

MEETING AGENDA

NEBRASKA INFORMATION TECHNOLOGY COMMISSION

Wednesday, November 12, 2008

11:30 a.m.

University of Nebraska - Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

Meeting Documents:

Click the links in the agenda
or click here for all documents (xx pages).

11:30 a.m.	Roll Call, Notice of Meeting, & Open Meetings Act Information Approval of September 30, 2008 * Public Comment
11:35 a.m.	Informational Updates <ul style="list-style-type: none">• LB 1208 Implementation• Enterprise Exchange Email• Public Safety Wireless Project• GAO Survey• Office of the CIO Award – GCN
12:00 p.m.	Reports from the Councils and Technical Panel <ul style="list-style-type: none">A. Community Council Report<ul style="list-style-type: none">• Community Technology Fund Grant Report: Developing Websites for Community GrowthB. eHealth Council Report<ul style="list-style-type: none">• HISPC Legal Review and Possible LegislationC. Education Council Report<ul style="list-style-type: none">• Task Group ReportsD. State Government Council ReportE. GIS Council ReportF. Technical Panel Report<ul style="list-style-type: none">• IT Project Updates• Standards and Guidelines*<ul style="list-style-type: none">○ NITC 1-203: Project Status Reporting○ NITC 1-205: Enterprise Projects○ NITC 5-202: Blocking Email Attachments○ NITC 8-301: Password Standard
12:45 p.m.	FY2009-2011 I.T. Project Proposals - Recommendations to the Governor and Legislature*

2:00 p.m.	NITC Progress Report to the Governor and Legislature - November 2008*
2:15 p.m.	<p>Other Business</p> <ul style="list-style-type: none"> • Nebraska Digital Government Summit • Article in <i>Distance Learning: A Magazine for Leaders</i> - Constructing the 39th Statewide Network: The Story of Network Nebraska
2:30 p.m.	Next Meeting Date and Adjournment

* Indicates action items.

(The Nebraska Information Technology Commission will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

The meeting notice was posted to the NITC website and the [Public Meeting Calendar website](#) on October 27, 2008. The agenda was posted on the NITC website on November 6, 2008.

NEBRASKA INFORMATION TECHNOLOGY COMMISSION

Tuesday, September 30, 2008, 1:30 p.m. - 3:30 p.m.

Technology Park Auditorium

4701 Innovation Drive, Lincoln, Nebraska

PROPOSED MINUTES

MEMBERS PRESENT:

Lieutenant Governor Rick Sheehy, Chair
Senator Annette Dubas, Nebraska Legislature
Linda Aerni, Chief Executive Officer, Community Internet Systems
Pat Flanagan, Information Services Manager, Mutual of Omaha
Lance Hedquist, City Administrator, South Sioux City
Dr. Dan Hoelsing, Superintendent, Laurel-Concord, Coleridge, Wynot & Newcastle Public Schools
Mike Huggenberger, Director-Netlink, Great Plains Communications
Dr. Doug Kristensen, Chancellor, University of Nebraska-Kearney
Dr. Janie Park, President, Chadron State College
Trev Peterson, Attorney, Knudsen, Berkheimer, Richardson, and Endacott, LLP

CALL TO ORDER, ROLL CALL, NOTICE OF MEETING, & OPEN MEETINGS ACT INFORMATION

Lieutenant Governor Sheehy called the meeting to order at 1:30 p.m. The meeting notice was posted to the NITC Web site and the [Public Meeting Calendar website](#) on September 8, 2008. The agenda was posted on the NITC website on September 25, 2008. A copy of the Nebraska Open Meetings Act was available in the meeting room.

APPROVAL OF JUNE 18, 2008 MINUTES

Commissioner Kristensen moved to approve the [June 18, 2008 minutes](#) as presented. Commissioner Hedquist seconded. Roll call vote: Aerni-Yes, Flanagan-Yes, Hedquist-Yes, Hoelsing-Yes, Huggenberger-Yes, Kristensen-Yes, Park-Yes, and Sheehy-Yes. Results: Yes-8, No-0. Motion carried.

PUBLIC COMMENT

There was no public comment.

INFORMATIONAL UPDATES

LB 1208 Implementation. The Phase II implementation went well over this past summer with 100% participation. As part of the upgrade, three high school districts were trenched with fiber connectivity for the first time. The network was fully operational prior to the start of school year. The Office of the CIO has already begun work on Phase III. Office of the CIO and the University of Nebraska staff are in the process of developing an RFP for the Phase III procurement. Phase III will include western Nebraska schools and ESU 9 (Hastings area) schools that were not a part of Phase II due to contract or pricing issues. These contracts are ready to expire so there won't be a need to buy out any current service provider contracts. Southeast Nebraska will also be included in Phase III. Letters of Agency authorizing the Office of the CIO to bid on their behalf have been sent to schools. Sixty percent of the schools in Southeast Nebraska have expressed interest in participating. The Office of the CIO is in negotiation regarding a technology refreshment on the State master contract for Internet access. The cost is expected to decrease 38-47% over the 2008-09 pricing. All cost savings will be passed on to schools and colleges.

Commissioner Aerni asked why some of the southeast Nebraska schools do not want to participate in Network Nebraska. Commissioner Hoelsing responded that the Southeast Nebraska Distance Learning Consortium had concerns from the start because most of the schools had just done a technology upgrade and new technology and hardware provided by LB 1208 was not needed.

Senator Dubas arrived at the meeting.

[Statewide Technology Plan](#). The Statewide Technology Plan has been completed. Commissioners were given a printed copy. The plan is also posted to the website. Vignettes have been included to feature successful technology projects in Nebraska. The I.T. Managers were given credit for the report's content.

[Office of the CIO - 2008 Annual Report](#). Commissioners were given a printed copy of Office of the CIO 2008 Annual Report. The report describes the goals and mission of the NITC and all the operational aspects of the Office of the CIO. Commissioner Flanagan stated that he liked the facts section and the emphasis on the people in the organization who make things happen. The report is also available on the Office of the CIO website.

Enterprise Exchange E-mail and Active Directory. State Government Efficiency is one of the NITC's strategic initiatives. Approximately a year ago, the Office of the CIO began consolidating e-mail systems. As of today, 8,000 of 15,000 e-mail accounts have been converted to Microsoft Exchange. The Department of Health and Human Services e-mail accounts are currently being converted. By December 2008, approximately 14,000 will be converted. The State of Nebraska is on target to meet the goal of having one consolidated e-mail system by 2009. The Legislature is considering converting to Exchange. If the Legislature converts, Nebraska will be one of the first states in the country with one e-mail system for state government. The Office of the CIO is also working with agencies to create a more efficient, consolidated Active Directory environment in state government. The State Government Council has established a work group to pursue this initiative.

DISCUSSION OF IT PROJECT REVIEWS FOR NOVEMBER MEETING

Eleven I.T. project proposals have been submitted:

- ◆ Secretary of State, Election Night Reporting System
- ◆ Secretary of State, NECVRS Hardware Replacement
- ◆ Secretary of State, Enterprise Content Management System
- ◆ Department of Banking, FACTS Migration
- ◆ Department of Labor, Integration of Workforce Development Applications
- ◆ Department of Roads, Human Resources Document Management System
- ◆ Department of Roads, Bridge Management System
- ◆ Department of Roads, Accident Records System Rewrite
- ◆ Workers' Compensation Court, Courtroom Technology
- ◆ NET, Public Media Project - Phase 2
- ◆ Administrative Services, Human Resources Talent

The NITC will need to review, prioritize and make a recommendation about these projects to the Governor and the Legislature. The NITC is also tasked with determining the process for project staff to provide status reports. The draft document has been approved by the Technical Panel to be posted for the 30-day public comment period. Commissioners were asked to send any comments or recommended changes to Ms. Decker or Mr. Weir.

Project Status Reporting – [Draft](#)

Purpose: By statute, the NITC may require progress reports for information technology projects utilizing state appropriated funding. Not all projects will be required to submit progress reports, only those projects specifically designated by the NITC will be subject to these reporting requirements. The purpose of this policy is to establish the procedures for designating such projects, to establish the format to be used for progress reports, and to assign responsibilities to the Technical Panel.

Enterprise Projects – [Draft](#).

Purpose: By statute, the NITC "shall determine which proposed information technology projects are enterprise projects." Enterprise projects must comply with certain statutory requirements including the submission of a project plan and compliance with monitoring requirements. The purpose of this policy is to document the procedures regarding the designation, review, approval, and monitoring of enterprise projects.

The draft documents are currently posted for the 30-day public comment period. Commissioners were asked to send any comments or recommended changes to Ms. Decker or Mr. Weir. Both of these documents will be action items for the November meeting.

Commissioner Peterson arrived at the meeting.

REPORTS - COMMUNITY COUNCIL [REPORT](#)

Anne Byers, Community I.T. Manager

Community Technology Fund Grant Report: Developing Websites for Community Growth - University of Nebraska. The Community Council continues to move forward with the Developing Websites for Community Growth project. Over 20 applications to participate in the program were received. Eleven communities have been selected to participate. Participating communities include Burwell, Butler County, Elwood, Gering, Grand Island, Laurel, Pender, Scribner, South Sioux City, St. Paul, and Valentine. Train the Trainer Sessions have been held in Lincoln and Columbus. Additional training sessions have been scheduled for North Platte and Sidney on Sept. 29 and 30. Materials for the program are being revised based on feedback from participants in the train the trainer sessions.

Ms. Byers entertained questions.

REPORTS - EHEALTH COUNCIL [REPORT](#)

Anne Byers, Community I.T. Manager

The eHealth Council is addressing a number of topics:

- Personal Health Records and E-Prescribing Work Groups. The eHealth Council has identified e-prescribing and personal health records (PHRs) as areas on which to focus. Work groups are being formed and will meet for the first time in October. Work groups will make initial recommendations by March 2009.
- Legal Barriers to e-Prescribing and Health Information Exchange. The Nebraska Health Information Security and Privacy Committee's Legal Work Group has identified a potential barrier to health information exchange in a Nebraska statute dealing with consent. The eHealth Council is also concerned about legal barriers to e-prescribing. Sheila Wrobel, chair of the Nebraska Health Information Security and Privacy Committee's Legal Work Group; Joni Cover, Executive Vice President of the Nebraska Pharmacists Association; Steve Henderson and Anne Byers met with Kathleen Dolezal from the Governor's Policy Research Office on Sept. 29 to discuss these issues.

The next eHealth Council meeting is scheduled for this Thursday, October 2, 2008. Lt. Governor Sheehy is planning to attend and will provide guidance to the eHealth Council as the Council begins making recommendations. The agenda also includes a discussion on financing health IT.

At the June NITC meeting, commissioners recommended that the following two projects resubmit their proposals for funding from the [Community Technology Fund](#):

Nebraska Health Information Initiative—UNO & NeHII. The goals of this project are to provide better patient care by:

- Sharing timely and accurate patient healthcare information including clinical messaging, e-prescribing and physician referral in a secure environment among providers
- Allowing all providers the option to participate in this health information exchange

- Providing a patient-focused interoperable online resource for medical information

The objectives of this initiative are to:

- Implement proof of concept pilot
- Install software
- Identify participants
- Determine success criteria
- Conduct pilot
- Complete evaluation scorecard
- Determine next steps for statewide implementation

The project is requesting \$100,000 to plan and conduct a 3-month pilot project. A website has been developed. If the 3-month pilot is successful, the project will be expanded statewide. The selected vendor, Axolotl, is reputable and has had experience working with several health information exchanges. The Technical Panel has also reviewed the proposal, noting that the project is technically feasible and the proposed technology is appropriate for the project but that the NITC needs to understand the financial risk associated with the project's completion due to ongoing funding efforts. The NITC should also be aware that additional public requests could come back to both the Technical Panel and the NITC for future approval.

Questions were raised regarding long-term funding after the pilot project is completed. Lt. Governor Sheehy stated that the long-term business plan entails funding from the current sponsor, contributors (health care physicians/organizations), and users of the system. Public funding may be requested. Nationwide most of these initiatives have received federal funding. NeHII has 501C status. Ms. Byers stated that there are some discussions about applying for Medicaid waiver which is a 90/10 split between state and federal. Vivianne Chaumont of the Department of Health and Human Services will be presenting information on this to the eHealth Council.

Commissioner Hedquist moved to approve funding of the [Nebraska Health Information Initiative—UNO & NeHII](#) project. Commissioner Kristensen seconded. Roll call vote: Sheehy-Yes, Peterson-Yes, Park-Yes, Kristensen-Yes, Huggenberger-Yes, Hoelsing-Yes, Hedquist-Yes, Flanagan-Yes, and Aerni-Yes. Results: Yes-9, No-0. Motion carried.

Public Input on Sharing Electronic Health Records—University of Nebraska Board of Regents on behalf of the Nebraska Public Policy Center. The project specific goals include:

- Documenting knowledge of and attitudes towards e-sharing of health records among members of the public using both surveys and discussions;
- Engaging stakeholder partners such as the NITC, HISPC, the e-Health council, and policymakers, in an interactive discussion with members of the public through a Deliberative Poll;
- Analyzing perceptions of important legal and policy questions related to e-sharing of health records from the public's perspective.

Commissioners recommended that other stakeholders be involved in the formulation of the survey questions. Tarik Abdel-Monem, University of Nebraska Public Policy Center, was present and stated that the project will work closely with the NeHII, the regional RHIO's, the NITC and other stakeholders regarding the survey questions.

Commissioner Hedquist moved to approve funding of the [Public Input on Sharing Electronic Health Records](#) project. Commissioner Kristensen seconded. Roll call vote: Hoelsing-Yes, Huggenberger-Yes, Hedquist-Yes, Kristensen-Yes, Flanagan-Yes, Park-Yes, Aerni-Yes, Sheehy-Yes, and Peterson-Yes. Results: Yes-9, No-0. Motion carried.

Lt. Governor mentioned that he and Keith Mueller of the University of Nebraska-Medical Center attended the State Alliance for E-Health's State Learning Forum this month. Although Nebraska is behind in some areas, it is further ahead in regards to the involvement of the private sector. Nebraska is fortunate that the private sector is taking the lead in Nebraska's efforts to exchange health information.

REPORTS - EDUCATION COUNCIL REPORT

Tom Rolfes, Education I.T. Manager

Phase 3 Informational Meetings. Network Nebraska representatives were invited on September 9 to ESU 6 to share information and answer questions from the staff of the Southeast Nebraska Distance Learning Consortium (SNDLC). Network Nebraska staff were invited on September 11 to ESU 6 to present to the ESU 6 superintendents. Per LB 1208, the Office of the CIO has until July 1, 2012 to offer access to Nebraska education entities. The Office of the CIO will contact those schools not wishing to participate for 2009 to revisit their decision for 2010 or later.

Parochial schools are not eligible for LB 1208 incentive monies but they are eligible for E-Rate. Commissioner Hoising mentioned that he serves on a Catholic school board and that although they do not qualify for the incentive monies, the affordability of distance education courses is very beneficial.

Network Nebraska will be featured in the September issue of the USDLA journal. *Digital Directions* online magazine did an interview with Tom Rolfes about nationwide broadband deployment for schools and also showed Network Nebraska as a successful example of a multi-agency statewide network. Tom will be joining Mike Kozak from the Nebraska Department of Education in making a presentation at a State Education Technology Directors Association leadership forum in Washington, D.C. on November 17-18, 2008.

Task Group Reports. The Education Council met on August 7. Four work groups have been established to work on the action items in the Statewide Technology Plan:

- Services. The work group would like to conduct an end user survey for Phases 1 and 2.
- Marketing. The work group has been discussing the development of a services catalog.
- Governance. The work group has been discussing the future input structure of the network.
- E-Rate. The work group is cooperating in the development of a website that would allow end-users who are ineligible for E-Rate to input data that would help determine the hourly cost allocation for use of the school's resources.

At the meeting, Brent Hoffman and Abby Anderson from Nebraska Interactive LLC asked for volunteers from the Education Council to assist with enhancements of the State of Nebraska's Education Portal.

REPORTS - STATE GOVERNMENT COUNCIL REPORT

Rick Becker, Government I.T. Manager

The State Government Council has reviewed and made recommendations on four standards and guidelines documents: Project Status Reporting; Enterprise Projects; Blocking Email Attachments; and the Password Standard. The Council is also working on shared services, including the creation of work groups to address Active Directory and document management. Finally, the council reviewed a new schedule for maintaining disaster recovery data for the enterprise email system.

REPORTS - GIS COUNCIL REPORT

Larry Zink, GIS Coordinator

Council Membership Terms Proposal. The GIS Council is requesting NITC approval of the following three-year membership terms for the non-agency representatives on the GIS Council.

<u>Member</u>	<u>Represents</u>	<u>Term Expires</u>
Mark Brugger, Columbus	Public Power	September 2009
TBA	Lincoln Metro Area	September 2009
TBA	Nebraska GIS/LIS Association	September 2009
TBA	At-Large	September 2009
TBA	At-Large	September 2009
Mike Schonlau, Omaha	At-Large	September 2009

James Langtry, Lincoln	Federal Agencies (USGS Liaison)	September 2010
Larry Seifert, Dannebrog	Nebraska Association of County Officials	September 2010
TBA	Omaha Metro Area	September 2010
Lash Chaffin, Lincoln	League of Nebraska Municipalities	September 2010
John Miyoshi, Wahoo	Natural Resources Districts	September 2010
TBA	Nebraska Association of County Officials	September 2010
TBA	At-Large	September 2010

According to the GIS Council Charter, in addition to these 13 appointed positions on the GIS Council, there are 13 more agency-specific representatives with non-expiring terms on the GIS Council.

Commissioner Kristensen moved to approve the proposed membership terms for the non-agency representatives on the GIS Council. Commissioner Hoelsing seconded. Roll call vote: Hoelsing-Yes, Huggenberger-Yes, Kristensen-Yes, Park-Yes, Peterson-Yes, Sheehy-Yes, Aerni-Yes, Flanagan-Yes, and Hedquist-Yes. Results: Yes-9, No-0. Motion carried.

Member Candidates. The GIS Council is requesting NITC nomination of the following three new members for appointment by the Governor to serve on the GIS Council.

- Michael Hybl, representing the Public Service Commission, non-expiring term
- Chad Boshart, representing the Nebraska Emergency Management Agency, non-expiring term
- Jeff McReynolds, representing Lincoln Metro Area, term expiring September 2009

Lt. Governor Sheehy noted that according to statute, a representative from the Clerk of the Legislature's office also serves on the GIS Council. The Clerk has Jack Dohrman as their representative.

Commissioners were asked to contact Ms. Decker or Mr. Zink if they know of others who would be interested in serving on the GIS Council.

Commissioner Peterson moved to [nomination the new members to serve on the GIS Council](#). Commissioner Flanagan seconded. Roll call vote: Kristensen-Yes, Huggenberger-Yes, Hoelsing-Yes, Hedquist-Yes, Flanagan-Yes, Aerni-Yes, Sheehy-Yes, Peterson-Yes, and Park-Yes. Results: Yes-9, No-0. Motion carried.

