to save your progress, which could result in losing information you had previously entered.

Note: You will be automatically logged out after your screen has been idle for 20 minutes. Be sure to save your information often to avoid losing anything.

Note: CAPS will submit all High-Risk IT requests on behalf of its supported agencies. CAPS agencies should still create user accounts in the RPA system to track the progress of their request. University of Wisconsin System users should not use this process.

ACCESSING THE HIGH-RISK IT WEBSITE

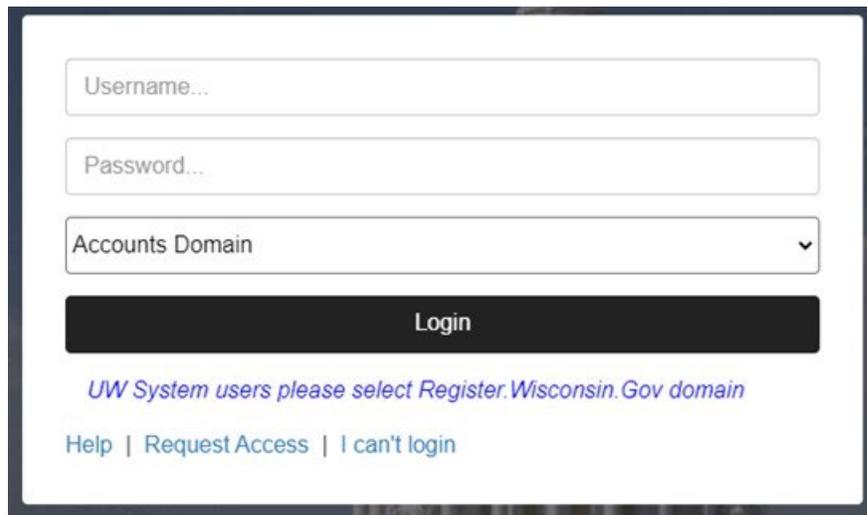
STEP 1: Sign up for an account.

Before you can begin to use the RPA website, you'll need to sign up for an account. To do this you will need to send an email to doawispro@wisconsin.gov with the following information:

- Your name
- Your IAM username
- The name of your agency
- You should also reference "High-Risk IT website" in your email

STEP 2: Login to your account.

- Navigate to the website <https://rpa.wi.gov>. As an employee of a State Agency, you will use your Accounts Domain credentials, also known as an IAM account. These are the credentials you use for your "wisconsin.gov" email address. Make sure you select **Accounts Domain** in the dropdown menu before clicking **Login**.



The screenshot shows a login form with the following elements:

- A text input field labeled "Username..."
- A text input field labeled "Password..."
- A dropdown menu labeled "Accounts Domain" with a downward arrow.
- A black button labeled "Login".
- A blue italicized note: "UW System users please select Register.Wisconsin.Gov domain".
- Three blue links: "Help | Request Access | I can't login".

- Once you have successfully logged in, you will see the Procurement Request Portal homepage.
- Click the **High-Risk** button.

Request Purchasing Authority

Automated Approval of Special Purchasing Requests

The RPA system provides a streamlined way for state agencies and UW campuses to submit, track and receive approval for purchasing requests that fall outside normal competitive bid or purchasing processes.

RPA's are required to support certain procurement transactions under current Wisconsin state law. More information about RPA's and applicable policies and procedures can be found in the [State Procurement Manual](#) or in the [RPA Practical Guide Approval of Large, High-Risk IT Contracts](#)

The Help tab includes links to additional information.