Statewide Street Centerline-Address Database Initiative. A brief report was provided on the effort to develop a statewide street centerline-address database for Nebraska. It was noted that while several state and local agencies are developing county-specific GIS street centerline-address data and the Dept. of Roads maintains state highway data, up to this point there has been no agency with the responsibility for gathering and integrating this data into a combined statewide dataset. A interagency Advisory Committee has been working on related policy issues. The Advisory Committee has worked through some data sharing issues, has recommended that the Office of the CIO take the lead for this enterprise effort. The State Patrol and the Nebraska Emergency Management Agency has agreed to provide a substantial amount of upfront funds to help get the project underway. There is also a related Technical Working Group that is looking a data standards and processes for integrating and updating data from multiple sources with varying data formats and elements.

Enterprise-level Geospatial Data Sharing Portal. The OCIO, in cooperation with the GIS Council has received funding for the development of a Geospatial Data Sharing Portal for the State of Nebraska. There are several state and local agencies involved in this collaborative project. The Office of the CIO has been working with the University of Nebraska to hire a project manager. The project has been slowed due to the difficulty of recruiting and hiring a project manager with the technical skills required for the salaries available either through the University or the State.

REPORTS - TECHNICAL PANEL

Walter Weir, Chair, Technical Panel

IT Project Updates - Student Information System - University of Nebraska and State College System. Two vendors were selected for the project - Oracle People Soft and Cedar Creststone. Cedar Creststone will be assisting with the implementation. There is a joint University of Nebraska and State College Systems Steering Committee that has been working collaboratively on the project. In addition to the student information system, the State College System is converting their Human Resources system to the University of Nebraska's SAP system. Training on the system for the State College System has been conducted. The go-live date for this portion of the project is July 1, 2009. The full project is anticipated to be completed with a go-live date of August 2010. Commissioner Kristensen stated that the negotiations process has been cost effective for the State of Nebraska.

IT Project Updates - MMIS and LIMS - Department of Health and Human Services

LIMS – The Department of Health and Human Services operates a state lab for testing water and water quality related issues. Nebraska's municipalities utilize the data. A new system needs to be designed. An RFP was released. Kenware was awarded the \$356,500 project. Currently, contract terms and conditions are being negotiated.

MMIS – Don Spaulding has been named the State Project Manager for this project. The MMIS project business staffs are working with 4TG on the requirements validation phase to be completed the end of November. The MMIS project technical staffs and OCIO staffs are working on the Systems Architecture and Infrastructure Plan and the installation of the Systems and Development environment -- hardware and software -- is being completed. The IV&V Vendor for this project is FOX Systems, they are on-site and co-located with the project team. Project staffing continues to grow currently with 4TG, Fox and State resources totaling nearly 100 FTE. The MMIS project is currently on time and under budget.

IT Project Updates - PIONEER Transition Project - Retirement System. Jerry Brown, Office of the CIO, is the Project Manager. The project team has been utilizing the project status reporting form discussed earlier to provide monthly updates to the Technical Panel. The project is on time and under budget.

OTHER BUSINESS

The RFP process for the Public Safety Wireless Communications System is nearing a conclusion. The intent to award will be announced soon. It is anticipated that a contract will be signed by October 10 with the first customers on board by the first quarter of 2009.

Nebraska was named one of the top 10 state websites by the Center for Digital Government. The Digital States Survey rated Nebraska 18th for digital content.

October is Cyber Security Awareness Month. Last year, the Office of the CIO held a poster competition inviting Nebraska third and fourth graders to participate. The 2009 National Cyber Security calendar will feature all three of the Nebraska student poster winners. Next week, Governor Heineman and Ms. Decker will be visiting these students to present them with their awards and gifts.

ADJOURNMENT AND NEXT MEETING DATE

The next meeting of the Nebraska Information Technology Commission will be held on Wednesday, November 12, 2008, at Varner Hall-Regents Board Room, 3835 Holdrege Street in Lincoln, Nebraska.

Commissioner Park moved to adjourn. Commissioner Hedquist seconded. All were in favor. Motion carried by unanimous voice vote.

The meeting was adjourned at 3:45 p.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Office of the CIO/NITC staff.

Enterprise Exchange Email

TEAM MEMBERS:

- Stan Schmidt, Project Manager
- Jason Meyer, Rose Splittgerber, David Wiens, Kevin Waechter, Nancy Taylor, Dean Jeffrey, Karthik Chitti and Rohit Patel

PROGRESS MADE:

- Our first migration was in October 2007. We had 12 people working from 5:00 p.m. till 2:30 a.m. We migrated 45 mailboxes for the Office of the CIO. We consumed 10 liters of soda, 100 wings, too many chips, dip, candy, and salsa.
- One year later, October 2008 we had 8 people working from 5:00 p.m. till 7:30 p.m. We migrated 515 mailboxes for the Department of Health and Human Services. We consumed 0 liters of soda, no wings, chips, dip, candy, or salsa. The success here is mostly related to automating many of the manual processes. This was completed over the December 2007 to February 2008 timeframe.
- We currently have 10,500+ state employees migrated to the new enterprise Exchange email.
- Our first migrations took 15 minutes per mailboxes. We now average 15 seconds per mailbox.
- We currently have 321 mobile devices communicating with the Exchange servers.
- We currently have 50 accounts left on the OCIO Lotus Notes server, 99 accounts left on the Exchange 2003 server, and 45 accounts left on the World Client server.
- We have currently migrated people from the following email systems: Exchange 2000, Exchange 2003, Yahoo mail, G mail, Road Runner, World Client, numerous POP3, and (11) Lotus Notes environments.

FUN FACTS:

- We are 87% complete with mailboxes and 85% complete with agencies.
- There are 242 resources migrated.
- There are 2,866 Distribution Lists migrated.
- Our largest one night migration was June 27, 2008 when we migrated 2,014 mailboxes for the Department of Roads.
- One individual we migrated had calendar entries scheduled through December 7, 2098.
- One individual we migrated had 18,000 calendar entries.
- One individual we migrated had more than 17,000 objects in their Deleted Items folder.
- We average about 7,000 concurrent connections during normal business hours and this dips to just below 2000 connections during non-business hours. Of these 7,000 connections, approximately 500 are OWA users. We have about 15 OWA users connected during non-business hours.
- We currently average 140,000 e-mails delivered to @nebraska.gov accounts per day.
- We currently average 10,000 e-mails sent out of the Exchange 2007 environment per day.
- We currently average 12,000 e-mails coming into the Exchange 2007 environment per day.
- Over the last year we have 99.897% of uptime consisting of 10 scheduled downtimes and 12 unscheduled downtimes. It has currently been 134 days since our last unscheduled downtime.
- Since May of 2007 we have had approximately 13.7 million e-mails go through the system.
- Since October of 2007 we have received approximately 3,476 Help Desk tickets and 3,462 or 99.6% are currently closed.

And last but not least, during this past year, as team members we have 1 new daughter, 1 new daughter-in-law, 2 new grandchildren and one motorcycle wreck.

November 6, 2008

To: NITC Commissioners
From: Anne Byers
Subject: Community Council Report

Eleven Nebraska communities will receive assistance in developing websites to market their community to prospective residents and businesses and provide information to current residents through the Developing Websites for Community Growth Project. The Developing Websites for Community Growth project provides hands-on assistance to 11 communities, accessibility testing of websites, and marketing assistance. The project is strictly focused on content development, website enhancements, and marketing. The communities selected include:

- Burwell
- Butler County
- Elwood
- Gering
- Grand Island
- Laurel
- Pender
- Scribner
- South Sioux City
- St. Paul
- Valentine

A kick-off webinar was held on Oct. 30 with over 30 participants.

Project partners include the University of Nebraska-Lincoln Extension, DED, Nebraska Public Power District, AIM Institute, Twin Cities Development - Scottsbluff/Gering, and the NITC Community Council. The Developing Websites for Community Growth project has been funded through a grant from the Nebraska Information Technology Commission's Community Technology Fund.

November 6, 2008

To: NITC Commissioners
From: Anne Byers
Subject: eHealth Council Report

HISPC Findings and Recommendations. The Legal Work Group of the Nebraska Health Information Security and Privacy Committee (HISPC) reviewed Nebraska health information disclosure laws to identify laws more stringent than HIPAA. The Legal Work Group found one Nebraska law which was more stringent than HIPAA. Neb. Rev. Stat. 71-8403 stipulates that authorizations for release of medical records are valid for a maximum period of 180 days. The group recommended deleting the 180 day restriction. HIPAA requirements would then apply, allowing patients to state an expiration date or expiration event. At Lt. Governor Sheehy's recommendation, representatives of the Legal Work Group and NITC staff met with Kathleen Dolezal from the Governor's Policy Research Office to discuss the recommended statutory change. She recommended working with other interested stakeholders who may be planning to introduce related legislation. Sheila Wrobel, the Chair of the Legal Work Group, and I met with Dale Mahlman from the Nebraska Medical Association to discuss this issue.

Legal Work Group members include:

- Sheila Wrobel, UNMC
- Dennis Berens, DHHS
- David Lawton, DHHS
- Roger Brink, DHHS
- Joe Acierno, DHHS
- Charlene Dunbar, Nebraska Heart Institute
- Kim Hazelton, BryanLGH
- Kim Galt, Creighton University
- Ron Hoffman, Mutual of Omaha

E-Prescribing. The E-Prescribing Work Group met for the first time on Oct. 20. The group is expected to make recommendations by March 2009. During a discussion on e-prescribing at the August eHealth Council meeting, Joni Cover from the Nebraska Pharmacists Association alerted the eHealth Council to a potential barrier to e-prescribing in a Nebraska statute that requires pharmacists to keep paper copies of prescriptions. Joni Cover was also present at our meeting with Kathleen Dolezal to discuss statutory barriers. At Kathleen Dolezal's recommendation, we are working with the Nebraska Pharmacists Association to include a change to the statute in other proposed legislation.

Supporting Proposed Legislative Changes. The eHealth Council co-chairs inquired about the role of the eHealth Council and the NITC in supporting proposed legislation which would remove the identified potential barriers to eHealth. The eHealth Council would appreciate your guidance.

Deliberative Discussion. The University of Nebraska Public Policy Center has been working with members of the eHealth Council and the Nebraska HISPC to conduct a deliberative discussion on electronic medical records and health information exchange on Nov. 17 at the UNL East Campus Union. Lt. Governor Sheehy has been invited to participate. The Deliberative Discussion was funded through an NITC Community Technology Fund grant.

Personal Health Record (PHR) Work Group. The PHR Work Group met for the first time on Oct. 24. The group is expected to make recommendations by March 2009.

NITC 1-203 FINAL DRAFT

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 1-203 (Final Draft)

Title	Project Status Reporting
Category	General Provisions
Applicability	Applies only to projects designated by the NITC

1. Purpose

By statute, the NITC may require progress reports for information technology projects utilizing state appropriated funding. Not all projects will be required to submit progress reports, only those projects specifically designated by the NITC will be subject to these these reporting requirements. The purpose of this policy is to establish the procedures for designating such projects, to establish the format to be used for progress reports, and to assign responsibilities to the Technical Panel.

2. Statutes

2.1 Section 86-516 Commission; duties.

" The Commission shall:

...

(5) Adopt guidelines regarding project planning and management and administrative and technical review procedures involving state-owned or state-supported technology and infrastructure. Governmental entities, state agencies, and political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions. The commission may monitor the progress of any such project and may require progress reports;" [Neb. Rev. Stat. § 86-516]

2.2 Section 86-529 Enterprise project; commission; duties.

"To implement enterprise projects pursuant to sections 86-525 to 86-530, the commission shall:

- (1) Develop procedures and issue guidelines regarding the review, approval, and monitoring of enterprise projects; and
- (2) Coordinate with the Chief Information Officer to monitor the status of enterprise projects, including a complete accounting of all project costs by fund source." [Neb. Rev. Stat. § 86-529]

3. Projects Required to Submit Status Reports

The NITC will designate which projects are required to submit project status reports. The agency/entity primarily responsible for the project will be notified of such designation.

4. Project Status Report Format

Unless an alternative format is approved by the Technical Panel, Attachment A is the format to be used for project status reports.

5. Technical Panel Responsibilities

The Technical Panel is responsible for all logistical matters relating to project status reports, including determining the frequency and deadlines for submission. The Technical Panel will coordinate with the reporting agency/entity to ensure compliance with this policy.

The Technical Panel will provide updates to the NITC on the status of projects.

Attachment A: Project Status Form

VERSION DATE: DRAFT - September 5, 2008
HISTORY:
PDF FORMAT: (to be added)

Project Status Form

General Information			
Project Name			Date
Sponsoring Agency			
Contact	Phone	Email	Employer
Project Manager	Phone	Email	Employer
Key Questions			Explanation (if Yes)
1. Has the project scope of work changed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2. Will upcoming target dates be missed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. Does the project team have resource constraints? <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Are there problems or concerns that require stakeholder or top management attention? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Project Metrics		
Measure	Numbers	Percent Complete
Tasks Complete	[13 of 54]	[24%]
Tasks in Progress	[26 of 54]	[48%]
Tasks not Started	[28 of 54]	[52%]
Time spent	[18 of 86 weeks]	[21%]
Time remaining	[68 of 86 weeks]	[79%]
[Project Specific Measure]		

Summary Project Status

Based on the color legend below, indicate green, yellow, or red for the reporting periods of each item. Any item classified as red or yellow requires an explanation in the comment boxes that follow this section. Additional priority items can be added to the list for status reporting.

Select one color in each of the Reporting Period columns to indicate your best assessment of:	Last Reporting Period [MM/DD/YYYY]			This Reporting Period [MM/DD/YYYY]		
1. Overall Project Status	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
2. Schedule	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
3. Budget (capital, overall project hours)	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
4. Scope	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
5. Quality	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green
	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow	<input type="checkbox"/> Green

Color Legend

	Red	Project has significant risk to baseline cost, schedule, or project deliverables. Current status requires immediate escalation and management involvement. “Probable that item will NOT meet dates with acceptable quality without changes to schedule, resources, and/or scope”.
	Yellow	Project has a current or potential risk to baseline cost, schedule, or project deliverables. Project Manager will manage risks based on risk mitigation planning. “Good probability item will meet dates and acceptable quality. Schedule, resource, or scope changes may be needed”.
	Green	Project has no significant risk to baseline cost, schedule, or project deliverables. “Strong probability project will meet dates and acceptable quality”.

Product and/or Service Performance

Performance Standard	Meets	Exceeds	Below	Explanation

Milestones Planned and Accomplished			
Milestone	Original Date	Revised Date	Actual Date

Milestones Planned and Not Accomplished			
For each item listed, provide a corresponding explanation of the effect of this missed item on other target dates and provide the plan to recover from this missed item.			
Milestone	Original Date	Revised Date	Effect on Other Dates/Plan

Milestones Planned for Next Period		
Milestone	Original Date	Revised Date

Decision Points			
For each item listed, provide a corresponding explanation of the effect of this item on other target dates, scope or cost and provide the responsible parties name. The responsible party will ensure the decision is made and carried out.			
Decision Point	Decision Due Date	Deciders Name or Names	Decisions Effect on Project

Project Issues				
Description	Impact on Project - (H,M,L)	Date Resolution is Needed	Issue Resolution Assigned to	Date Resolved

Footnote: High, Medium, Low Impact.

High- "project killer" major impact on project time, scope, cost. Issue must be resolved! - **Medium**- impact will moderately effect project time, scope, cost. - **Low**- Issue will not impact project delivery

Comparison of Budgeted to Actual Expenditures				
Use a chart like the following to show actual expenditures compared to planned levels. Break the costs into other categories as appropriate.				
Fiscal Year [YYYY]				
Budget Item	Actual Costs to Date	Estimate to Complete	Total Estimated Costs	Total Planned Budget
Salaries				
Contract Services				
Hardware				
Software				
Training				
Other Expenditures*				
Total Costs				
Other Expenditures include supplies, materials, etc.				

Risks Management			
Major Risk Events	High Medium Low	Risk Mitigation	Mitigation Responsible Party

Additional Comments / Concerns

NITC 1-205 FINAL DRAFT

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 1-205 (Final Draft)

Title	Enterprise Projects
Category	General Provisions
Applicability	Applies only to projects designated by the NITC

1. Purpose

By statute, the NITC "shall determine which proposed information technology projects are enterprise projects." Enterprise projects must comply with certain statutory requirements including the submission of a project plan and compliance with monitoring requirements. The purpose of this policy is to document the procedures regarding the designation, review, approval, and monitoring of enterprise projects.

2. Statutes

Section 86-506 Enterprise project, defined.

"Enterprise project means an endeavor undertaken over a fixed period of time using information technology, which would have a significant effect on a core business function or affects multiple government programs, agencies, or institutions. Enterprise project includes all aspects of planning, design, implementation, project management, and training relating to the endeavor." [Neb. Rev. Stat. § 86-506]

Section 86-525 Enterprise project; legislative findings.

"In addition to the findings in section 86-513, the Legislature also finds that:

- (1) The effective, efficient, and cost-effective operation of state government requires that information be considered and managed as a strategic resource;
- (2) Information technologies present numerous opportunities to more effectively manage the information necessary for state government operations;
- (3) Information technologies are changing and advancing at a very rapid rate, increasing the computing power available to individual users;
- (4) The commission should have the responsibility to establish goals, guidelines, and priorities for information technology infrastructure; and
- (5) Periodic investments in the information technology infrastructure are required to develop and maintain the foundation for the effective use of information technologies throughout state government." [Neb. Rev. Stat. § 86-525]

Section 86-526 Enterprise project; designation.

"The commission shall determine which proposed information technology projects are enterprise projects. The commission shall create policies and procedures for the designation of such projects. The commission shall evaluate designated enterprise project plans as authorized in section 86-528." [Neb. Rev. Stat. § 86-526]

Section 86-527 Information Technology Infrastructure Fund; created; use; investment.

"The Information Technology Infrastructure Fund is hereby created. The fund shall contain revenue from the special privilege tax as provided in section 77-2602, gifts, grants, and such other money as is appropriated or transferred by the Legislature. The fund shall be used to attain the goals and priorities identified in the statewide technology plan. The fund shall be administered by the office of Chief Information Officer. Expenditures shall be made from the fund to finance the operations of the Information Technology Infrastructure Act in accordance with the appropriations made by the Legislature. Transfers from the fund to the General Fund may be made at the direction of the Legislature. Any money in the Information Technology Infrastructure Fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act." [Neb. Rev. Stat. § 86-527]

Section 86-528 Enterprise project; funding.

"(1) The Legislature may allocate money from the Information Technology Infrastructure Fund for enterprise projects. The Legislature may recognize multiple-year commitments for large projects, subject to available appropriations, including remaining obligations for the century date change project managed by the department.

(2) No contract or expenditure for the implementation of an enterprise project may be initiated unless the commission has approved a project plan. The project plan shall include, but not be limited to, the objectives, scope, and justification of the project; detailed specifications and analyses that guide the project from beginning to conclusion; technical requirements; and project management. The commission may request clarification, require changes, or provide conditional approval of a project plan. In its review, the commission shall determine whether the objectives, scope, timeframe, and budget of the project are consistent with the proposal authorized by the Legislature in its allocation from the fund.

(3) The commission may also evaluate whether the project plan is consistent with the statewide technology plan and the commission's technical standards and guidelines." [Neb. Rev. Stat. § 86-528]

Section 86-529 Enterprise project; commission; duties.

"To implement enterprise projects pursuant to sections 86-525 to 86-530, the commission shall:

(1) Develop procedures and issue guidelines regarding the review, approval, and monitoring of enterprise projects; and

(2) Coordinate with the Chief Information Officer to monitor the status of enterprise projects, including a complete accounting of all project costs by fund source." [Neb. Rev. Stat. § 86-529]

Section 86-530 Enterprise project; report.

"The Chief Information Officer shall report annually to the Governor and the Appropriations Committee of the Legislature on the status of enterprise projects." [Neb. Rev. Stat. § 86-530]

3. Enterprise Projects Designation

The NITC will designate which information technology projects are enterprise projects. The designation will be based on the following criteria: 1) the project must meet the definition contained in Neb. Rev. Stat § 86-506; 2) whether or not the project has received an allocation of funding from the Information Technology Infrastructure Fund pursuant to Neb. Rev. Stat. § 86-528; 3) any recommendations from the Technical Panel or other advisory council of the NITC; and 4) such other factors as the NITC deems appropriate, including but not limited to the size, scope, and complexity of the project. An enterprise project designation shall only be made by the NITC at a public meeting and after the agency/entity primarily responsible for the project has had an opportunity to comment on the issue.

4. Requirements for Enterprise Projects

A project which has been designated as an enterprise project must comply with certain statutory responsibilities, including submission of a project plan and submission of periodic status reports. The Technical Panel will coordinate with the agency/entity primarily responsible for an enterprise project to ensure compliance with this policy.

4.1 Project Plan

Each enterprise project shall submit a project plan. The project plan shall include, but not be limited to, the objectives, scope, and justification of the project; detailed specifications and analyses that guide the project from beginning to conclusion; technical requirements; and project management.

4.1.1 Format

Unless an alternative format is approved by the Technical Panel, Attachment B to NITC 1-202 is the format to be used for the project plan.

4.1.2 Review and Approval

The Technical Panel shall review all project plans and provide recommendations to the NITC. The NITC may approve the project plan, request clarification, require changes, or provide conditional approval of a project plan.

4.2 Project Monitoring

Enterprise projects shall provide project status reports as set forth in NITC 1-203.

5. Annual Report

The NITC will assist the Chief Information Officer as requested to prepare an annual report to the Governor and the Appropriations Committee of the Legislature on the status of enterprise projects.

VERSION DATE: DRAFT - September 5, 2008

HISTORY:

PDF FORMAT: (to be added)

NITC 5-202 FINAL DRAFT

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 5-202 (Final Draft)

Title	Blocking Email Attachments
Category	Groupware Architecture
Applicability	Applies to all state government agencies, excluding higher education

1. Purpose

It is important to take steps to protect the state's computing environment against the threat of viruses. Email attachments with certain extensions are often used in virus attacks because of their execution access and the amount of damage they can cause. Therefore, the State of Nebraska prohibits certain attachments from being transmitted through email.

2. Standard

2.1 Removing Prohibited Attachments Before Delivery

The SMTP gateway will remove any prohibited attachments before allowing the email to be delivered. If any of the blocked extensions are detected, the attachment will be deleted and a message stating that the attachment was blocked will be included in the email message.

2.2 List of Extensions - Attachments which will be blocked

Attachment A, entitled "List of Extensions - Attachments which will be blocked," contains the current listing of attachments which will be blocked by the State of Nebraska.

2.3 Alternative Methods for Sending or Receiving Files

If an individual needs to send or receive a file with one of the blocked extensions, other alternatives for transmitting files should be considered, such as: Secure file transfers (sFTP / FTPS) or Web-based document retrieval.

[Attachment A: List of Extensions - Attachments which will be blocked](#)

VERSION DATE: DRAFT - August 6, 2008; Attachment A updated on October 14, 2008.
HISTORY: Original version adopted on November 13, 2003.
PDF FORMAT: (to be added)

List of Extensions - Attachments which will be blocked

Extension - Description	Internal ¹	Inbound
ade – Access Project extension (Microsoft)	X	
adp – Access Project (Microsoft)	X	
app – Executable Application	X	
asp – Active Server Page	X	
bas – Basic	X	X
bat – Batch	X	X
cer – Internet Security Certificate File	X	
chm – Compiled HTML Help	X	
cmd – Command	X	X
com – Command, executable	X	X
cpl – Control panel applet	X	X
crt – Certificate File	X	
csh – C Shell Script	X	
exe – Executable program	X	X
fxp – FoxPro Compiled Source (Microsoft)	X	
gadget – Windows Vista gadget	X	
hlp – Windows Help File	X	
hta – HTML application	X	X
inf – set up	X	X
ins – Internet communications settings	X	X
isp – Internet communications settings	X	X
its – Internet Document Set, Internet Translation	X	
js – JScript	X	X
jse – JScript encoded file	X	X
ksh – UNIX Korn Shell Script	X	
Ink – Shortcut	X	X
mad – Access Module Shortcut (Microsoft)	X	
maf – Access (Microsoft)	X	
mag – Access Diagram Shortcut (Microsoft)	X	
mam – Access Macro Shortcut (Microsoft)	X	
maq – Access Query Shortcut (Microsoft)	X	
mar – Access Report Shortcut (Microsoft)	X	
mas – Access Stored Procedure (Microsoft)	X	
mat – Access Table Shortcut (Microsoft)	X	
mau – Executable Media file	X	
mav – Access View Shortcut (Microsoft)	X	
maw – Access Data Access Page (Microsoft)	X	
mda – Access Add-in, MDA Access 2 Workgroup (Microsoft)	X	
mdb – Access Application, MBD Access Database (Microsoft)	X	
mde – Access MDE Database File (Microsoft)	X	
mdt – Access Add-in Data (Microsoft)	X	
mdw – Access Workgroup Information (Microsoft)	X	
mdz – Access Wizard Template (Microsoft)	X	
msc – Microsoft common console document	X	X
msi – Install Control file	X	X
msp – Windows installer patch	X	X

mst – Windows installer transform	X	X
ops – Office Profile Settings File	X	
pcd – Visual test (Microsoft)	X	
pif – Windows program information file	X	X
prf – Windows System File	X	
prg – Program file	X	
pst – MS Exchange Access Book File (Microsoft)	X	
reg – Microsoft registry	X	X
scf – Windows Explorer Command	X	
scr – Screensaver	X	X
sct – Windows script component	X	X
sh – Bash Shell Script	X	
shb – Document short cut	X	X
shs – Shell Script object	X	X
test – Test files		X
tmp – Temporary File / Folder	X	
url – Internet shortcut	X	X
vb – VBScript	X	X
vbe – VBScript encoded file	X	X
vbs – Visual Basic	X	X
vsmacros – Visual Studio .NET Binary-based Macro Project	X	
vss – Visio Stencil (Microsoft)	X	
vst – Visio Template (Microsoft)	X	
vsw – Visio Workspace File (Microsoft)	X	
ws – Windows Script File (Microsoft)	X	
wsc – Windows Script component	X	X
Wsf – Windows Script File	X	
wsh – Windows Scripting host settings	X	X
wma – Windows Media Audio		X
wmf – Windows Media File		X

Note:

1 – Microsoft Outlook strips these attachments when sending to another Exchange user within the State of Nebraska.

NITC 8-301 FINAL DRAFT

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 8-301 (Final Draft)

Title	Password Standard
Category	Security Architecture
Applicability	Applies to all state agencies, boards, and commissions, excluding higher education

1. Purpose

Passwords are a primary means to control access to systems; therefore all users must select, use, and manage passwords to protect against unauthorized discovery or usage.

2. Standard

2.1 Password Construction

The following are the minimum password requirements for State of Nebraska passwords:

- Must contain at least eight (8) characters
 - Must not repeat any character sequentially more than two (2) times
- Must contain at least three (3) of the following four (4):
 - At least one (1) uppercase character
 - At least one (1) lowercase character
 - At least one (1) numeric character
 - At least one (1) symbol
- Must change at least every 90 days
- Can not repeat any of the passwords used during the previous 365 days.

2.2 Non-Expiring Passwords

An agency may request a non-expiring password by submitting the form found in Appendix A. All non-expiring passwords should meet the character requirements listed in Section 2.1.

2.2.1 Automated System Accounts. Agencies may use non-expiring passwords for automated system accounts. Examples of automated system accounts include those that perform backups or run batch jobs.

2.2.2 Multi-user Computers. Agencies may use non-expiring passwords on multi-user computers. Examples of multi-user computers include those computers in kiosks or training labs, where users have limited or restricted access to state resources.

2.2.3 System Equipment/Devices. It is common for many devices (e.g. IP cameras, HVAC controls) in today's IT environment to utilize login capabilities to protect the device from unauthorized access. While many of these devices make use of a user ID and password in a manner similar to those found while authenticating a user, the distinction to be made is that the User ID is used to authenticate the device itself to the system and not a person.

Attachment A: Non-Expiring Password Request (Word Document)

VERSION DATE: Draft Version - October 14, 2008

HISTORY: Adopted on September 18, 2007. Amended on xxx xx, 2008.

PDF FORMAT: (to be added)

Non-Expiring Password Request

This is a request for a non-expiring password for the following application, system, or account:

To the limits dictated by the State of Nebraska and Federal laws, agency data and system owners are responsible for determining how critical and sensitive information is for their applications to insure integrity, availability, and confidentiality.

Security Classification Levels

The NITC Data Security Standard recognizes four basic levels of security classifications that are associated with varying degrees of known risks. (See NITC 8-RD-01: NITC Security Officer Instruction Guide). They can be summarized as follows:

HIGHLY RESTRICTED is for the most sensitive information intended strictly for use within your organization and controlled by special rules to specific personnel. It is highly critical and demands the highest possible security.

CONFIDENTIAL is for less sensitive information intended for use within your organization, yet still requires a high level of security. It may be regulated for privacy considerations. (e.g. HIPAA)

INTERNAL USE ONLY is for non-sensitive information intended for use within your organization. The security is controlled, but not highly protected.

UNCLASSIFIED/ PUBLIC is for information that requires minimal security and can be handled in the public domain.

Agency Justification

The undersigned agency representative has been authorized to request a **non-expiring password** for the application and data named above with a **security classification level** of _____ and includes the following as supporting justification:

* * * * *

Office of the CIO Action

___ Granted ___ Denied

Comments:

Agency Representative	Date	Office of the CIO State Information Security Officer	Date

Nebraska Information Technology Commission

FY2009-2011 Information Technology Project Proposals

Project Review Documents

November 12, 2008

1. State Government Council Recommendations
2. Technical Panel Review
3. Portfolio Management Chart
4. Summary Sheets

Nebraska Information Technology Commission
 FY2009-2011 Information Technology Project Proposals
State Government Council Recommendations

Project #	Agency	Project Title	FY10	FY11	Total	Review Score	SGC Avg.	SGC Tier
09-01	Secretary of State	Election Night Reporting System	\$ 540,000	\$ 90,000	\$ 630,000	65	2.3	2
09-02	Secretary of State	NECVRS Hardware Replacement	\$ 320,000		\$ 320,000	69	2.0	2
09-03	Secretary of State	Enterprise Content Management System	\$ 2,500,000	\$ 350,000	\$ 2,850,000	74	1.7	2
19-01	Department of Banking	FACTS Migration	\$ 140,000	\$ 40,000	\$ 180,000	79	1.7	2
23-01	Department of Labor	Integration of Workforce Development Applications	\$ 1,024,278	\$ 716,178	\$ 3,888,990	61	2.3	2
25-01	DHHS	Access Nebraska	\$ 2,732,479	\$ 1,975,896	\$ 7,215,191	70		
27-03	Department of Roads	Accident Records System Rewrite			\$ 400,000	66	2.4	2
37-01	Workers' Compensation Court	Courtroom Technology	\$ 225,276	\$ 15,272	\$ 240,548	77	1.6	2
47-01	NET	Public Media Project - Phase 2	\$ 114,000		\$ 114,000	86	1.9	2
65-01	Administrative Services	Human Resources Talent	\$ 377,000	\$ 413,000	\$ 1,741,000	70	1.1	1
			<u>\$ 7,973,033</u>	<u>\$ 3,600,346</u>	<u>\$ 17,579,729</u>			

Category	Description
Mandate	Required by law, regulation, or other authority.
Tier 1	Highly Recommended. Mission critical project for the agency and/or the state.
Tier 2	Recommended. High strategic importance to the agency and/or the state.
Tier 3	Other. Significant strategic importance to the agency and/or the state; but, in general, has an
Tier 4	Insufficient information to proceed with a recommendation for funding.

Nebraska Information Technology Commission
 FY2009-2011 Information Technology Project Proposals
Technical Panel Review

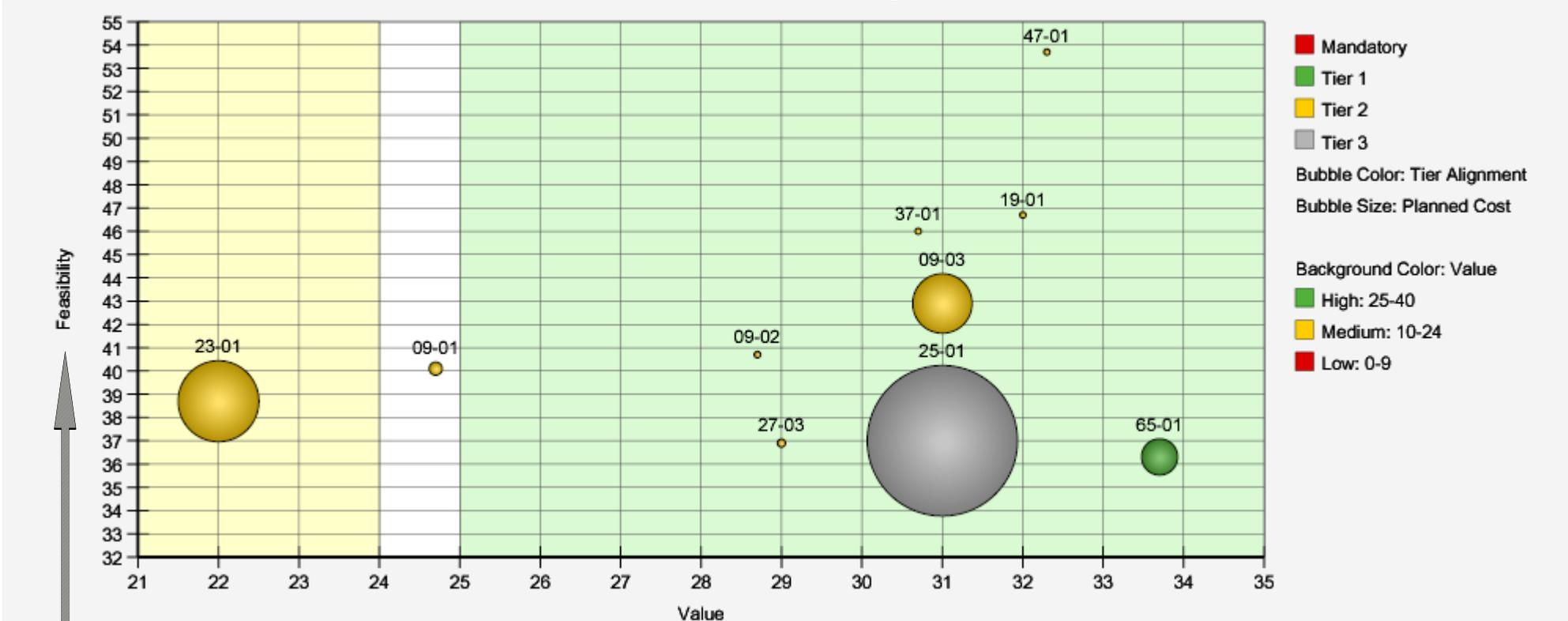
Project #	Agency	Project Title	Technical Panel Checklist*			Technical Panel Comments
			(1)	(2)	(3)	
09-01	Secretary of State	Election Night Reporting System	✓	Unk	Unk	
09-02	Secretary of State	NECVRS Hardware Replacement	✓	✓	✓	• This is a regular course of business hardware replacement.
09-03	Secretary of State	Enterprise Content Management System	✓	Unk	Unk	• Unknown until RFP or additional information is available.
19-01	Department of Banking	FACTS Migration	✓	Unk	Unk	
23-01	Department of Labor	Integration of Workforce Development Applications	✓	Unk	Unk	
25-01	DHHS	Access Nebraska	✓	Unk	Unk	• Unknown and substantial risks outside of the technical realm make the project difficult to assess.
27-03	Department of Roads	Accident Records System Rewrite	✓	✓	✓	
37-01	Workers' Compensation Court	Courtroom Technology	✓	✓	✓	
47-01	NET	Public Media Project - Phase 2	✓	✓	✓	
65-01	Administrative Services	Human Resources Talent	✓	Unk	Unk	

*** Technical Panel Checklist Items**

- (1) The project is technically feasible.
- (2) The proposed technology is appropriate for the project.
- (3) The technical elements can be accomplished within the proposed timeframe and budget.

Portfolio Analysis

NITC Value and Feasibility



Feasibility = Technical Impact + Preliminary Plan for Implementation + Risk Assessment + Financial Analysis and Budget

Value = Goals, Objectives and Projected Outcomes + Project Justification and Business Case

IT Project Proposal Summary Sheets

- Each summary sheet has the following information:
 - Summary of the Request
 - Funding Summary
 - Project Score
 - Reviewer Comments
 - Technical Panel and Council Comments
 - Agency Response to Reviewer Comments (if any)
- The full text of the project proposals is posted at:
<http://nitc.ne.gov/nitc/documents/fy2009-11/index.html>

NEBRASKA INFORMATION TECHNOLOGY COMMISSION

Project Proposal - Summary Sheet
Biennial Budget FY2009-2011

Project #09-01
Page 1 of 5

Project #	Agency	Project Title
09-01	Secretary of State	Election Night Reporting System

SUMMARY OF REQUEST (Executive Summary from the Proposal)

[Full text of all proposals are posted here: <http://nitc.ne.gov/nitc/documents/fy2009-11/index.html>]

The Secretary of State is the Chief Election Official for the State of Nebraska. As the Chief Election Official there are many functions that occur during an election cycle. One of most important functions is the reporting of election results on election night to the public, media and candidates. The Election Night Reporting (ENR) System is an integral program that allows the Secretary of State to perform these duties. The current ENR System has been in place since 1996. With new technologies and program languages available, we believe that this project could allow us to better report election results to public, media and candidates. We are currently looking at vendors to host this service for our office.