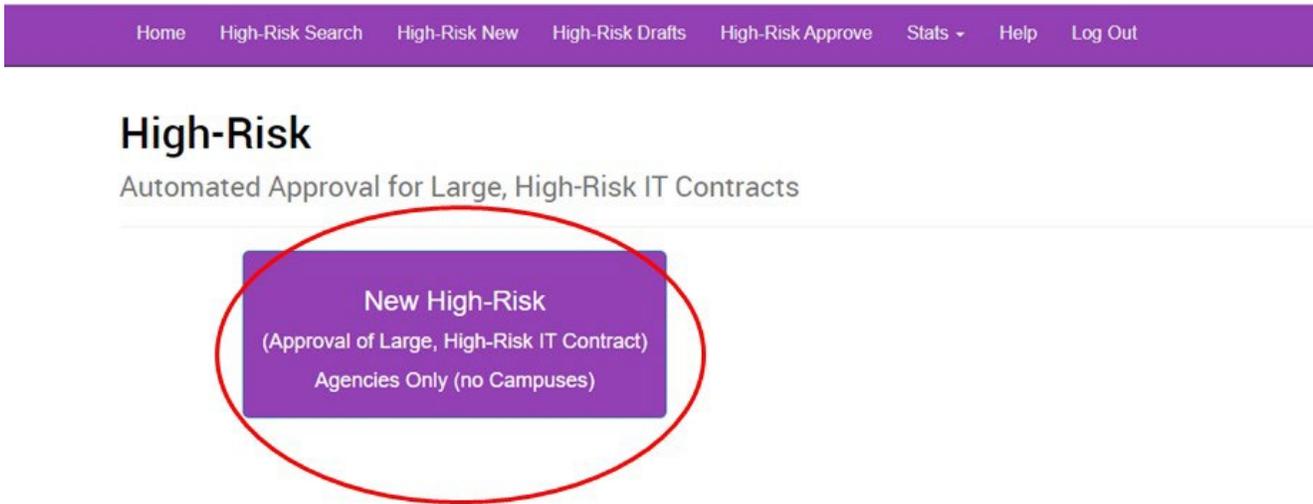


The screenshot shows four buttons for navigation:

- RPA** (Waivers, Legal Service, Vehicle, Collectives) All Agencies and Campuses
- High-Risk** (Approval of Large, High-Risk IT Contract) Agencies Only (no Campuses) - This button is circled in red.
- Procurement Plan** Procurement Plans for agencies and campuses
- No Access to Procurement Service Request** Procurement Service Request for CAPS Agencies

CREATING A NEW REQUEST

STEP 1: Click the **New High-Risk** button on the page.



STEP 2: Fill in the required information. All required fields with missing information will be initially displayed in red. As you complete these fields, they will turn black.

- **Agency:** Select the appropriate agency from the dropdown menu.
- **RPA Number:** The RPA Number must follow this format: AAB1230C1.
 - Alphabetical prefix: 2 letters (e.g., AA).
 - Fiscal year code: 1 letter (e.g., B).
 - Number: 4 digits (e.g., 1230).
 - Optional letter and amendment number (e.g., C1).

Note: Keep a record of your High-Risk Request Number as this will be the best way to search for your request once it has been submitted.
- **Program Contact, Contact Phone, and Contact Email:** Enter the contact information for the person who should be contacted if there are any questions about your High-Risk IT request.
- **Request Flags:** Select the flags that apply (they default to not apply):
 - Reported to DET as High-Risk.
 - Cloud.
 - Rush.
 - Change order/amendment.
- **High-Risk Project Categories:** Select all that apply to this request:
 - Cost over \$1 million.
 - Past Failure to complete prior project with similar business outcomes.
 - Necessary to meet cybersecurity requirement(s).
 - Project has estimated cost over \$250,000 and involved architecture that has not been previously

- implemented.
- Project has estimated cost over \$250,000 and the timeline or cost for the project has increased more than 25%.
- Project has an estimated cost over \$250,000 and includes the outsourcing of a critical business function.
- **Procurement Authority:** Select the option from the dropdown menu that applies to the request.
 - Enterprise IT Services/VMS
 - Enterprise Contract
 - Agency Contract
 - Piggyback
 - Cooperative Purchase
 - Grant Exemptions
 - Multiple Contracts
 - Waiver
- **Renewal Option:** If the contract associated with the request has renewals, then enter that information in this field (e.g., “1 (1) year renewal.”) If there is no option for renewal for your High-Risk IT request, type “None.”
- **Contract Term:** Select the contract term from the dropdown menu.
 - Number of years (e.g., 1 year).
 - Specific date range (e.g., 6/30/2015 to 7/1/2016).
 - One time purchase.
- **Service/Commodity Description:** Include a summary of the purpose of your High-Risk IT request. For example, “VMS Contractors for the XYZ Project.” The description is limited to 100 characters.
- Click **Save & Continue**. You must complete all required fields before you are allowed to save. Once you have clicked the button, several new tabs will appear at the top of the screen, which will allow you to complete your High-Risk IT request. You don’t have to complete each step at this time – you may return to work on your draft later.

Job Aid: High-Risk IT Website User Guide for Agencies

Agency  **Request Number** 

--please select-- 

Required

Procurement Contact  **Contact Phone**  **Contact Email**

Required Required Required

Request Flags 

Not reported to DET as High Risk

Non Cloud

Non Rush

Non Change Order/Amendment

High-Risk Project Category(s) 

- Cost over \$1 Million
- Past Failure to complete prior project with similar business outcomes
- Necessary to meet cybersecurity requirement(s)
- Project is more than 12 months from start date to completion date
- Project has estimated cost over \$250,000 and involved architecture that has not been previously implemented
- Project has estimated cost over \$250,000 and the timeline or cost for the project has increased by more than 25%
- Project has an estimated cost over \$250,000 and includes the outsourcing or a critical agency business function

Procurement Authority **Contract Number(s)** 

--please select-- 

Required

Contract Term **Renewal Option** 

--please select-- 

Required Required

Service/Commodity Description 

Required

There are errors on the form. You must correct them before saving.

[Save & Continue →](#)

EDITING AGENCY DRAFTS & AGENCY REVISIONS

If your High-Risk IT request has been created but hasn't yet been submitted for approval, it is in the Agency Draft Phase and may be accessed via the Drafts tab. You may edit your draft multiple times before submitting it.

If you have already submitted your High-Risk IT request for approval and it has been returned for revisions, it is in the Agency Revision Phase. Drafts in the Agency Revision Phase must be updated before they can be resubmitted.

STEP 1: Navigate to the High-Risk request homepage in the Procurement Request Portal. To find your saved draft, select the **High-Risk Drafts** tab at the top.

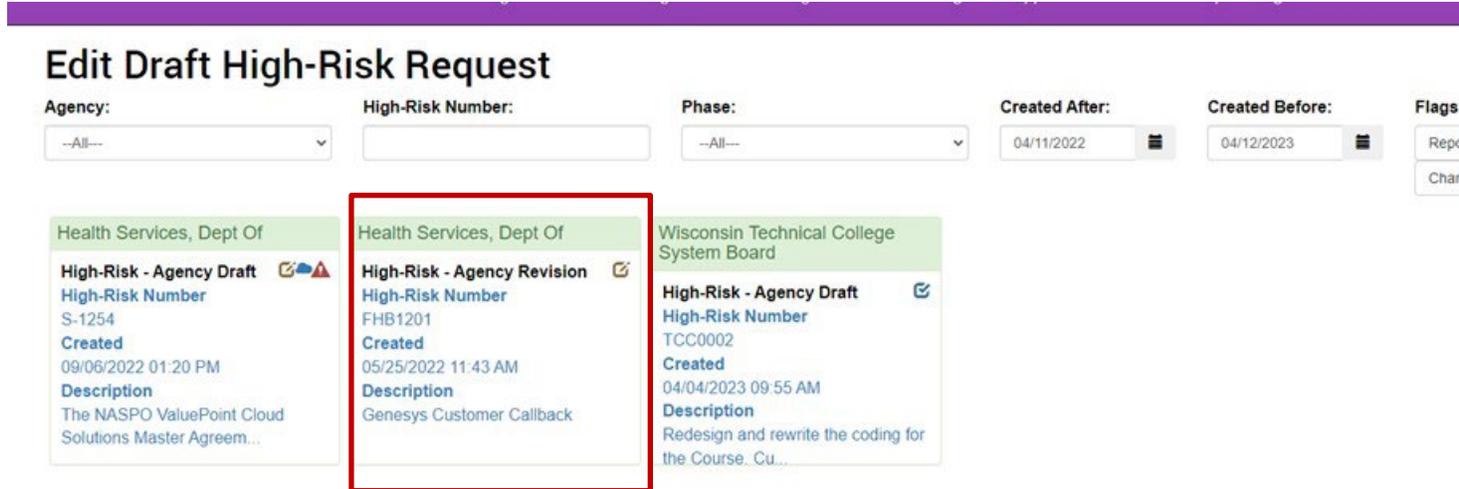
High-Risk

Automated Approval for Large, High-Risk IT Contracts



STEP 2: Select your draft.