The Election Night Reporting System allows the public and the media the ability to check election results frequently (default = 5 mins). The ENR System was created by volunteers for the State of Nebraska in 1996. The State of Nebraska was one of five states that performed this reporting service to the public at that time. Since 1996, the Secretary of State's Office has made the investment in software upgrades every election cycle to add the functionality needed (e.g. creating comma separated values (.CSV) files for the media to import election night data into their equipment). The investment per election cycle has been between \$15,000 to \$25,000.

FUNDING SUMMARY

	Total	Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Future Add Request
Other Operating Costs						
Personnel Cost	\$0					
Supplies & Materials	\$0					
Travel	\$0					
Other	\$180,000			90,000	90,000	
Total	\$180,000	\$0	\$0	\$90,000	\$90,000	\$0
Capital Expenditures						
Hardware	\$0					
Software	\$350,000			350,000		
Network	\$0					
Other	\$100,000			100,000		
Total	\$450,000	\$0	\$0	\$450,000	\$0	\$0
Total Request	\$630,000	\$0	\$0	\$540,000	\$90,000	\$0

PROJECT SCORE

Section	Reviewer 1	Reviewer 2	Reviewer 3	Mean	Maximum Possible
Goals, Objectives, and Projected Outcomes	4	15	11	10.0	15
Project Justification / Business Case	5	23	16	14.7	25
Technical Impact	7	17	15	13.0	20
Preliminary Plan for Implementation	2	8	10	6.7	10
Risk Assessment	5	9	9	7.7	10
Financial Analysis and Budget	6	17	15	12.7	20
TOTAL				65	100

REVIEWER COMMENTS

Section	Strengths	Weaknesses
Goals, Objectives, and Projected Outcomes	- I believe the goal of this project is very worthwhile.	-The agency did not provide or address measurements or assessment methods to verify the project outcome, nor provided any data supporting relationship to their technology plan. - No explanation of \$280,000 in other categories - relation to project goals
Project Justification / Business Case	- Project justification seems to make sense in something the state should do.	- Did not provide any return on investment justification. Did not address other potential solutions. Did not address state or federal mandates. - More detail needed on cost/benefit vs current system
Technical Impact	- Relevance is limited to analysis of new vs existing systems.	- Technical elements are not present. Strengths and weaknesses are not evaluated. Does not address compatibility or security issues. - My sense is that the agency thinks the entry of data will be a lot easier with this system than it is with the current system. I just don't have enough information at this point to determine whether or not that's true as interfacing with over 90 counties in Nebraska each having some version of an election reporting manager may be daunting. - Do all counties have ERM systems which can automatically feed this proposed system?
Preliminary Plan for Implementation		- Minimal information provided. Proper analysis could not be made. - Not enough information at this point to give a very good assessment of the implementation plan
Risk Assessment	- Assuming an outside vendor may in fact host the system I think the risks have been identified	- Barriers and risks are inadequately identified. - Cost / quality of vendor encryption techniques?
Financial Analysis and Budget		- Nearly a third of the budget is undefined in the Other category - Further explanation of \$280,000 "other" costs?

TECHNICAL PANEL COMMENTS

Technical Panel Checklist				Technical Panel Comment
	Yes	No	Unknown	
1. The project is technically feasible?	✓			
2. The proposed technology is appropriate for the project?			✓	
3. The technical elements can be accomplished within the proposed timeframe and budget?			✓	

APPENDIX: AGENCY RESPONSE TO REVIEWER COMMENTS



STATE OF NEBRASKA

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November 3, 2008

Lt. Governor Rich Sheehy
Chair, Nebraska Information Technology Commission
P.O. Box 94863
Lincoln, NE 68509

Chairman Sheehy & NITC Members,

I am pleased to present my agency's responses to the IT Project Proposals that we submitted on September 15, 2008. My agency's responses were made after the reviewers published their assessments at the State Government Council on October 9, 2008. An explanation for each project is written below and also in the following pages for the NITC's review.

As Secretary of State, one of my duties is to serve as Nebraska's Chief Election Officer. It is in that role, I instructed my staff to research alternatives for our aging Election Night Reporting System and for replacement of server hardware for the Nebraska Central Voter Registration System (NECVRS).

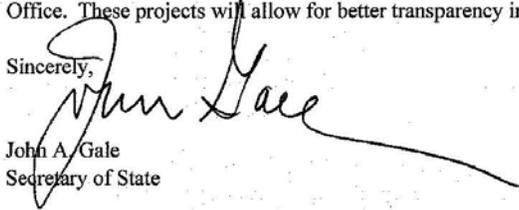
- IT Project Proposal 09-01 (Election Night Reporting) will enable my office to have more transparency by presenting election nights results in several data formats to the public and media.
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I also serve as the State Records Administrator under Nebraska Statute §84-1203. The introduction of the Nebraska Unified Collaboration Project under the management of the Office of CIO has provided the ability to communicate and collaborate in a more efficient manner across all state government. While state agencies manage the paper and film records very well, the ability for agencies to properly manage their electronic records is not yet present. Therefore, I ordered my Records Management Division staff to research electronic records management vendors with the cooperation of the Office of CIO.

- IT Project Proposal 09-03 (Enterprise Content Management) would be a phased approach to allow State Agencies to retain, index, manage and dispose of email records according to Schedule 124 (General Records) or Agency specific schedules. Other phases would include structured and unstructured electronic records.

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Sincerely,


John A. Gale
Secretary of State

09-01 – Election Night Reporting System – Agency Response**Goals, Objectives and Project Outcomes**

Strengths - I believe the goal of this project is very worthwhile.

Weaknesses - The agency did not provide or address measurements or assessment methods to verify the project outcome, nor provided any data supporting relationship to their technology plan. No explanation of \$280,000 in other categories in relation to project goals.

Agency response – Our projected outcome is to acquire and deploy an Election Night Reporting System that enhances the Secretary of State's ability to provide customized, detailed views through graphical or numerical means. Our office will utilize the proper measurement/assessment methodologies in implementing a new Election Night Reporting System. The Secretary of State's Office is looking at SOE Software as a model for this software. The vendor's URL is <http://www.soesoftware.com/connect-enr.html>.

The breakdown of the \$280,000 listed in the "other" categories is as follows: Maintenance for 2 years is \$180,000 (\$90,000 a year). The remaining \$100,000 is a one-time licensing fee.

Project Justification / Business Case

Strengths - Project justification seems to make sense in something the state should do.

Weaknesses - Did not provide any return on investment justification. Did not address other potential solutions. Did not address state or federal mandates. More detail needed on cost/benefit vs. current system

Agency response – The Election Night Reporting System in its current form requires in depth knowledge of Microsoft Access and SQL to perform the normal operating functions of the system. This requires significant IT resources to perform election functions. If a new ENR system is acquired then IT resources within the SOS Office could take on other projects as needed by the agency.

We have not seen any other vendors in this arena, other than SOS Software. There are no federal or state statutes requiring the State to perform this function however, State has reported election night results to the public and the media since 1996.

The current ENR system has provided transparency and accountability to the public in how the State administrates elections in Nebraska, but the system is difficult to operate. A new ENR system will allow the SOS to better function internally by allowing election personnel to operate the ENR system, thus freeing an IT resource. It will also enable state and county election officials to statistically analyze voting patterns by precinct, so voter education and voter outreach can be targeted. Counties will not have to key election totals into a website; they will export them directly to the ENR system in their vote tabulation systems native format. Then the State will be able to review the totals, checking for any discrepancies or data anomalies before publishing to the public and media.

Technical Impact

Strengths - Relevance is limited to analysis of new vs. existing systems.

Weaknesses - Technical elements are not present. Strengths and weaknesses are not evaluated. Does not address compatibility or security issues. My sense is that the agency thinks the entry of data will be a lot easier with this system than it is with the current system. I just don't have enough information at this point to determine whether

or not that's true as interfacing with over 90 counties in Nebraska each having some version of an election reporting manager may be daunting. Do all counties have ERM systems which can automatically feed this proposed system?

Agency response – All of the State's vote tabulation equipment and software is compatible with the software referenced in the report. All counties will sign on to the ENR system utilizing a username and password over an website encrypted with an SSL certificate. The SOS will work with the vendor to adhere to NITC Password Guidelines. Election totals are then transmitted over an FTPS (FTP/SSL) from the counties to the vendor. Each county would be able to change their totals only.

All Nebraska counties will have ERM in 2009.

Preliminary Plan for Implementation

Strengths – None reported by reviewers

Weaknesses - Minimal information provided. Proper analysis could not be made; not enough information at this point to give a very good assessment of the implementation plan.

Agency response – Not enough of information to provide a preliminary plan for implementation.

Risk Assessment

Strengths - Assuming an outside vendor may in fact host the system I think the risks have been identified

Weaknesses - Barriers and risks are inadequately identified. Cost / quality of vendor encryption techniques?

Agency response – Until the State can get a contract in place the quality of encryption is unknown. Cost has already been detailed in the budgetary numbers submitted to the NITC and DAS.

Financial Analysis and Budget

Strengths – None reported by reviewers

Weaknesses - Nearly a third of the budget is undefined in the other category; further explanation of \$280,000 "other" costs?

Agency response – The breakdown of the \$280,000 listed in the "other" categories is as follows: Maintenance for 2 years is \$180,000 (\$90,000 a year). The remaining \$100,000 is a one-time licensing fee by the vendor.

NEBRASKA INFORMATION TECHNOLOGY COMMISSION

Project Proposal - Summary Sheet
Biennial Budget FY2009-2011

Project #09-02
Page 1 of 5

Project #	Agency	Project Title
09-02	Secretary of State	NECVRS Hardware Replacement

SUMMARY OF REQUEST (Executive Summary from the Proposal)

[Full text of all proposals are posted here: <http://nitc.ne.gov/nitc/documents/fy2009-11/index.html>]

The Help America Vote Act of 2002, Public Law 107-252, 42 U.S.C. 15301-15545 (“HAVA”) following passage by the U.S. Congress was signed into law by the President of the United States George Bush on October 29, 2002. This legislation marked a significant step toward major change in our election systems nationwide. The State of Nebraska successfully implemented the Nebraska Central Voter Registration System (NECVRS) in 2005. This IT Project is for the replacement of server hardware for the NECVRS.

Section 303 of HAVA describes the requirements for a statewide interactive voter registration database. Among the requirements are that the system utilize driver's license numbers and the last four digits of the social security number or in the alternative assign a unique identifier. Other requirements include coordination with other state agency databases and list maintenance procedures as outlined in the National Voter Registration Act. The State of Nebraska received \$18.8 million dollars from the Federal Government to implement all of the changes within HAVA (Voter Outreach and Education, Vote Tabulation Equipment for all 93 counties and a centralized Voter Registration System). \$4.1 million dollars was awarded to Election Systems and Software after a lengthy RFP process in July of 2004 for the Voter Registration System. The server hardware for the NECVRS was purchased in October of 2004 in preparation for all 93 counties' migration. The Nebraska Central Voter Registration System (NECVRS) was completed on November 22, 2005. Server warranties will run out on all 31 servers of the NECVRS on October of 2009.

FUNDING SUMMARY

	Total	Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Future Add Request
Capital Expenditures						
Hardware	\$320,000			320,000		
Software	\$0					
Network	\$0					
Other	\$0					
Total	\$320,000	\$0	\$0	\$320,000	\$0	\$0
Total Request	\$320,000	\$0	\$0	\$320,000	\$0	\$0

PROJECT SCORE

Section	Reviewer 1	Reviewer 2	Reviewer 3	Mean	Maximum Possible
Goals, Objectives, and Projected Outcomes	12	5	12	9.7	15
Project Justification / Business Case	22	15	20	19.0	25
Technical Impact	20	5	15	13.3	20
Preliminary Plan for Implementation	10	3	10	7.7	10
Risk Assessment	10	0	10	6.7	10
Financial Analysis and Budget	18	5	16	13.0	20
TOTAL				69	100

REVIEWER COMMENTS

Section	Strengths	Weaknesses
Goals, Objectives, and Projected Outcomes	- The goal is rather straightforward and obvious, that being the replacement of 31 servers that were purchased in 2004. Not sure, based on the documentation, if these 31 servers are located in one location or placed around the state.	- Possible use of virtualization in an effort to reduce the number of servers required? - Objective unclear - Have alternatives to replacing all 31 servers been researched? Is server consolidation or virtualization feasible?
Project Justification / Business Case	- Justification appears sound.	- This is a long-term project that should be budgeted into the biennial budget. It should not be considered a one-time project. - Mandate is clear but approach details are not clear
Technical Impact	- In that this is basically a hardware upgrade does not appear to be any technical concerns. - Submitter recognizes need for technology refresh.	- Consideration should be given to using State facilities and using State resources to manage the equipment. - Other approaches to simply replacing existing hardware should be explored
Preliminary Plan for Implementation	- Implementation should be straightforward	- There is no plan to evaluate deliverables and implementation timelines are not definitive. No on-going support requirements listed.
Risk Assessment	- Do not see any significant risks for this project	- Has not taken election risk assessment into consideration by establishing a schedule to avoid these dates. Have not documented repercussions of implementation or lack of implementation and no alternative fallback plan identified.
Financial Analysis and Budget	- Not knowing the size and scope of the server configurations it's hard to state unequivocally that the price quoted is appropriate.	- Changes in software licensing may in fact cause an increase in software licensing costs due to dual or quad core capabilities - After six years, this should be a part of the Agency's budget and not considered a one-time request. Were alternative methods of funding considered? Options to reduce costs should be evaluated including the use of the State's facilities and resources. - Are any federal funds available between now and 2010 to help fund this project?

TECHNICAL PANEL COMMENTS

Technical Panel Checklist				Technical Panel Comment
	Yes	No	Unknown	
1. The project is technically feasible?	✓			
2. The proposed technology is appropriate for the project?	✓			
3. The technical elements can be accomplished within the proposed timeframe and budget?	✓			

- This is a regular course of business hardware replacement.

APPENDIX: AGENCY RESPONSE TO REVIEWER COMMENTS



STATE OF NEBRASKA

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SECRETARY OF STATE**P.O. Box 94608**
State Capitol, Suite 2300
Lincoln, NE 68509-4608
Phone 402-471-2554
Fax 402-471-3237
www.sos.state.ne.us

November 3, 2008

Lt. Governor Rich Sheehy
Chair, Nebraska Information Technology Commission
P.O. Box 94863
Lincoln, NE 68509

Chairman Sheehy & NITC Members,

I am pleased to present my agency's responses to the IT Project Proposals that we submitted on September 15, 2008. My agency's responses were made after the reviewers published their assessments at the State Government Council on October 9, 2008. An explanation for each project is written below and also in the following pages for the NITC's review.

As Secretary of State, one of my duties is to serve as Nebraska's Chief Election Officer. It is in that role, I instructed my staff to research alternatives for our aging Election Night Reporting System and for replacement of server hardware for the Nebraska Central Voter Registration System (NECVRS).

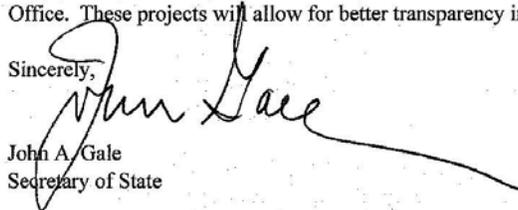
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I also serve as the State Records Administrator under Nebraska Statute §84-1203. The introduction of the Nebraska Unified Collaboration Project under the management of the Office of CIO has provided the ability to communicate and collaborate in a more efficient manner across all state government. While state agencies manage the paper and film records very well, the ability for agencies to properly manage their electronic records is not yet present. Therefore, I ordered my Records Management Division staff to research electronic records management vendors with the cooperation of the Office of CIO.

- IT Project Proposal 09-03 (Enterprise Content Management) would be a phased approach to allow State Agencies to retain, index, manage and dispose of email records according to Schedule 124 (General Records) or Agency specific schedules. Other phases would include structured and unstructured electronic records.

I appreciate your careful review and consideration of these projects for the Secretary of State's Office. These projects will allow for better transparency in state government for years to come.

Sincerely,


John A. Gale
Secretary of State

09-02 – NECVRS Hardware Replacement – Agency Response**Goals, Objectives and Projected Outcomes**

Strengths - The goal is rather straightforward and obvious, that being the replacement of 31 servers that were purchased in 2004. Not sure, based on the documentation, if these 31 servers are located in one location or placed around the state

Weaknesses - Possible use of virtualization in an effort to reduce the number of servers required? Objective unclear; have alternatives to replacing all 31 servers been researched? Is server consolidation or virtualization feasible?

Agency response – The NECVRS utilizes virtualization for the testing environment before new functions/new software is implemented into production. We will begin conversations with our vendor ES&S in early 2009 to discuss the server migration issues. Certainly, the Secretary of State's Office will utilize acceptable technologies to implement new servers for the NECVRS.

Project Justification / Business Case

Strengths - Justification appears sound.

Weaknesses - This is a long-term project that should be budgeted into the biennial budget. It should not be considered a one-time project. Mandate is clear but approach details are not clear.

Agency response – The current NECVRS environment was purchased in 2004 using Federal funds provided to the State under the HAVA of 2002. With those federal funds being exhausted in 2010, the Secretary of State is asking for general fund dollars to refresh the server hardware for the NECVRS. The SOS and ES&S have not started composing the migration plan for 2009 because of the current 2008 election cycle.

Technical Impact

Strengths - In that this is basically a hardware upgrade does not appear to be any technical concerns. Submitter recognizes need for technology refresh.

Weaknesses - Consideration should be given to using State facilities and using State resources to manage the equipment. Other approaches to simply replacing existing hardware should be explored.

Agency response - Consideration was performed in 2004 and in 2005; Vendors were asked to provide cost and support proposals. Ultimately, the State chose to have ES&S provide a turnkey approach to supporting the Nebraska Central Voter Registration System in Omaha and Bellevue NE. From a Business Continuity and Disaster Recovery viewpoint, having the NECVRS located in a hardened facility with multiple telecoms, multiple power sources, its proximity away from Lincoln and its proximity to ES&S were all factors in using ES&S to host the NECVRS. The Secretary of State is mandated by Federal Law to create and maintain a statewide voter registration system. With the solution model chosen by the State and provided by ES&S, replacement of hardware will become a part of the budget process every 5 to 6 years. As our vendor comes up with new functionality and versions, the Secretary of State will carefully evaluate such functionality/versions for implementation.

Preliminary Plan for Implementation

Strengths - Implementation should be straight forward

Weaknesses - There is no plan to evaluate deliverables and implementation timelines are not definitive. No on-going support requirements listed.

Agency response – Deliverables and implementation timelines are not yet defined. Contractually, ES&S supports this environment for the State of Nebraska. CoSentry Tiers 1 and 2 support the software; while (ES&S) Tiers 3 and 4 support the software and hardware.

Risk Assessment

Strengths - Do not see any significant risks for this project

Weaknesses - Has not taken election risk assessment into consideration by establishing a schedule to avoid these dates. Have not documented repercussions of implementation or lack of implementation and no alternative fallback plan identified.

Agency response - To the contrary, county elections have been taken into account. The detailed IT Project Proposal states that "The State will coordinate with all 93 on any special elections and/or city elections during the transition period. Server hardware could be brought up side by side along old hardware and finally transitioned server by server to minimize risk." The old hardware will remain in place, until the full migration has been completed. Hardware would then be moved back to Lincoln.

Financial Analysis and Budget

Strengths - Not knowing the size and scope of the server configurations it's hard to state unequivocally that the price quoted is appropriate.

Weaknesses - Changes in software licensing may in fact cause an increase in software licensing costs due to dual or quad core capabilities.

Agency response - This is a very good point. The SOS and ES&S will be looking at these kinds of questions after the 2008 Election. Moving to Window Server 2008 AD and utilizing Microsoft HyperV will also be huge topics in our discussions with ES&S.

Project #	Agency	Project Title
09-03	Secretary of State	Enterprise Content Management System

SUMMARY OF REQUEST (Executive Summary from the Proposal)

[Full text of all proposals are posted here: <http://nitc.ne.gov/nitc/documents/fy2009-11/index.html>]

Quality decision making in state government is dependent on access to its documents and records. The accessibility of electronic records is the cornerstone to open and accountable government. The IT Project Proposal is to establish an Enterprise Content Management (ECM) System for the State of Nebraska. All State Agencies are required to manage their records regardless of form or format according to the State Records Management Act. The adoption of this IT Project Proposal will give all agencies the ability to manage their unstructured electronic records. The creation of an ECM System becomes imperative with the Federal Government and State of Nebraska's adoption of the new Rules of Civil Procedure.

The Office of the Chief Information Officer (OCIO) worked toward the development of a Unified Collaboration System through the purchase and implementation of Exchange 2007 and Microsoft Office SharePoint Server 2007. However, the Unified Collaboration System currently lacks a robust ECM System to manage the State's unstructured data (records). ECM Systems aid in organizing records by providing seamless access while managing the records' life-cycle until disposal or transfer to the State Archives for permanent retention. State Agencies will continue to forfeit the benefits of efficient business processes and remain at risk for legal discovery issues and compliance with State of Nebraska records retention laws if this IT Project Proposal is not approved and implemented. ECM Systems provide the business logic required to capture, control, maintain and dispose of electronic records. They provide the end user with the ability to control electronic files as records and associate them to a file code and corresponding disposition authority. DoD 5015.2-STD-certified ERM applications (<http://jitc.fhu.disa.mil/recmgt/register.htm>) accomplish such in a manner that guarantees conformance with record-keeping statutes and regulations. Using ECM applications, Agencies can implement file plans that manage and control dispositions of their records in accordance with State and Federal laws.

FUNDING SUMMARY

	Total	Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Future Add Request
Other Operating Costs						
Personnel Cost	\$300,000			150,000	150,000	
Supplies & Materials	\$0					
Travel	\$0					
Other	\$0					
Total	\$300,000	\$0	\$0	\$150,000	\$150,000	\$0
Capital Expenditures						
Hardware	\$825,000			825,000		
Software	\$1,325,000			1,325,000		
Network	\$0					
Other	\$400,000			200,000	200,000	
Total	\$2,550,000	\$0	\$0	\$2,350,000	\$200,000	\$0
Total Request	\$2,850,000	\$0	\$0	\$2,500,000	\$350,000	\$0

PROJECT SCORE

Section	Reviewer 1	Reviewer 2	Reviewer 3	Mean	Maximum Possible
Goals, Objectives, and Projected Outcomes	14	14	10	12.7	15
Project Justification / Business Case	24	16	15	18.3	25
Technical Impact	15	15	10	13.3	20
Preliminary Plan for Implementation	8	8	5	7.0	10
Risk Assessment	8	7	7	7.3	10
Financial Analysis and Budget	18	15	13	15.3	20
TOTAL				74	100

REVIEWER COMMENTS

Section	Strengths	Weaknesses
Goals, Objectives, and Projected Outcomes	<ul style="list-style-type: none"> - The goal indicates a good working relationship with the office of the chief information officer and ensuring a successful implementation - Goals, beneficiaries, outcomes well stated. Measurements well defined. Tech plan relationship is well articulated. - No question an ECM capability is needed and statutory and legal implications are clear. 	<ul style="list-style-type: none"> - Since this is enterprise wide, costs unknown and vendors not ready, should this project be "portioned" with this request targeting an overall agency assessment of requirements in anticipation of forthcoming solutions? Subsequent phases about implementing?
Project Justification / Business Case	<ul style="list-style-type: none"> - The whole issue of records retention this critical and it is good to see that the Secretary of State's office is identifying a solution to deal with unstructured records - Agree that some solution needed. 	<ul style="list-style-type: none"> - Feedback on comparisons was unclear. - Agree that some solution needed. How do Agencies then utilize capabilities? Would OCIO manage offering?, privacy/security concerns, etc..
Technical Impact	<ul style="list-style-type: none"> - The proposal indicates that the technical elements of this project are still to be determined as a result I reduce the score from 20 to 15. 	<ul style="list-style-type: none"> - Even though several packages were evaluated, no statement of strengths or weaknesses is provided. - As noted, technical elements largely unknown at this time.
Preliminary Plan for Implementation		<ul style="list-style-type: none"> - There appear to be a number of unknowns about this project which could obviously impact implementation. While I do not anticipate there will be problems, I think it is still too early to make a judgment call in this area - Without knowing technical implications the implementation are largely unknown and effort also unquantifiable.
Risk Assessment	<ul style="list-style-type: none"> - Risks have been identified but they do not appear to be barriers at this point. 	<ul style="list-style-type: none"> - Significant financial risk may occur if agencies are not mandated to adopt the system. Significant resources for training and adoption at other agencies may be required. - Risks seem very high with an enterprise solution and legal/statutory implications. Have a concern that a reader could be left with conclusion that a solution is "out front" of the overall requirements?
Financial Analysis and Budget	<ul style="list-style-type: none"> - Financial analysis does include personnel, hardware, software and I'm assuming the other category is the anticipated implementation cost - Since this is an enterprise solution, should agencies also help fund this effort? 	<ul style="list-style-type: none"> - Growth rate regarding storage is unclear. Comparisons with other states who have adopted similar technologies would be helpful. - Assume project costs represent "framework" infrastructure but not agency document population and use. Hard to quantify but could be very large? Can include comments to clarify what's included in costs?

TECHNICAL PANEL COMMENTS

Technical Panel Checklist				Technical Panel Comment
	Yes	No	Unknown	
1. The project is technically feasible?	✓			
2. The proposed technology is appropriate for the project?			✓	
3. The technical elements can be accomplished within the proposed timeframe and budget?			✓	

- Unknown until RFP or additional information is available.

APPENDIX: AGENCY RESPONSE TO REVIEWER COMMENTS



STATE OF NEBRASKA

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Fax 402-471-3237
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November 3, 2008

Lt. Governor Rich Sheehy
Chair, Nebraska Information Technology Commission
P.O. Box 94863
Lincoln, NE 68509

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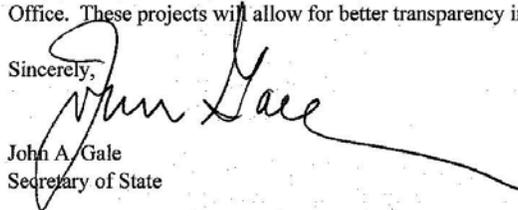
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I appreciate your careful review and consideration of these projects for the Secretary of State's Office. These projects will allow for better transparency in state government for years to come.

Sincerely,


John A. Gale
Secretary of State

09-03 – Enterprise Content Management System – Agency Response**Goals, Objectives and Projected Outcomes**

Strengths - The goal indicates a good working relationship with the office of the chief information officer and ensuring a successful implementation. Goals, beneficiaries, outcomes well stated. Measurements well defined. Tech plan relationship is well articulated. No question an ECM capability is needed and statutory and legal implications are clear.

Weaknesses - Since this is enterprise wide, costs unknown and vendors not ready, should this project be "portioned" with this request targeting an overall agency assessment of requirements in anticipation of forthcoming solutions? Subsequent phases about implementing?

Agency response – The Secretary of State's Office is willing to discuss the implications of targeting an overall agency assessment of requirements; however our belief is that state should implement a phased ECM solution model over all of state government. The creation of an Enterprise Content Management system to retain, manage and dispose of all electronic records within the OCIO's Unified Collaboration Project in a phased approach, starting with email, is an idea that needs further discussion between the SOS, OCIO, NSHS and Auditor of Public Accounts.

Project Justification / Business Case

Strengths - The whole issue of records retention this critical and it is good to see that the Secretary of State's office is identifying a solution to deal with unstructured records. Agree that some solution needed.

Weaknesses - Feedback on comparisons was unclear. Agree that some solution needed. How do Agencies then utilize capabilities? Would OCIO manage offering? Privacy/security concerns...etc?

Agency response - Most state agencies do not list email as a part of a records series in their agency schedules. Therefore, state agencies are required to follow the General Records Schedule 124 and/or their agency specific retention schedule to retain, maintain and dispose of all records regardless of form or format. Unfortunately, electronic record retention, especially for email, is disparate from agency to agency. The creation of this system will allow the State (each agency) to properly manage all electronic records throughout their entire lifecycle. The State will also be able to establish and maintain a proper legal hold and review process in accordance with the Federal Rules of Civil Procedure (December 2006) and State of Nebraska's adoption regarding the discovery of electronically stored information on June 18, 2008. Most ECM solutions utilize a web interface to manage records within the system. Each agency's records officer would be able to manage their own agency records within this web interface. The SOS's Records Management Division would assist agencies as needed. Management of an ECM system is still unknown. A cost benefit analysis will need to be performed to find the best hosting methodology. Certainly, the OCIO's Office should have input as to the technology being sought and where an ECM system could be housed, but the overall solution has to fit the records management needs as defined by the Secretary and the State Records Management Act.

Technical Impact

Strengths - The proposal indicates that the technical elements of this project are still to be determined as a result I reduce the score from 20 to 15.

Weaknesses - Even though several packages were evaluated, no statement of strengths or weaknesses is provided. As noted, technical elements largely unknown at this time.

Agency response - Over the last year, the SOS and OCIO has met with and received demonstrations from several vendors. Some of those vendors are EMC, Symantec, Mimosa and Google. EMC and Symantec have enterprise level systems that will work for email, structured data (databases) and unstructured data (doc, xls, ppt, pdf, tif...etc). Both systems are on the high end for records management/retention functionality. Mimosa's system was just for email retention. Functionality was very good, but there were no add-ons for structured/unstructured datasets. Google's solution was an internet cloud based model. Data under this model would be housed in the continental United States in a Google data warehouse facility. The search and legal discovery pieces have problems, but the overall cost per person and the disaster recovery/business continuity plan was very good. The Enterprise Content Management system could be implemented in a Phased manner. Phase 1 being emails, attachments, calendars and notes; all located in Microsoft Outlook. A records center would be created and each agency would have a piece of that records center environment. Both the General Schedule 124 and each agency specific schedule would be imported or connected and used as a guide for the cataloguing of records in the center. Other phases could tackle structured and unstructured datasets.

Preliminary Plan for Implementation

Strengths – None stated by evaluators

Weaknesses – There appear to be a number of unknowns about this project which could obviously impact implementation. While I do not anticipate there will be problems, I think it is still too early to make a judgment call in this area. Without knowing technical implications the implementation are largely unknown and effort also unquantifiable.

Agency response – It is the view of the Secretary of State, that this project is of major importance to the State of Nebraska to preserve and protect its electronic records because of their administrative, legal, fiscal or historical value. The Secretary of State has been working with the OCIO, NSHS and Auditor of Public Accounts to gather requirements in creating an Enterprise Content Management system that will allow all state agencies, boards and commissions to properly retain, maintain and dispose of their records according to the State Records Management Act. Our office will be available to discuss these issues with the NITC, the Office of the Governor and the Legislature as we move this process forward.

Risk Assessment

Strengths - Risks have been identified but they do not appear to be barriers at this point.

Weaknesses – Significant financial risk may occur if agencies are not mandated to adopt the system. Significant resources for training and adoption at other agencies may be required. Risks seem very high with an enterprise solution and legal/statutory implications. Have a concern that a reader could be left with conclusion that a solution is "out front" of the overall requirements?

Agency response – We agree with the statement about "significant financial risk...to adopt this system". There are several ways to gain adoption as we see it. 1. Build strong consensus by having informational meetings at the Agency Director level. Explaining the pitfalls that all of state government faces by not properly maintaining records regardless of form or format. Ask the Governor create an executive order to all code agencies to cooperate and make use of this new ECM system. 3. Update the State Records Management Act to give the Secretary of State the ability to mandate the use of proper records management tools over state agencies, boards, commissions, and all political subdivisions.

As stated previously in this document, the Secretary of State's Office feels that an ECM system is of major importance to the State. Our office, the OCIO and NSHS have spent the last year looking at vendors, going through demonstrations and having internal meetings. The Secretary of State's Office has an understanding on the requirements that are needed. A phased approach of implementation will be discussed by the working parties.

Financial Analysis and Budget

Strengths - Financial analysis does include personnel, hardware, software and I'm assuming the other category is the anticipated implementation cost. Since this is an enterprise solution, should agencies also help fund this effort?

Weaknesses – Growth rate regarding storage is unclear. Comparisons with other states who have adopted similar technologies would be helpful. Assume project costs represent "framework" infrastructure but not agency document population and use. Hard to quantify but could be very large? Can include comments to clarify what's included in costs?

Agency response – Funding sources for this enterprise solution are still to be determined by the Legislature. We have included a request for this project in our biennial budget request.

Project #	Agency	Project Title
19-01	Department of Banking	FACTS Migration

SUMMARY OF REQUEST (Executive Summary from the Proposal)

[Full text of all proposals are posted here: <http://nitc.ne.gov/nitc/documents/fy2009-11/index.html>]

The Department's Financial Agency Centralized Tracking System (FACTS) is the application, licensing and data storage system. FACTS is written in Microsoft Visual Basic 6 (VB6). As of March 2008, Microsoft no longer supports VB6. Utilizing the CIO's office expertise when determining the timing of an upgrade, the Department was told the current application will work provided the Department does not modify existing code, does not change the operating system and does not add new code. This project is to migrate the unsupported existing system from Microsoft Visual Basic 6.

Currently tracking 47,431 financially related entities, institutions, licensees or offerings and exemptions; FACTS serves as the reporting, billing, enforcement tracking and resource allocation source of information. Since the original in-house design and implementation in 2002, enhancements of the program have improved searches, enlarged the databases to provide more relevant information, enabled electronic retrieval of examinations and audits and coordinated exportation of key data fields to better inform the public of financial activities. Web enabling the FACTS system would bring significant efficiencies to the department as national vendors work with licensees and then make their data available to the department.

The responsibilities of the Department have significantly increased since FACTS was written in 2002. For instance, during the past 5 years, the Department supervised bank assets have increased 50% to the current level of \$20 billion; the securities division licensed more than 79,000 regulated entities, individuals and activities.

Currently the integration of the Nationwide Mortgage Licensing System (NMLS) data has not been integrated completely due to the potential consequence of placing new code in the mission critical application.

The current financial regulatory environment requires enhanced information collection and reporting; however, the current system can no longer be reliably modified. With the assistance of the CIO office; a consultant was hired to determine the upgrade path and a Request for Information was issued to evaluate the cost of migrating the current VB6 system to Visual Basic.net (VB.net). The Department is also considering contracting with a third-party vendor who would create and maintain the system.

FUNDING SUMMARY

Contractual Services	Total	Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Future Add Request
Design	\$0					
Programming	\$173,400			135,000	38,400	
Project Management	\$0					
Data Conversion	\$0					
Other	\$0					
Total	\$173,400	\$0	\$0	\$135,000	\$38,400	\$0
Training						
Technical Staff	\$6,600			5,000	1,600	
End-user Staff	\$0					
Total	\$6,600	\$0	\$0	\$5,000	\$1,600	\$0
Total Request	\$180,000	\$0	\$0	\$140,000	\$40,000	\$0

PROJECT SCORE

Section	Reviewer 1	Reviewer 2	Reviewer 3	Mean	Maximum Possible
Goals, Objectives, and Projected Outcomes	14	11	12	12.3	15
Project Justification / Business Case	23	16	20	19.7	25
Technical Impact	19	15	15	16.3	20
Preliminary Plan for Implementation	8	5	7	6.7	10
Risk Assessment	9	7	8	8.0	10
Financial Analysis and Budget	18	13	16	15.7	20
TOTAL				79	100

REVIEWER COMMENTS

Section	Strengths	Weaknesses
Goals, Objectives, and Projected Outcomes	<ul style="list-style-type: none"> - Seems a very prudent thing to do to migrate from an operating system environment that is no longer supported to one that is. - Ability to make future upgrades and enhancements when required; Increased Security; Centralization of information; Web Access. All positive objectives. - In light of the current financial turbulence, it seems very appropriate that a project of this type be carried out. 	<ul style="list-style-type: none"> - I would have thought I would have seen either other state agency personnel, business partners or customers included on the steering committee. It appears only Banking and Finance employees are on the committee?
Project Justification / Business Case	<ul style="list-style-type: none"> - Project seems to make a lot of sense and I agree that doing nothing would result in the eventual decay and the quality of information available. - Temporary Staff will no longer need to be employed to reenter data (was not directly stated but assumed); Expense of VPN tokens no longer required; reliable system built utilizing best practices. 	<ul style="list-style-type: none"> - Not sure why the strengths/weaknesses of the Pearson Vue solution were not included in this section. It was briefly addressed in the Financial Analysis Section but did not include details.
Technical Impact	<ul style="list-style-type: none"> - The argument for being able to use current technology allowing the department to move forward with a reliable environment makes all the sense in the world. - Intend to conform with NITC standards and guidelines; proposing to replace prior to current system failing; 	<ul style="list-style-type: none"> - It is stated that the current IT staff will need to be trained in VB.net but it is not clear if the cost of the VB.net licenses are included in this proposal; I was unable to determine where the physical infrastructure would reside that supports this system. i.e. 501 Building? - Little detail shown on reliability, security area.
Preliminary Plan for Implementation	<ul style="list-style-type: none"> - Project team appears to represent Agency IT area well. 	<ul style="list-style-type: none"> - Not enough information to score above eight. It does appear however that the agency has a plan to address the implementation. - The indication is there will be two proposals. Unclear about the number "two". I would think involvement from IT individuals other than internal to Banking and Finance would be beneficial. I saw no mention of experience. No deliverables. - I would suggest based on possible barriers in RISK ASSESSMENT portion to add division head representation to project team to minimize possibilities of division heads not taking ownership of this project. Major milestones and deliverables not shown.
Risk Assessment	<ul style="list-style-type: none"> - Good grasp of the risks from what I've read. - Acknowledgement that loss of financial information is a risk. 	<ul style="list-style-type: none"> - A project manager should be assigned that has no ties to the Department of Banking and Finance so the risk of division heads not taking ownership is negated. An IT Security individual will need to be involved.