Select the draft you'd like to work on by clicking anywhere within the description box.



STEP 3: Edit your draft.

Once you have created your initial request, you will have access to several new tabs. All tabs must be completed before submitting your request for approval.

Draft High-Risk Request



Enter the request basics. Once you fill out this form you can save it as a draft so you can come back to it later.

- **Request:** Shows the information you entered when you created your request.
- **Vendor:** Enter the information for the vendors associated with this request.
 - Enter the vendor information and click **+ Add Vendor**.

Note: You may enter multiple vendors or a single vendor if this request is sole source.

- To remove a vendor from this list, click the **Remove Vendor button** above the vendor's information.
- Click **Save & Continue** before leaving the page.

Draft High-Risk Request

Request **Vendor** Spend 0 Documents 0 Finish Notes 0 Print

List this request's vendors. If this request is sole source the list will have one vendor. If you don't know the vendors the list will have zero vendors.

Fill All Fields to Add Vendor

Name

Address

City

State

Zip

-choose state- ▼

+ Add Vendor

A Vendor needs to be added before you can save.

← Back

Save & Continue →

Vendor 1 Remove Vendor

Name

Address

City State Zip

 Various ▼

← Back Save & Continue →

- **Spend:** This is a required tab. The amount entered should reflect the information on the DOA-3730 form. For amended requests the amount should reflect the amended amount only.

Draft High-Risk Request

Request Vendor **Spend 0** Documents 0 Finish Notes 0 Print

You must estimate the cost of this request for at least 1 year. Estimates can be 0.

Add Year 1 Purchase Estimate

\$ 0 + Add

You must estimate the cost of this request for at least one year.

← Back Save & Continue →

- Enter the spend amount in the Add Year 1 Purchase Estimate field and click **+ Add**.
- Once you enter the Year 1 Purchase Estimate, you will have the option to enter information for additional years.
- To delete an entry, click the - button to the right of the information.
- Click **Save & Continue** before leaving the page.

Add Year 2 Purchase Estimate

\$ 0 + Add

Year 1 \$ 3,000 -

← Back Save & Continue →

- **Documents:** This is a required tab. Click the dropdown arrow and select the document you will upload. You will have the option of attaching a number of documents through this screen.
 - Request Form DOA 3730 –High-Risk IT Request.
Note: This form is required and must be signed by the agency head or their designee.
 - Contract.
 - Solicitation.
 - Other (such as quote, amendment, or SOW that will support the request)

To add a document:

- Select the appropriate document type from the dropdown menu.
- Click **Select Document +** and locate the file you want to attach.
- If you'd like to delete a file after it has been added, click on the red **Delete** button to the right of the document.
- Click **Save & Continue** once you are done adding files.

Draft High-Risk Request

The screenshot shows the 'Draft High-Risk Request' interface. At the top, there are navigation tabs: 'Request', 'Vendor', 'Spend 1', 'Documents 0', 'Finish', 'Notes 0', and 'Print'. The 'Documents 0' tab is highlighted with a red box. Below the tabs is a light blue box with the text: 'You can find blank forms here: [Procurement Forms](#). Fill them out on your computer. Attach the completed version.'

Below this is a 'Document Type' dropdown menu with a red box around it. The dropdown is open, showing options: 'Request_Form_DOA_3730', '--please select--', 'Request_Form_DOA_3730', 'Contract', 'Solicitation', and 'Other'. A green 'Select Document +' button is also highlighted with a red box.

Below the dropdown is a table with columns 'Document', 'Type', and 'Delete'. The 'Document' column contains the text 'Request_Form_DOA_3730'. Below the table is a red error message: 'Missing Required Documents: • Request_Form_DOA_3730 •'. At the bottom, there are two buttons: 'Back' and 'Save & Continue', with the latter highlighted by a red box.

- **Finish:** Once you are done entering all the information into the system, click the **Finish** tab. If you have not entered all of the required information, you will see a red error message letting you know which steps still need to be completed. The tabs with missing information will display in red font. To submit your High-Risk Request:
 - Click **Submit Request** to submit your High-Risk IT Request. This button is only active when all required information has been entered.
 - When your request is submitted, you will see a confirmation message that will include a link to view your request.
 - If you need to withdraw your High-Risk IT Request, click **Withdraw Request**.