Section	Strengths	Weaknesses
Financial Analysis and Budget	<ul style="list-style-type: none"> - The programming estimate is based on several quotes received on a recent RFI. - Wide variety of vendors with various references. Budget estimates would appear to match up with several of the vendors from the RFI. 	<ul style="list-style-type: none"> - Not sure what's included in the quotes they provided. I cannot tell what's included is it just programmer time? Are there software license costs? Hardware costs? As a result it is hard to make a real firm judgment in this area at this time. - Ongoing maintenance costs unknown and no estimate projected. No hardware costs projected. No ongoing staff costs projected. - Appear to be significant differences on vendor estimates shown and what the feature differences might be as they relate to price differentials.

TECHNICAL PANEL COMMENTS

Technical Panel Checklist				Technical Panel Comment
	Yes	No	Unknown	
1. The project is technically feasible?	✓			
2. The proposed technology is appropriate for the project?			✓	
3. The technical elements can be accomplished within the proposed timeframe and budget?			✓	

APPENDIX: AGENCY RESPONSE TO REVIEWER COMMENTS

Section	Strengths	Weaknesses
Goals, Objectives, and Projected Outcomes	<ul style="list-style-type: none"> - Seems a very prudent thing to do to migrate from an operating system environment that is no longer supported to one that is. - Ability to make future upgrades and enhancements when required; Increased Security; Centralization of information; Web Access. All positive objectives. - In light of the current financial turbulence, it seems very appropriate that a project of this type be carried out. 	<ul style="list-style-type: none"> - I would have thought I would have seen either other state agency personnel, business partners or customers included on the steering committee. It appears only Banking and Finance employees are on the committee? <p><i>This project is intended primarily for internal use and may include public access in a limited capacity. NDBF business partners will be the financial institutions division, the securities division and other NDBF internal users of financial and licensing information.</i></p>
Project Justification / Business Case	<ul style="list-style-type: none"> - Project seems to make a lot of sense and I agree that doing nothing would result in the eventual decay and the quality of information available. - Temporary Staff will no longer need to be employed to reenter data (was not directly stated but assumed); Expense of VPN tokens no longer required; reliable system built utilizing best practices. 	<ul style="list-style-type: none"> - Not sure why the strengths/weaknesses of the PearsonVue solution were not included in this section. It was briefly addressed in the Financial Analysis Section but did not include details. <p><i>The purpose of the RFI was to gain perspective on the conversion of our existing Visual Basic system to VB.net only. After the RFI was completed, NDBF learned of other vendor packages that are available from service providers such as PearsonVue. At the recent Conference of State Banking Supervisors IT Seminar (mentioned in the Financial Analysis Section) NDBF learned of several other State Banking Departments using or converting to CAVU. Thus, we are continuing to evaluate our options.</i></p>
Technical Impact	<ul style="list-style-type: none"> - The argument for being able to use current technology allowing the department to move forward with a reliable environment makes all the sense in the world. - Intend to conform with NITC standards and guidelines; proposing to replace prior to current system failing; 	<ul style="list-style-type: none"> - It is stated that the current IT staff will need to be trained in VB.net but it is not clear if the cost of the VB.net licenses are included in this proposal; <i>VB.Net is a part of Visual Studio, which NDBF plans to purchase for our IT Development Staff from current budget funds. Additional licenses will not be required for this project.</i> <p>I was unable to determine where the physical infrastructure would reside that supports this system. i.e. 501 Building?</p> <ul style="list-style-type: none"> - Little detail shown on reliability, security area. <p><i>Currently the Department of Banking has its own secure data center at the main office, 1230 O Street, Lincoln, NE. The current central information system employs internal firewalls, tape backup, a written business continuity program and allows remote VPN access via RSA tokens.</i></p>
Preliminary Plan for Implementation	<ul style="list-style-type: none"> - Project team appears to represent Agency IT area well. 	<ul style="list-style-type: none"> - Not enough information to score above eight. It does appear however that the agency has a plan to address the implementation. - The indication is there will be two proposals. Unclear about the number "two". <p><i>The two proposals are to migrate our existing system to VB.net and maintain the ongoing project ourselves or to use a third party vendor.</i></p> <p>I would think involvement from IT individuals other</p>

Section	Strengths	Weaknesses
		<p>than internal to Banking and Finance would be beneficial. I saw no mention of experience. No deliverables.</p> <p><i>Since the project is still in the preliminary stages, an implementation plan is in process. NDBF previously used the services of the Office of the CIO for initial direction and to develop the RFI. We will continue to utilize their services as needed.</i></p> <p>- I would suggest based on possible barriers in RISK ASSESSMENT portion to add division head representation to project team to minimize possibilities of division heads not taking ownership of this project. Major milestones and deliverables not shown.</p> <p><i>Division heads will be part of the project team. Major milestones and deliverables will be developed as a migration path is selected.</i></p>
Risk Assessment	<ul style="list-style-type: none"> - Good grasp of the risks from what I've read. - Acknowledgement that loss of financial information is a risk. 	<ul style="list-style-type: none"> - A project manager should be assigned that has no ties to the Department of Banking and Finance so the risk of division heads not taking ownership is negated. An IT Security individual will need to be involved. <p><i>The Department will consider leadership options; however the Department of Banking IT Manager was the Project Manager during the initial FACTS development. Division heads will be instrumental in the development of targets and deliverables regarding their data. An IT security individual will be involved. Department examination staff will also be resources as they are experienced in IT risk assessments, IT audits and hold various certifications such as CISA and CISSP.</i></p>
Financial Analysis and Budget	<ul style="list-style-type: none"> - The programming estimate is based on several quotes received on a recent RFI. - Wide variety of vendors with various references. Budget estimates would appear to match up with several of the vendors from the RFI. 	<ul style="list-style-type: none"> - Not sure what's included in the quotes they provided. I cannot tell what's included is it just programmer time? Are there software license costs? Hardware costs? As a result it is hard to make a real firm judgment in this area at this time. - Ongoing maintenance costs unknown and no estimate projected. No hardware costs projected. No ongoing staff costs projected. - Appear to be significant differences on vendor estimates shown and what the feature differences might be as they relate to price differentials. <p><i>Training is included in our ongoing department staff development and thus part of the general budget and not part of the quotes. We do not anticipate additional software licenses or hardware other than ongoing costs that are already budgeted.</i></p>

Project #	Agency	Project Title
23-01	Department of Labor	Integration of Workforce Development Applications

SUMMARY OF REQUEST (Executive Summary from the Proposal)

[Full text of all proposals are posted here: <http://nitc.ne.gov/nitc/documents/fy2009-11/index.html>]

NWD-DOL currently has business applications operating on three different technical platforms that have reached their end of life. We are considering a technical solution that will integrate seven business applications, facilitate the enrollment and tracking of participant education and employment activities and reporting on federally mandated performance measures. It will enhance job posting / searching capabilities through the use of a web search engine with 'spidering' capabilities that intelligently traverses multiple sites to find job matches. Initial project estimated costs are \$3.1- \$3.8M. This project will go through the competitive procurement process of an RFP. Federal funds will be utilized for this project.

The Integrated Workforce Systems Project is in very preliminary stages, and this Executive Summary is being provided at the very highest level. A detailed proposal for NITC review and scoring purposes is still in the developmental process. Costs for the current infrastructure, applications, and maintenance of the applications are estimated. Preliminary cost comparisons for a vendor hosted solution and an internal hosted solution are estimated. Initial project costs are estimated at \$3.1- \$3.8M. This project will go through the competitive procurement process of an RFP. Federal funds will be utilized for this project.

FUNDING SUMMARY

Contractual Services	Total	Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Future Add Request
Design	\$0					
Programming	\$0					
Project Management	\$0					
Data Conversion	\$149,500			149,500		
Other	\$48,500			48,500		
Total	\$198,000	\$0	\$0	\$198,000	\$0	\$0
Training						
Technical Staff	\$9,000			9,000		
End-user Staff	\$0					
Total	\$9,000	\$0	\$0	\$9,000	\$0	\$0
Capital Expenditures						
Hardware	\$0					
Software	\$3,580,890			716,178	716,178	2,148,534
Network	\$98,500			98,500		
Other	\$2,600			2,600		
Total	\$3,681,990	\$0	\$0	\$817,278	\$716,178	\$2,148,534
Total Request	\$3,888,990	\$0	\$0	\$1,024,278	\$716,178	\$2,148,534

PROJECT SCORE

Section	Reviewer 1	Reviewer 2	Reviewer 3	Mean	Maximum Possible
Goals, Objectives, and Projected Outcomes	10	14	8	10.7	15
Project Justification / Business Case	0	20	14	11.3	25
Technical Impact	13	15	14	14.0	20
Preliminary Plan for Implementation	7	8	4	6.3	10
Risk Assessment	7	5	5	5.7	10
Financial Analysis and Budget	15	10	13	12.7	20
TOTAL				61	100

REVIEWER COMMENTS

Section	Strengths	Weaknesses
Goals, Objectives, and Projected Outcomes	<ul style="list-style-type: none"> - The concept of integrating major workforce applications into an efficient system is laudable. - I believe the project is laudable and makes a lot of sense. - In the summary, it appears that the idea/concept is to look into consolidating disparate systems which certainly has validity. Options listed for solution delivery indicate open approach. 	<ul style="list-style-type: none"> - Project is in the "definition" phase and doesn't have clear goals and objectives set. - A question? - Should this project be for funding feasibility phase with the outcome a "directional" recommendation for consolidation of systems? Also it was not clear to me if mandates are part of overall rationale for project?
Project Justification / Business Case		<ul style="list-style-type: none"> - The justification consists of one sentence and states that this is in the development stage. No benefits were stated. - Not enough information at this point to make a judgment call although I did rate it fairly high - As noted, no cost/business case noted yet. Would help to clarify what the implications of mandates and how they are/are not linked to project proposal. This will have a bearing on how the project is prioritized by NITC.
Technical Impact	<ul style="list-style-type: none"> - The agency recognizes the need to replace end of life equipment and systems with newer and more efficient methods. However, the project is in an initial planning stage and the description of what they are needing to do is adequate. - Early stage as acknowledged by Author. Considerations for leveraging existing infrastructure if possible and plans to develop costing scenarios among current and proposed solutions. 	<ul style="list-style-type: none"> - Again a lot of unknowns at this stage of the proposal. I'm also concerned that there is no funding identified for hardware, which I find rather puzzling at this point, unless of course this is to be outsourced which may be a possibility
Preliminary Plan for Implementation	<ul style="list-style-type: none"> - Project is in initial planning stage and the description of steps to take are adequate. - Too early in formulation. 	<ul style="list-style-type: none"> - Again not a lot of information to make a judgment call. - Early in planning. While the "bullets" reference assumed guidelines for an RFP and would have budget/project management oversight, nothing included on any high-level thoughts/approach on how the system would be implemented.
Risk Assessment	<ul style="list-style-type: none"> - Project is in an initial planning stage and the description is adequate. 	<ul style="list-style-type: none"> - One high risk is the staffing issue identified - and the agency priority for funding of the project. - Not enough information to make a valid assessment. - Though early in planning, would expect some assessment of overall project risk as it relates to goal of consolidation of disparate applications/processes.
Financial Analysis and Budget	<ul style="list-style-type: none"> - Planning stage budget is estimated reasonably. - Too early in planning. 	<ul style="list-style-type: none"> - Not enough information to make a valid assessment. - As planning evolves would expect to see more.

TECHNICAL PANEL COMMENTS

Technical Panel Checklist				Technical Panel Comment
	Yes	No	Unknown	
1. The project is technically feasible?	✓			
2. The proposed technology is appropriate for the project?			✓	
3. The technical elements can be accomplished within the proposed timeframe and budget?			✓	

Project #	Agency	Project Title
25-01	DHHS	Access Nebraska

SUMMARY OF REQUEST (Executive Summary from the Proposal)

[Full text of all proposals are posted here: <http://nitc.ne.gov/nitc/documents/fy2009-11/index.html>]

ACCESSNebraska reengineers Economic Assistance Service Delivery in Nebraska by increased technology utilization and program policy/work efficiencies to modernize service delivery. Economic Assistance can broadly be defined as a group of Federal and State funded programs that assist low income Nebraskan's with financial and medical assistance leading to a better quality of life.

Service Delivery Redesign

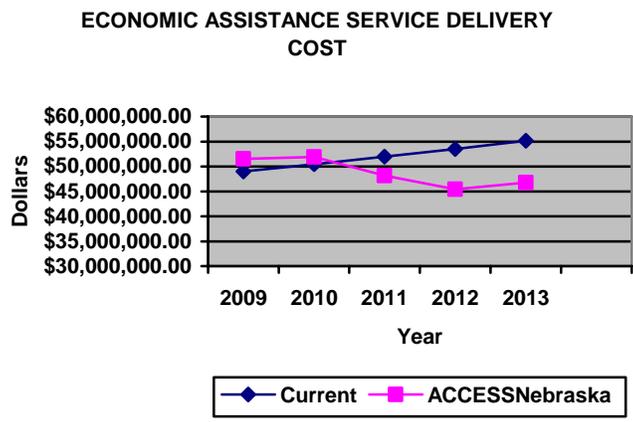
ACCESSNebraska Service Delivery is the consolidation and specialization of work tasks into primary functions (Interviewing, Processing, and Change Management). It utilizes a statewide universal caseload, allowing for the workload to be balanced over the entire system. The redesign is made possible by investing in the modernization of processes.

- Web Based Application – An online Application for Economic Assistance and Screening Tool available via any internet connection.
- Document Imaging System – An electronic file system. Provides for conversion from paper to electronic case files with timely and universal access to information.
- Call Centers – Centralized Economic Assistance telephone contact number for customer access and information.
- Functional Case Management – Case work conducted by completion of a primary work function (Interviewing, Processing, Change Management)
- Universal System – Case work prioritized by need and balanced out over entire system. The system is not dependent on face to face customer contact or staff location.

ACCESSNebraska Cost/Benefits

- ACCESSNebraska One Time Costs are estimated to be \$4,540,188
- One time Costs to be funded by \$4.56 million in Food Stamp Bonus money and Federal Matching money
- Annual Operating Costs estimated to be \$2,887,896 for this model (Call Centers, Document Imaging)
- Total Economic Assistance Operations starting in 2012 of approximately \$8.4 million less than the current Service Delivery per year.

The following chart shows Current Service Delivery Costs and ACCESSNebraska Service Delivery Cost.



FUNDING SUMMARY

ACCESS NEBRASKA - PROJECT PROPOSAL FORM - 09/10/2008

**** NOTE: Expenditures below represent only the IT-related expenditures of this project**

PROJECTED EXPENDITURES						
Contractual Services	Total	Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Future Add Request
Total	\$ 104,177	\$ -	\$ 102,677	\$ 1,500	\$ -	\$ -
Design	\$ -	\$ -	\$ -			
Programming	\$ -	\$ -	\$ -			
Project Management	\$ -	\$ -	\$ -			
Data Converter	\$ 74,177	\$ -	\$ 74,177			
Other	\$ 30,000	\$ -	\$ 28,500	\$ 1,500		
Telecommunications						
Total	\$ 3,337,252	\$ -	\$ 535,918	\$ 1,707,545	\$ 1,093,789	\$ -
Data	\$ -	\$ -				
Videc	\$ -	\$ -				
Voice	\$ 3,337,252	\$ -	\$ 535,918	\$ 1,707,545	\$ 1,093,789	
Wireless	\$ -	\$ -				
Training						
Total	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Technical Staff	\$ -	\$ -				
End-user Staff	\$ 50,000	\$ -	\$ 50,000			
Other Operating Costs						
Total	\$ 2,228,623	\$ -	\$ 609,778	\$ 799,234	\$ 819,611	\$ -
Personnel Cost	\$ -	\$ -				
Supplies & Materials	\$ -	\$ -				
Travel	\$ -	\$ -				
Other (Facilities, Maintenance)	\$ 2,228,623	\$ -	\$ 609,778	\$ 799,234	\$ 819,611	
Capital Expenditures						
Total	\$ 1,495,139	\$ -	\$ 1,208,443	\$ 224,200	\$ 62,496	\$ -
Hardware	\$ 557,104	\$ -	\$ 437,104	\$ 120,000		
Software	\$ 364,343	\$ -	\$ 364,343			
Network	\$ 573,692	\$ -	\$ 406,996	\$ 104,200	\$ 62,496	
Other	\$ -	\$ -	\$ -			
FUNDING						
	Total	Prior Exp	FY09 Appr/Reappr.	FY10 Request	FY11 Request	Future Add Request
Total Funding	\$ 7,215,191	\$ -	\$ 2,506,816	\$ 2,732,479	\$ 1,975,896	\$ -
General Fund	\$ -	\$ -				
Cash Fund	\$ -	\$ -				
Federal Fund	\$ 7,215,191	\$ -	\$ 2,506,816	\$ 2,732,479	\$ 1,975,896	
Revolving Fund	\$ -	\$ -				
Other Fund	\$ -	\$ -				

PROJECT SCORE

Section	Reviewer 1	Reviewer 2	Reviewer 3	Mean	Maximum Possible
Goals, Objectives, and Projected Outcomes	10	15	10	11.7	15
Project Justification / Business Case	16	24	18	19.3	25
Technical Impact	12	16	12	13.3	20
Preliminary Plan for Implementation	6	7	5	6.0	10
Risk Assessment	8	10	6	8.0	10
Financial Analysis and Budget	10	10	15	11.7	20
TOTAL				70	100

REVIEWER COMMENTS

Section	Strengths	Weaknesses
Goals, Objectives, and Projected Outcomes	<ul style="list-style-type: none"> - Clear desire and intent to utilize modern technology to streamline application and casework processes. Clear desire and intent to use appropriate technology (document imaging, web application) to address service delivery challenges. - The goals and objectives of this particular project are quite outstanding and make wonderful sense. - Goals, beneficiaries and expected outcomes are adequately expressed. Assessment and verification is more broadly expressed. 	<ul style="list-style-type: none"> - This is a very large project utilizing a variety of technology approaches each of which brings significant technical, training and user challenges. The proposal focuses on approach rather than providing any detail as to the specific technology that will be used and how it will be implemented. Further, the evaluation is very rudimentary suggesting that limited thought has gone into evaluating the project. - Relationship to agency technology plan is not clear.
Project Justification / Business Case	<ul style="list-style-type: none"> - The benefits of modernizing a 30+ year old system are clear. Other systems have been reviewed and the proposed environment reflects observed best practice and program success. The ROI is clearly evident in cost savings/avoidance. - The project justification and business case clearly show the value of undertaking a project such as this. The benefits of the potential cost savings are also quite significant. - Return on investment is tangibly expressed. Research was provided on potential intangible benefits, but more details and experience from other states using these systems and the effect on their customers would have been useful in evaluating the project. 	<ul style="list-style-type: none"> - The specifics of the technology are not in evidence. Centralizing information and distributing workload is a proven methodology, however, there is little in the proposal that provides enough specific information to know whether the desired outcomes can be achieved based upon the technology to be implemented.
Technical Impact	<ul style="list-style-type: none"> - It is clear that the project is underway and progress is being made toward specific objectives. The chosen technology provides greater access to customers and streamlines business processes. 	<ul style="list-style-type: none"> - Moving to a greater self-service delivery model that utilizes multiple technology delivery methods is significant both in scope and risk. There is not sufficient information to assess that risk especially in the area of system integration. - I find this part of the evaluation to be quite confusing as dates provided indicate that work has apparently already begun on this project. What is not clear is who is going to be doing the work. Will it be done internally at HHS or will they contract out for this Web development and other components. I find it very hard to follow the approach that HHS is taking from a technical perspective. - Although call center and imaging components are proven technologies, the proposed solutions are not developed in the proposal as thoroughly as would be available in the development of specific RFPs and vendors' responses.
Preliminary Plan for Implementation	<ul style="list-style-type: none"> - The existing plan provides clear direction and achievable outcomes. - Again I find this a very compelling project and one that makes tremendous amount of sense question is can it be done quicker than the implementation plan implies. 	<ul style="list-style-type: none"> - The existing plan provides little in the way of technical detail. This is especially troublesome in the customer facing areas where existing staff will be re-purposed. It is not clear what training existing staff will receive, the nature of QA as new methods are adopted, and how adoption outside the agency will progress. - The first reaction is, why will the implementation take up to five years to complete? Seems like an awful long period of time for a project such as this. I'm also not sure if the intention is to buy a package that already provides this needed functionality or is this something that's going to be built from scratch internally. As someone who is outside the HHS environment, I find it difficult to understand all the nuances associated with this project. - Some critical elements that cannot be evaluated

Section	Strengths	Weaknesses
		include, software customization, workflow transition from old systems to replacement and impact on continuing service, training and change management resources required, and scope and costs of project management.
Risk Assessment	<ul style="list-style-type: none"> - Many of the risks have been recognized and addressed. - Critical or risky factors have been identified and seem to be quite realistic. HHS has done a good job of identifying strategies to overcome their risk as well. 	<ul style="list-style-type: none"> - Change management is a major element of an implementation that is this diverse and encompasses so many existing processes. It is not clear that sufficient consideration has been given to addressing the very real system integration issues that are likely to arise. The most likely outcome is a lack of usability associated with some particular process or processes that could stifle adoption or greatly impact a time line where cost savings need to be realized. - Risks are significant - and although well described - are heightened by ambitious design, change management (involving management, employees and customers), and implementation assumptions.
Financial Analysis and Budget	<ul style="list-style-type: none"> - Budget based on case studies and research. 	<ul style="list-style-type: none"> - The proposal does not adequately outline the expenditures such that it is clear what each category of expense is related to. This might be a limitation of the reporting structure; however, it is impossible to understand expenditures placed in an "other" category when they are not identified in the proposal. That item alone is over 2 million dollars. - The logic in determining how these cost figures were derived is hard to follow. Not having the knowledge of how this system is actually going to be developed it's quite hard to determine out how much money would be required for all the various components necessary to operate it, once it is developed. I also don't see any money for backfill and I think that's important since one of the identified risks is limited staff and the ability staff to do their current job as well as spend time developing the new system. I would need somebody to sit down with me and go through these numbers before I could make any judgment as to whether or not there appropriate. - Significant implementation risks carry additional, unquantified budget impact.

TECHNICAL PANEL COMMENTS

Technical Panel Checklist				Technical Panel Comment
	Yes	No	Unknown	
1. The project is technically feasible?	✓			
2. The proposed technology is appropriate for the project?			✓	
3. The technical elements can be accomplished within the proposed timeframe and budget?			✓	

- Unknown and substantial risks outside of the technical realm make the project difficult to assess.

Project #	Agency	Project Title
27-03	Department of Roads	Accident Records System Rewrite

SUMMARY OF REQUEST (Executive Summary from the Proposal)

[Full text of all proposals are posted here: <http://nitc.ne.gov/nitc/documents/fy2009-11/index.html>]

The Highway Safety document imaging/workflow "CUSTOM CODE" (Accident Records System (ARS)) will be totally rewritten to simplify the routes and make the process more efficient. The core off-the-shelf systems including WorkDesk™ and the Imaging and Archive Server software will remain as-is. The project will result in a time savings for employees using the system, resulting in quicker entry of crash data and the availability of data for analysis purposes, and a major reduction in the cost of printers, paper, and toner. We will also be applying for some federal grants that would allow us to recover some of the cost to the State.

This project is one of the goals in our Director's Long Range Transportation Plan. The goal to improve safety includes the need to fully develop an automated crash (accident) reporting system so that law enforcement at all levels and other parties can use this technology when they are ready.

The budget for this project was included in the appropriation in fiscal year 2009 therefore no additional funds are needed. This project will most likely fall into fiscal year 2010 in which case we will need to move any remaining funds from 2009 to 2010.

FUNDING SUMMARY

Contractual services – Account 4419
 Design - \$50,000
 Programming - \$300,000
 Other - \$50,000

PROJECT SCORE

Section	Reviewer 1	Reviewer 2	Reviewer 3	Mean	Maximum Possible
Goals, Objectives, and Projected Outcomes	11	11	14	12.0	15
Project Justification / Business Case	20	15	16	17.0	25
Technical Impact	12	13	18	14.3	20
Preliminary Plan for Implementation	6	6	9	7.0	10
Risk Assessment	3	5	5	4.3	10
Financial Analysis and Budget	10	12	12	11.3	20
TOTAL				66	100

REVIEWER COMMENTS

Section	Strengths	Weaknesses
Goals, Objectives, and Projected Outcomes	- The agency is planning to rewrite the web piece of this application and "re-use" the work flow (although it is difficult to tell whether the costs include the new version of WorkDesk Software they mention). They do have a strong set of goals and cost avoidance that they are attempting to achieve.	- I don't see this tied to their technology plan. It is unclear what they are proposing, a bid for service, their own staff rewrite, etc. Costs are for contractual services only - no internal staffing costs. Most of the justification is to replace printers without any documentation about the amount of printing this takes.

NEBRASKA INFORMATION TECHNOLOGY COMMISSION

Section	Strengths	Weaknesses
	- The design for the application already exist, this is an upgrade in software and process.	- The proposal assumes that the current problems can be overcome with newer technology and improved routing.
Project Justification / Business Case	- There is a strong partnership list of additional users. - Software upgrades are needed and the opportunity to introduce web based solution exist.	- The benefits focus on printer replacement without much, if any, emphasis on what will be achieved by analysis, etc. - The justification of reduced printing may not be possible current processes may not be improved to gain desired efficiencies - Other solutions should be researched and evaluated for a project of this size.
Technical Impact	- The Agency is familiar with the software and hardware to be used in this application.	- Not sure if they are planning to do this work with existing staff or outside staff. Budget does not show any break down of costs and narrative doesn't indicate how they plan to accomplish this work. - Source code may not be available creating additional programming. The introduction of web based solutions may break existing processes and require upgrades and changes to the technical environment.
Preliminary Plan for Implementation	- General listing of roles and timelines. - Project team and sponsors are well defined and familiar with the current solution.	- Roles and timelines are not detailed by people who have any experience or specific steps that will be accomplished and by whom. - Timeframes for steps to be taken may not be realistic; the scope could change thus impacting both time and money.
Risk Assessment		- The risks were not clearly identified and the ones that were identified appear unclear. It also appears that there are some legislative barriers to doing this project that may need changes? - The number and types of risks identified do not seem to address the main threats given the potential scope and complexity of this project. - The risks listed are related to not doing the project. What are the risks of doing the project?
Financial Analysis and Budget		- The budget of \$350,000 is for design and programming without any clear indication of exactly how it will be spent and how the numbers were determined. - Based on information in the plan there is no way to know if the budget is adequate. - Seems very expensive. Over two man years at \$75/hr

TECHNICAL PANEL COMMENTS

Technical Panel Checklist				Technical Panel Comment
	Yes	No	Unknown	
1. The project is technically feasible?	✓			
2. The proposed technology is appropriate for the project?	✓			
3. The technical elements can be accomplished within the proposed timeframe and budget?	✓			

NEBRASKA INFORMATION TECHNOLOGY COMMISSION

Project Proposal - Summary Sheet
Biennial Budget FY2009-2011

Project #37-01
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Project #	Agency	Project Title
37-01	Workers' Compensation Court	Courtroom Technology

SUMMARY OF REQUEST (Executive Summary from the Proposal)

[Full text of all proposals are posted here: <http://nitc.ne.gov/nitc/documents/fy2009-11/index.html>]

The court is currently looking for alternative space for the judges and staff now located on the 12th and 13th floors of the State Capitol building, with a projected move-in date of July 1, 2009. The upcoming move will require an additional appropriation to cover costs for basic technology equipment needed at the new facility.

In conjunction with the move the court will be equipping four new Lincoln courtrooms with document presentation, audio, video, and video conferencing technology.

FUNDING SUMMARY

Contractual Services Total		Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Future Add Request
Design	\$0					
Programming	\$0					
Project Management	\$0					
Data Conversion	\$0					
Other	\$19,091			19,091		
Total	\$19,091	\$0	\$0	\$19,091	\$0	\$0
Other Operating Costs						
Personnel Cost	\$0					
Supplies & Materials	\$0					
Travel	\$0					
Other	\$30,544			15,272	15,272	
Total	\$30,544	\$0	\$0	\$15,272	\$15,272	\$0
Capital Expenditures						
Hardware	\$190,913			190,913		
Software	\$0					
Network	\$0					
Other	\$0					
Total	\$190,913	\$0	\$0	\$190,913	\$0	\$0
Total Request	\$240,548	\$0	\$0	\$225,276	\$15,272	\$0

PROJECT SCORE

Section	Reviewer 1	Reviewer 2	Reviewer 3	Mean	Maximum Possible
Goals, Objectives, and Projected Outcomes	14	10	11	11.7	15
Project Justification / Business Case	22	16	19	19.0	25
Technical Impact	17	15	17	16.3	20
Preliminary Plan for Implementation	9	6	7	7.3	10
Risk Assessment	9	5	6	6.7	10
Financial Analysis and Budget	18	13	16	15.7	20
TOTAL				77	100

REVIEWER COMMENTS

Section	Strengths	Weaknesses
Goals, Objectives, and Projected Outcomes	<ul style="list-style-type: none"> - Project objectives are thoroughly explained and aligned with agency responsibilities and goals. - Agency recognizes the need to modernize the courtroom. 	<ul style="list-style-type: none"> - Difficulty understanding the correlation between the Judge's moving out of the Capitol and establishing four new courtrooms. - Clear description, but limited details on stated goals.
Project Justification / Business Case	<ul style="list-style-type: none"> - Tangible benefits are present. Other solutions evaluated and compared. Justification is present regarding State mandate. - Recognize the need for using technology in the courtroom and potential travel savings. - Good technical description of need for the project. 	<ul style="list-style-type: none"> - The project fits well into modernization of the Capitol and modernization of courtrooms, but partnerships for deploying the technology are not well defined. Agency needs to work with those entities deploying the equipment in the Capitol. - Very little explanation of what business issues are addressed by this project.
Technical Impact	<ul style="list-style-type: none"> - Project implementation and replacement strategy is good. Hardware and communications are reliable. Statement of strengths and conformity with NITC standards are present. - Expands current projects in progress. - Following advice of respected bodies like National Center for State Courts. 	<ul style="list-style-type: none"> - No weaknesses are apparent. Security statement is somewhat vague. - In the State's best interests, this should not be a stand alone project and should be implemented under the same video project that is currently under way in the Capitol and within other State agencies.
Preliminary Plan for Implementation	<ul style="list-style-type: none"> - All elements are adequately addressed. 	<ul style="list-style-type: none"> - Project Team does not show a partnership with any existing video project deployments. Clear timelines and deliverables not defined. - Not particularly detailed. Would be good to know, at a detailed level, what commitments NET will need to meet in this project.
Risk Assessment	<ul style="list-style-type: none"> - Risks are clearly defined. Strategies to minimize risk are present. 	<ul style="list-style-type: none"> - Security statement is vague. - Lack of identified partnerships could heighten risk factor. Should be required to use existing State resources for planning and deployment so it fits in with the overall State video deployments. - Perhaps too quick to dismiss any chance of significant risk
Financial Analysis and Budget		<ul style="list-style-type: none"> - Cost seems high for four courtrooms. Partnerships need to be explored to identify need vs. want and that overall inclusion in the State's overall video deployments.

TECHNICAL PANEL COMMENTS

Technical Panel Checklist				Technical Panel Comment
	Yes	No	Unknown	
1. The project is technically feasible?	✓			
2. The proposed technology is appropriate for the project?	✓			
3. The technical elements can be accomplished within the proposed timeframe and budget?	✓			

APPENDIX: AGENCY RESPONSE TO REVIEWER COMMENTS

[Note: The agency response refers to an equipment/cost proposal from NET. That document is included with the full text of this project posted at: <http://nitc.ne.gov/nitc/documents/fy2009-11/index.html>.]



STATE OF NEBRASKA
WORKERS' COMPENSATION COURT

STATE CAPITOL BUILDING • P.O. Box 98908 • LINCOLN, NE 68509-8908 • (800) 599-5155 • (402) 471-6468 • <http://www.wcc.ne.gov/>

Date: October 12, 2009

Following is the response from NWCC to reviewers' comments to NITC Project Proposal # 37-01 – Courtroom Technology.

A number of the comments in the sections are similar and were likely made by the same reviewer. These will be addressed together in the first response.

Reviewer Comments

“The project fits well into modernization of the Capitol and modernization of courtrooms, but partnerships for deploying the technology are not well defined. Agency needs to work with those entities deploying the equipment in the Capitol.”

“In the State's best interests, this should not be a stand alone project and should be implemented under the same video project that is currently under way in the Capitol and within other State agencies.”

“Project Team does not show a partnership with any existing video project deployments.”

“Lack of identified partnerships could heighten risk factor. Should be required to use existing State resources for planning and deployment so it fits in with the overall State video deployments.”

“Partnerships need to be explored to identify need vs. want and that overall inclusion in the State's overall video deployments.”

NWCC Response

It is important to understand that the goals of this project are different from those involved in the video project currently underway at the Capitol. The court does not intend to record and broadcast its proceedings at this time, which is the purpose of the Capitol video project, and is not requesting recording and broadcasting equipment as part of this proposal. Rather, this request is for basic technology required for a modern, electronic court environment, including document presentation, audio, and video conferencing equipment. Therefore, NWCC's participation in the Capitol video project is not appropriate at this time.

Nevertheless, it should also be noted that Nebraska Educational Telecommunications (NET), which is performing the video work at the Capitol, also provided the

equipment/cost estimates upon which this request is based. NET will either install or coordinate the installation of the equipment requested in this proposal. The underlying Crestron control equipment requested will also position the court to add recording and broadcasting equipment at a future date. Therefore, while the court is not participating in the Capitol video project at this time, the experience gained by NET and others in that project will benefit the court in its future recording and broadcasting efforts.

Lastly, it is our understanding that the attached NET equipment/cost proposal, upon which this request is based, did not reach the reviewer before he or she scored the project and submitted comments.

Reviewer Comments

Clear description, but limited details on stated goals.

NWCC Response

The information provided in the proposal focused on measurable outcomes of the technology being implemented in the courtrooms. Details were provided in the attachment NET equipment/cost proposal document, which we understand was not available to the reviewer.

Reviewer Comments

Difficulty understanding the correlation between the Judge's moving out of the Capitol and establishing four new courtrooms.

NWCC Response

As explained in the proposal, four of the court's seven judges are currently located on the 12th and 13th floor of the Capitol, along with the Clerk of the Court and adjudication support staff. Only one small courtroom and one make-shift courtroom constructed of cubical walls are currently available for all four judges, each of whom conduct trials, appeals, and motion hearings on a regular basis. Therefore, the RFP for the court's new facility includes four courtrooms, and this project is requesting the basic technology needed for these courtrooms.

Reviewer Comments

Very little explanation of what business issues are addressed by this project.

NWCC Response

Please see the response to the previous comment. By way of further explanation, there are no microphones or other audio equipment in either of the two existing courtrooms, and existing evidence presentation equipment consists solely of analog televisions and VCR/DVD players. Therefore, equipment to meet these basic courtroom needs is requested in this proposal. Clear and understandable communication in a court of law is critical, and the requested technology will insure adequate communications during hearings.

In addition to basic audio and evidence presentation equipment, video conferencing technology is also being requested. As a court of statewide jurisdiction, NWCC holds trials and review (appellate) hearings across the state. In order to promptly serve our constituents and avoid unnecessary travel costs, the court uses video conferencing for review hearings in western Nebraska. This request will equip one of the new courtrooms with video conferencing equipment, and thereby avoid the need to use other state facilities and the inefficiencies involved. Having video conferencing facilities readily available in a courtroom will also permit the court to make use of this technology for other types of hearings when permitted in the future.

Reviewer Comments

Security statement is somewhat vague.

NWCC Response

All NITC security standards and guidelines will be reviewed for applicability during the design and implementation. Security for audio/visual equipment will be addressed largely through physical security as described in the RFP for the new facility.

Reviewer Comment

Not particularly detailed (Preliminary Plan for Implementation). Would be good to know, at a detailed level, what commitments NET will need to meet in this project.

NWCC Response

The implementation schedule is dependant upon the construction/build-out schedule of the facility and cannot be addressed fully until after a bid is awarded. The general timeframes have been discussed with NET and are far enough in the future that NET was not overly concerned about their ability to participate.

Reviewer Comments

Perhaps too quick to dismiss any chance of significant risk.

NWCC Response

Without knowing what types of risk the reviewer is referring to it is difficult to respond to this comment.

Reviewer Comments

Cost seems high for four courtrooms.

NWCC Response

The court received cost estimates from the Nebraska Supreme Court, the National Center for State Courts (NCSC), and Nebraska Educational Telecommunications (NET). All estimates were in equivalent ranges. The request is based on the attached NET equipment/cost proposal.

Project #	Agency	Project Title
47-01	Nebraska Education Telecommunication Commission	Public Media Project - Phase 2

SUMMARY OF REQUEST (Executive Summary from the Proposal)

[Full text of all proposals are posted here: <http://nitc.ne.gov/nitc/documents/fy2009-11/index.html>]

To serve Nebraskans by keeping pace with today's rapidly evolving technology, NET is requesting \$114,000 in capital funds and \$60,000 in annual operating funds to implement Phase 2 of the Public Media Project by adding software and storage components that will complement the communications technology redesign at the Capitol and NET, and allow greater public access to Legislative and Judiciary proceedings and communications from the Executive branch. The same investment will allow NET to create a repository for video content produced by educational and non-profit organizations within the state.

In increasing numbers, Nebraskans are expanding their use of new media "spaces" to access information important to them as citizens and as individuals. New media venues such as Cable Video on Demand, Internet Video and Audio on Demand, Podcasting, Vodcasting, and mobile platforms such as cell phones and PDA's are becoming as important to Nebraskans as traditional broadcast and cable. To reach Nebraskans on all current and emerging media platforms, it is necessary to increase public access to the live media funded by Phase 1 of the Public Media project by extending the content availability through proven new media and internet technologies. This proposal provides those capabilities through cost-efficient applications that will streamline routine production and distribution tasks including capture, logging, editing, transcoding, asset management, archiving and content administration.