Draft High-Risk Request

The screenshot shows the 'Draft High-Risk Request' interface with an error message. The navigation tabs are: 'Request', 'Vendor', 'Spend 1', 'Documents 0', 'Finish', 'Notes 0', and 'Print'. The 'Documents 0' tab is highlighted in red. Below the tabs is a red error message box: 'This request is incomplete. You must correct the following errors before you can submit it: There is an error on the Documents tab'. Below the error message is a red button with a circular icon and the text 'Withdraw Request'.

Before submitting your High-Risk IT request, make a note of your High-Risk IT Request Number as this will allow you to easily search for your RPA on the website and check the status of approvals.

Draft High-Risk Request

Request Vendor Spend **1** Documents **1** Finish Notes **0** Print

Request is complete and ready for submission. **You can't edit the request after you submit it.** It won't be in drafts anymore.

Requests must be signed by the agency's signatory or designee, certifying that the request meets all applicable requirements. This certification is based upon a thorough and complete analysis of this request. Attach a completed and signed copy of DOA-3730 to this request prior to submitting.

[Submit Request](#) [Withdraw Request](#)

- **Notes:** This tab allows users to include extra information not already covered within the other tabs.
 - Enter your text into the New Note box and click **+ Add** to save the note.
 - Notes will appear below the **+ Add** button and will include date, time, and the name of the author.

Draft High-Risk Request

Request Vendor Spend **1** Documents **1** Finish **Notes 0** Print

Request Notes.

New Note

Required

[+ Add](#)

- **Print:** To print your RPA or any documents you've attached to the RPA:
 - Click on the **Print** tab.
 - Click the link for the item you wish to print.
 - When the pop-up window appears, click **Open** to open the document. You may then print the document.

Approve High-Risk Request High-Risk - SBOP Analysis

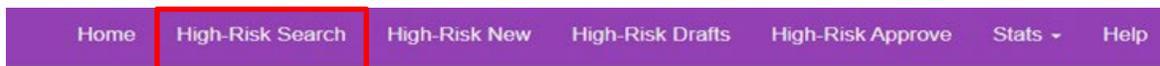
Request Vendor Spend **1** Documents **1** **Approval Letter** Approve History Notes **1** Print

Print the request and the documents attached to it.

Document	Type
High-Risk-TEST001.pdf	Printable Request
ApprovalLetter.TEST001.pdf	Approval Letter
DOA-3730LargeHigh-RiskITProjectContractReviewRequest (1).docx	Request_Form_DOA_3730

SEARCHING FOR REQUESTS

STEP 1: Navigate to the High-Risk IT homepage.



High-Risk

Automated Approval for Large, High-Risk IT Contracts



Click the **Search** tab at the top.

You may search for your High-Risk IT request through the **Search** tab or button at any point during the RPA process. After clicking **Search Requests**, you will be taken to the **View High-Risk Request** screen.

STEP 2: Enter your search criteria.

Select the filters you wish to use to fine tune your search results. Search results will default to your agency and you will only be able to see the High-Risk IT Requests submitted by your agency or agencies you have access to.

- **Agency:** Selecting an agency in the agency dropdown menu will filter your search results by the agency that submitted the High-Risk IT request. Search results will default to your agency and you will only be able to see the RPAs submitted by your agency or agencies you have access to.
- **RPA Number:** If you wish to search for a specific High-Risk IT request, type the High-Risk IT Number into the corresponding field (e.g., AAB1230C1). The search is not case sensitive.
- **Phase:** Select the current phase of the High-Risk IT request from the dropdown menu. Phases include: Agency Draft, Agency Revision, Receiving, Assignment Phase, Procurement Manager, Section Chief, Deputy Division Administrator, DOA Division Administrator, Chief Information Officer, Governor, Contract Number, and Approved. If a phase is missing in the dropdown menu, then there are currently no High-Risk IT requests in that phase.
- **Created After and Created Before:** You may search for a High-Risk IT Request submitted before or after a particular date. For example, you may search for a High-Risk IT Request created sometime after January 1, 2023 or before December 31, 2023.

STEP 3: To open the desired High-Risk IT, click anywhere on the appropriate square.

View High-Risk Request

Agency: High-Risk Number: Phase:

Administration, Dept Of High-Risk - SBOP Analysis High-Risk Number TEST001 Created 04/11/2023 07:47 AM Description Test to create screenshots for User Guide	Administration, Dept Of High-Risk - Withdrawn High-Risk Number LLLL532587414 Created 04/01/2023 11:10 AM Description Test	Administration, Dept Of High-Risk - Withdrawn High-Risk Number ADC0856 Created 06/16/2022 09:10 AM Description Enterprise SIEM Logging Solution	Children & Families, Dept Of High-Risk - Approved High-Risk Number 20220603 Created 06/03/2022 04:21 PM Description The contract is for hourly-based engagements. Depe...
Corrections, Dept Of High-Risk - Approved High-Risk Number 8595 Created 06/02/2022 11:26 AM Description DOC is implement a learning management system (Bla...	Corrections, Dept Of High-Risk - Approved High-Risk Number 8781 Created 05/24/2022 10:13 AM Description This is for the COMPAS Case Management software us...	Corrections, Dept Of High-Risk - Approved High-Risk Number 8798A Created 05/18/2022 06:00 AM Description VMS Contractors for the NetSuite Project.	Corrections, Dept Of High-Risk - Approved High-Risk Number 8798B Created 05/17/2022 01:23 PM Description VMS Contractors exceeding \$1,000,000.

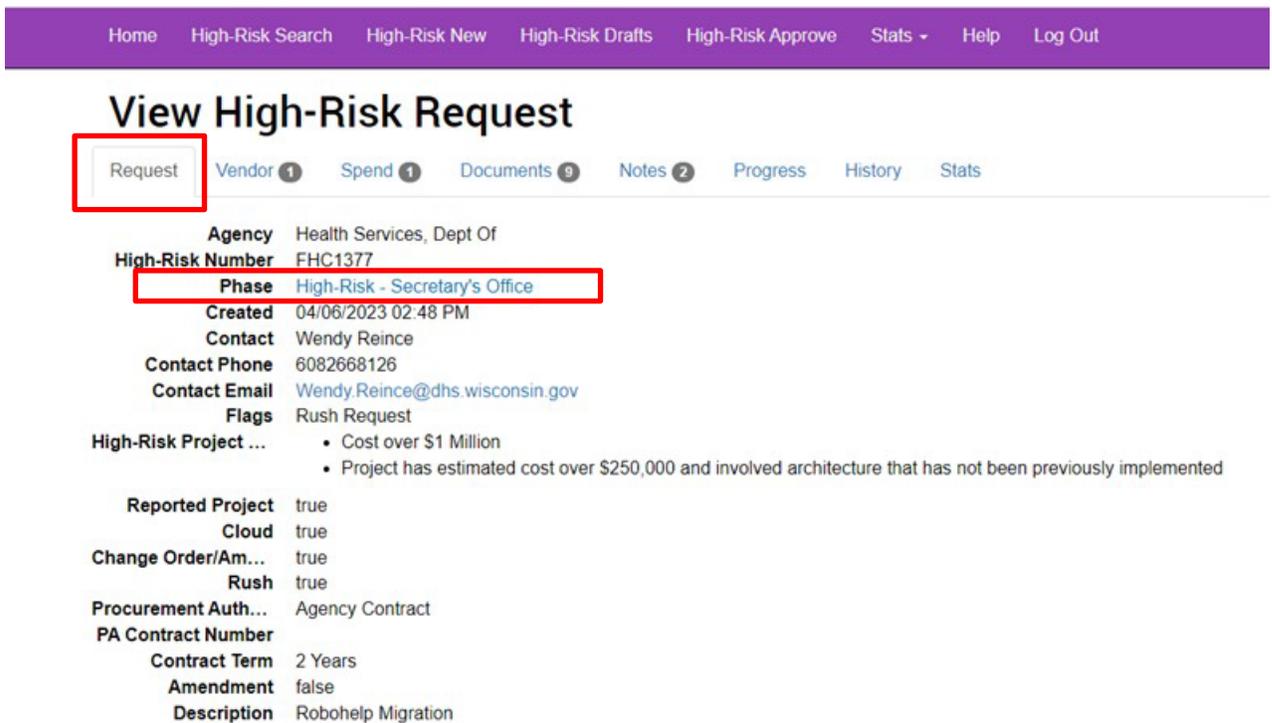
Once your High-Risk IT request has been submitted, you will have additional tabs you can access. The number of tabs displayed will depend on the information that was filled out in the initial request.

Home High-Risk Search High-Risk New High-Risk Drafts High-Risk Approve Stats Help Log Out

View High-Risk Request

Request Vendor ¹ Spend ¹ Documents ⁹ Notes ² Progress History Stats

- **Request:** This tab contains a summary of all the information included with the initial RPA submission. The Phase indicates which step the RPA is currently in and will display in a colored font.



Home High-Risk Search High-Risk New High-Risk Drafts High-Risk Approve Stats Help Log Out

View High-Risk Request

Request Vendor ¹ Spend ¹ Documents ⁹ Notes ² Progress History Stats

Agency Health Services, Dept Of
High-Risk Number FHC1377
Phase High-Risk - Secretary's Office
Created 04/06/2023 02:48 PM
Contact Wendy Reince
Contact Phone 6082668126
Contact Email Wendy.Reince@dhs.wisconsin.gov
Flags Rush Request
High-Risk Project ...

- Cost over \$1 Million
- Project has estimated cost over \$250,000 and involved architecture that has not been previously implemented

Reported Project true
Cloud true
Change Order/Am... true
Rush true
Procurement Auth... Agency Contract
PA Contract Number
Contract Term 2 Years
Amendment false
Description Robohelp Migration

- **Vendor:** This tab displays the vendors that were entered into the initial High-Risk IT submission. If no vendors were added, this tab will not display.
- **Spend:** This tab displays the estimates for all years the submitter entered for the High-Risk IT.
- **Documents:** This tab displays all of the documentation submitted with the High-Risk IT request. Included with the uploaded documentation is a printable version of the High-Risk IT request. All documents may be downloaded for viewing or printing.
- **Notes:** This tab displays any notes that have been added to the High-Risk IT request. If no notes were added, this tab will not display.
- **Progress:** This tab lists all the stages of approval that a High-Risk IT request must complete to be approved. The stage the request is currently in will be highlighted and will list Current Phase to the right of it. Some High-Risk IT requests may have additional stages of approval to go through (e.g., RPAs for Legal Services or Information Technology Services). Additionally, a High-Risk IT request may be sent back for Agency Revision if more information is required before it can be approved. Once it passes through Agency Revision, the request will move on to the Assignment phase.

View High-Risk Request

Request Vendor **1** Spend **3** Documents **4** Notes **1** Progress History Stats

0	High-Risk - Agency Draft
1	High-Risk - Agency Revision
2	High-Risk - Assignment Phase
3	High-Risk - SBOP Analysis
4	High-Risk - SBOP Approval
5	High-Risk - DET Analysis
6	High-Risk - DET Approval
7	High-Risk - Secretary's Office
8	High-Risk - Approved Current Phase
9	High-Risk - Denied
10	High-Risk - Withdrawn

- **History:** This tab shows a list of everyone who has interacted with the High-Risk IT Request:
 - **Time:** Displays the date and time the High-Risk IT request moved into that phase or when the associated action was completed.
 - **User:** Shows the name of the user the High-Risk IT request was assigned to during this phase.
 - **Phase:** Lists the phase the High-Risk IT request was in at that time. The initial submission of the High-Risk IT Request will be shown as being in the Agency Draft phase.
 - **Event:** Shows the action that was completed during this phase. Whenever a High-Risk IT request arrives into a new phase, the status is initially listed as In Queue. Once the High-Risk IT request has been approved in that phase, the event status is marked as Approve and the High-Risk IT request is forwarded to the next approval phase. High-Risk IT events with the SendBack event have returned to a previous phase and must be edited before it can advance any further.

View High-Risk Request

Request Vendor **1** Spend **1** Documents **3** Progress History

Time	User	Phase	Event
04/01/23 11:37	Lehman, Zachary	High-Risk - Withdrawn	In Queue