The engine driving the archive is a digital rights management system (DRM) coupled with digital media publishing software, hard drive storage, and a web content management system (WCMS) which will optimize the State of Nebraska's investment in content, and more effectively distribute information important to Nebraska's civically and culturally-engaged individuals and organizations.

FUNDING SUMMARY

Contractual Services Total		Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Future Add Request
Design	\$11,000			11,000		
Programming	\$0					
Project Management	\$0					
Data Conversion	\$0					
Other	\$5,000			5,000		
Total	\$16,000	\$0	\$0	\$16,000	\$0	\$0
Training						
Technical Staff	\$3,500			3,500		
End-user Staff	\$0					
Total	\$3,500	\$0	\$0	\$3,500	\$0	\$0
Other Operating Costs						
Personnel Cost	\$0					
Supplies & Materials	\$3,500			3,500		
Travel	\$0					
Other	\$3,500			3,500		
Total	\$7,000	\$0	\$0	\$7,000	\$0	\$0
Capital Expenditures						
Hardware	\$55,000			55,000		
Software	\$22,000			22,000		
Network	\$0					
Other	\$10,500			10,500		
Total	\$87,500	\$0	\$0	\$87,500	\$0	\$0
Total Request	\$114,000	\$0	\$0	\$114,000	\$0	\$0

PROJECT SCORE

Section	Reviewer 1	Reviewer 2	Reviewer 3	Mean	Maximum Possible
Goals, Objectives, and Projected Outcomes	15	12	10	12.3	15
Project Justification / Business Case	24	20	16	20.0	25
Technical Impact	19	16	15	16.7	20
Preliminary Plan for Implementation	9	8	10	9.0	10
Risk Assessment	10	8	10	9.3	10
Financial Analysis and Budget	19	19	18	18.7	20
TOTAL				86	100

REVIEWER COMMENTS

Section	Strengths	Weaknesses
Goals, Objectives, and Projected Outcomes	- The goals, objectives and outcomes part of this proposal are well stated and well thought out. - Enhancement of service already being provided.	- Relationship to Phase 1 not clearly defined
Project Justification / Business Case	- Justification for this project is also well thought out and it is clear that the agency has a firm understanding of what is necessary to be successful. - Recognize public demand for content and are enhancing the system to provide it. Also allows them to further fulfill their statutory requirements.	- Proposal states Thousands of hours of content have been created, but first year goal of project is 150 hours as the intended target. Also fee based access should be explored further to fund the project costs.
Technical Impact	- Clear that the agency is well aware of the	- Relationship to phase 1 of project

NEBRASKA INFORMATION TECHNOLOGY COMMISSION

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Section	Strengths	Weaknesses
	technical requirements necessary to make this a successful project. - Have considered interoperability with not only their own, but with the State's video systems. Are leveraging current equipment and infrastructure to enhance capabilities.	
Preliminary Plan for Implementation	- Agency recognizes this is a multiyear project, and the qualifications of the project manager are quite impressive. - Timeline and milestones reasonable.	
Risk Assessment	- Very good grasp of the potential risks giving me the confidence that that they are not going into this project with their eyes closed. - Describe risks of doing it as well as of not doing it.	
Financial Analysis and Budget	- Financial requirements for project of this type seemed to be well thought out and quite reasonable. - Appears to be a low dollar amount for what will be accomplished. Leveraging existing equipment and resources as much as possible.	- Relationship to phase 1 of ongoing project

TECHNICAL PANEL COMMENTS

Technical Panel Checklist				Technical Panel Comment
	Yes	No	Unknown	
1. The project is technically feasible?	✓			
2. The proposed technology is appropriate for the project?	✓			
3. The technical elements can be accomplished within the proposed timeframe and budget?	✓			

NEBRASKA INFORMATION TECHNOLOGY COMMISSION

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Project #	Agency	Project Title
65-01	Administrative Services – State Personnel	Human Resources Talent Management System

SUMMARY OF REQUEST (Executive Summary from the Proposal)

[Full text of all proposals are posted here: <http://nitc.ne.gov/nitc/documents/fy2009-11/index.html>]

A Talent Management System is a Human Resources Software as a Service (SaaS) product composed of six elements which roughly correspond with the stages of the employee "life cycle." Those stages are recruiting and hiring a new employee, getting the new employee on-board, training, evaluating performance, offering a career path for promotion or lateral skill acquisition, and finally compensating the employee based on performance. The components of the software system are interconnected with each other and interfaces with NIS for better data gathering and reporting.

FUNDING SUMMARY

	Total	Prior Exp	FY09 Appr/Reappr	FY10 Request	FY11 Request	Future Add Request
Capital Expenditures						
Hardware	\$0					
Software	\$1,741,000		538,000	377,000	413,000	413,000
Network	\$0					
Other	\$0					
Total	\$1,741,000	\$0	\$538,000	\$377,000	\$413,000	\$413,000
Total Request	\$1,741,000	\$0	\$538,000	\$377,000	\$413,000	\$413,000

▼ **Funding**

	Total	Prior Exp	FY09 Appr/Reappr.	FY10 Request	FY11 Request	Future Add Request
General Fund	\$197,000		120,000	37,000	20,000	20,000
Cash Fund	\$0					
Federal Fund	\$0					
Revolving Fund	\$1,216,000		170,000	260,000	393,000	393,000
Other Fund	\$110,000		30,000	80,000		
Total Funding	\$1,523,000	\$0	\$320,000	\$377,000	\$413,000	\$413,000

PROJECT SCORE

Section	Reviewer 1	Reviewer 2	Reviewer 3	Mean	Maximum Possible
Goals, Objectives, and Projected Outcomes	13	11	14	12.7	15
Project Justification / Business Case	25	20	18	21.0	25
Technical Impact	18	15	1	11.3	20
Preliminary Plan for Implementation	8	6	7	7.0	10
Risk Assessment	6	7	1	4.7	10
Financial Analysis and Budget	18	12	10	13.3	20
TOTAL				70	100

REVIEWER COMMENTS

Section	Strengths	Weaknesses
Goals, Objectives, and Projected Outcomes	<ul style="list-style-type: none"> - The project has a number of important and verifiable goals. Further, the proposed project takes an enterprise approach that should reduce the cost of managing, maintaining and manually synchronizing multiple "shadow" systems. - The proposal includes a detailed list of goals, objectives and outcomes. - The description in the project proposal was very good. 	<ul style="list-style-type: none"> - There is no alignment with the agency's technology plan as it is currently being developed. It is clear to the reviewer that thought is being given to the strategic needs of the agency.
Project Justification / Business Case	<ul style="list-style-type: none"> - The project has clear, measurable, and clear outcomes critical to the business of the agency. Further, it has the potential of reducing costs, increasing efficiency, and providing an environment that allows the agency to meet strategic objectives that can be leveraged by other agencies requiring a stable and sustainable workforce. - Alternatives to this approach have been reviewed. 	<ul style="list-style-type: none"> - The objectives are clear, however, the solution to meet those objectives is not. - The proposal includes many features but does not spell out the benefits of achieving the goals, objectives and outcomes. Consider describing scenarios that contrast current practice to the proposed future procedures. Include specific tangible and intangible benefits. For example, describe the savings that will result from supporting electronic personnel files.
Technical Impact	<ul style="list-style-type: none"> - The project looks to leverage SaaS which should reduce the load on IT staff and expedite the implementation process. If the provider has a solid performance track record this will reduce scalability and security concerns since best practice can be leveraged. 	<ul style="list-style-type: none"> - SaaS introduces its own set of integration challenges. There is not enough information about the vendor to assess the "fitness" of the solution. - The proposed system is described as a "Software as a Service" solution - no real discussion of the underlying technical details related to the provider. - The proposal fails to account for the technical issues inherent in a SaaS deployment model. These include security, disaster backup, customization, upgrades, scalability, maintenance windows and auditability. These and related business issues like end of contract transition procedures, standards, support levels, training and pricing can be addressed in a good RFP. The statement that "there is no reliance on IT developers and IT technical staff to maintain the TMS" is simply incorrect. The difference is that the staff work for the SaaS provider and not the State; such skills are still required.
Preliminary Plan for Implementation	<ul style="list-style-type: none"> - The rudiments of the project are well considered and articulated. - Discussions with stakeholders have been ongoing and efforts have been underway to build acceptance. 	<ul style="list-style-type: none"> - The timeline is extremely aggressive without clear indicators that the data flow from existing systems is in place. Further, the reviewer has concerns about whether there is adequate time to fully understand existing business processes and modify them to both leverage the new environment and ensure a minimal implementation dip in productivity. - Very little detail about how the project would be staffed. Training and support decisions apparently ceded to the vendor. - The implementation plan envisions a phased (by functionality) statewide implementation. Consider an approach that takes advantage of a key benefit of the SaaS subscription model by implementing the entire set of functionality on an agency by agency basis. SaaS implementations can be structured in this way to reduce risk and cost.
Risk Assessment	<ul style="list-style-type: none"> - Leveraging SaaS will provide clear structure as to system capabilities and requirements. 	<ul style="list-style-type: none"> - The lack of SSO, intranet portal and personnel file storage are considerable. The details associated with these risks can significantly impact workflow.

Section	Strengths	Weaknesses
		<ul style="list-style-type: none"> - Response seems limited to discussion of a few rather technical details. - This large scale SaaS implementation would be a first for State government. There are many business, technical and contractual issues that need to be addressed. Security, for example, is an area of critical importance for HR records. Consider budgeting for a consultant who has experience and expertise in establishing and managing SaaS implementation contracts.
Financial Analysis and Budget	- The project budget is well documented.	<ul style="list-style-type: none"> - The project costs related to training, review of business processes, etc. are not clear. HR processes are heavily workflow oriented and the implementation of a system that will be expected to account for those processes must have adequate time to ensure proper change management. - The request for \$1,741,000 appears to apply only to the subscription cost of the SaaS deployment. Consider including estimates of the interface costs, the costs to digitize paper records, digital storage and the personnel costs for ongoing administration of the system. It is unclear if there has yet been an analysis of the lifecycle costs of the SaaS approach compared to other software deployment models. An agency by agency approach to implementation (if adopted) should result in smaller expenditures in the early years. This is one way to address the funding shortfall. The project is in an initial planning phase. Consider including contingency funds since this is the first large scale SaaS deployment in State government and there will probably be a surprise or two.

TECHNICAL PANEL COMMENTS

Technical Panel Checklist				Technical Panel Comment
	Yes	No	Unknown	
1. The project is technically feasible?	✓			
2. The proposed technology is appropriate for the project?			✓	
3. The technical elements can be accomplished within the proposed timeframe and budget?			✓	

Nebraska Information Technology Commission

Progress Report
to the
Honorable Dave Heineman,
Governor

and

2008 Legislature,
Senator Pat Engle,
Executive Board Chair

November 17, 2008

State of Nebraska
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Executive Summary

The Legislature established the Nebraska Information Technology Commission (NITC) in 1998 to provide advice, strategic direction, and accountability on information technology investments in the state. Section 86-518 directs the NITC to submit a progress report to the Governor and Legislature by November 15 of each even-numbered year. This report is submitted in response to that requirement. Over the past two years, the NITC has realized many significant achievements in each of the seven criteria set forth in Section 86-524(2).

- The NITC's vision is being realized and short-term and long-term strategies have been articulated and employed. However, because technology constantly presents new challenges and opportunities, the NITC's vision will continually evolve. The NITC has developed a vision statement, goals, and strategic initiatives to articulate its vision and to highlight technology projects which have strategic importance to the State of Nebraska. In particular, significant progress has been made on priority areas designated as strategic initiatives by the NITC. Current strategic initiatives include:
 - Network Nebraska
 - Community IT Planning and Development
 - eHealth
 - Public Safety Communications System
 - Digital Education
 - State Government Efficiency
 - E-Government
 - Security and Business Resumption
- The statewide technology plan prepared annually by the NITC has been an effective vehicle for identifying key projects, building stakeholder support, coordinating efforts, and communicating with policy makers.
- Recommendations made by the commission to the Governor and Legislature have assisted policy and funding decisions. The review process and prioritization of new IT projects provides policy makers with information about the objectives, justification, technical impact, costs, and risks of proposed systems.
- In order to encourage interoperability and standardization, the NITC has adopted 43 standards and guidelines. Within the past two years, 19 new or revised standards and guidelines have been adopted, including:
 - Information Security Policy
 - Data Security Standard
 - Minimum Server Configuration Standard
 - Password Standard

- Remote Access Standard
 - Remote Administration of Internal Devices Standard
 - Incident Response and Reporting Procedure for State Government
 - Definitions
 - Waiver Policy
 - Agency Information Technology Plan
 - Project Review Process
 - IT Procurement Review Policy
 - Website Emergency Information Page
 - E-mail Policy for State Government Agencies
 - DNS Forwarding Standard
 - SMTP Routing Standard
 - Project Status Reporting
 - Enterprise Projects
 - Blocking E-mail Attachments
- The NITC website and monthly newsletter serve as an information technology clearinghouse. In addition, the eHealth Council produces a newsletter to inform stakeholders of new research and developments.
 - The NITC encourages and facilitates input and involvement of all interested parties by engaging in collaborative processes, involving five advisory councils, the Technical Panel, and numerous workgroups and subcommittees. Additionally information is publicly distributed and public input is encouraged.
 - The NITC is addressing long-term infrastructure innovation, improvement, and coordination through Network Nebraska and related initiatives. Network Nebraska has aggregated statewide telecommunications to a common infrastructure, lowering the unit cost of Internet service to participating entities through aggregated purchasing power. In 2006, the Nebraska Legislature passed LB 1208, tasking the Chief Information Officer with providing access to all educational entities through Network Nebraska. Currently 183 education entities in the northeast and central parts of the state are served by Network Nebraska. By the summer of 2009, 240 education entities across the state will be connected. Network Nebraska is not a state-owned network. Facilities are leased from private telecommunications providers in the state. In this way, the state hopes to stimulate private investment in Nebraska's telecommunications infrastructure.

The Nebraska Statewide Telehealth Network is also providing greater access to services across the state. The Nebraska Statewide Telehealth Network currently connects 67 rural hospitals, eight regional medical centers which serve as hub sites, seven Omaha metropolitan hospitals, 17 public health departments, and six bioterrorism labs in Nebraska.

Introduction

The Legislature established the Nebraska Information Technology Commission (NITC) in 1998 to provide advice, strategic direction, and accountability on information technology investments in the state. The NITC is a nine-member commission, chaired by Lieutenant Governor Sheehy. Commissioners are appointed by the Governor and represent elementary and secondary education, postsecondary education, communities, the Governor, and the general public.

The NITC conducts most of its work through six advisory groups: the Community Council, Education Council, eHealth Council, Geographical Information System Council (previously the Geographical Information System Steering Committee), State Government Council, and Technical Panel. Each council establishes ad hoc work groups to prepare recommendations on specific topics.

The Office of the Chief Information Officer provides support for the NITC, its Councils, the Technical Panel, and ad hoc groups. The Governor appointed Brenda Decker as Chief Information Officer in February of 2005. On March 7, 2006 the 99th Legislature of the State of Nebraska passed LB 921, changing the duties of the Office of the Chief Information Officer. As a result of LB 921, the Division of Communications and the Information Management Services Division became part of the Office of the CIO. This change in legislation has helped the State of Nebraska more closely align IT policy and IT operations.

LB 823, passed during the 2008 legislative session, strengthens the Commission's authority to address planning, management, and accountability. The new legislation also more closely aligns the work of two existing advisory groups, the Geographical Information System Steering Committee and the Nebraska Intergovernmental Data Communications Advisory Council (NIDCAC) with the NITC.

Section 86-518 directs the NITC to submit a progress report to the Governor and Legislature by November 15 of each even-numbered year. This report is offered in fulfillment of that requirement.

Section 86-524(2) sets out the following review criteria:

1. The vision has been realized and short-term and long-term strategies have been articulated and employed;
2. The statewide technology plan and other activities of the commission have improved coordination and assisted policymakers;
3. An information technology clearinghouse has been established, maintained, and utilized of Nebraska's information technology infrastructure and of activities taking place in the state involving information technology, and the information flow between and among individuals and organizations has been facilitated as a result of the information technology clearinghouse;

4. Policies, standards, guidelines, and architectures have been developed and observed;
5. Recommendations made by the commission to the Governor and Legislature have assisted policy and funding decisions;
6. Input and involvement of all interested parties has been encouraged and facilitated; and
7. Long-term infrastructure innovation, improvement, and coordination has been planned for, facilitated, and achieved with minimal barriers and impediments.

Over the past two years, the NITC has realized many significant achievements in each of the seven criteria established by the Legislature. This report details those achievements. In particular, significant progress has been made on priority areas designated as strategic initiatives by the NITC. Current strategic initiatives include:

- Network Nebraska
- Community IT Planning and Development
- eHealth
- Public Safety Communications System
- Digital Education
- State Government Efficiency
- E-Government
- Security and Business Resumption

Realization of Vision and Employment of Strategies

The vision has been realized and short-term and long-term strategies have been articulated and employed.

The NITC has developed a vision statement, goals, and strategic initiatives to articulate its vision and to highlight technology projects which have strategic importance to the State of Nebraska. The NITC continues to make progress toward the realization of its vision. However, because technology constantly presents new challenges and opportunities, the NITC's vision will continually evolve.

Vision. The NITC vision statement is to "promote the use of information technology in education, health care, economic development, and all levels of government services to improve the quality of life of all Nebraskans."

Goals. The NITC has established four goals:

1. Support the development of a robust statewide telecommunications infrastructure that is scalable, reliable, and efficient;

2. Support the use of information technology to enhance community and economic development;
3. Promote the use of information technology to improve the efficiency and delivery of governmental and educational services, including homeland security;
4. Promote effective planning, management and accountability regarding the state's investments in information technology.

Strategic Initiatives. In 2004 the NITC began identifying priority areas as strategic initiatives. Each strategic initiative includes a strategic plan. The development of the strategic plans has been a collaborative effort involving many individuals and entities. These efforts have been successful in gaining cooperation of many stakeholders. The strategic initiatives form the core of the NITC's annual Statewide Technology Plan (www.nitc.ne.gov/stp).

The current list of strategic initiatives includes:

- Network Nebraska
- Community IT Planning and Development
- eHealth
- Public Safety Communications System
- Digital Education
- State Government Efficiency
- E-Government
- Security and Business Resumption

The past two years have brought significant progress in each of the strategic initiatives. A summary of each strategic initiative follows.

Network Nebraska

In order to develop a broadband, scalable telecommunications infrastructure that optimizes quality of service to public entities, the State of Nebraska and the University of Nebraska began aggregating their backbone network services into a single core network backbone in 2003. In 2006, the Nebraska Legislature passed LB 1208 which named the statewide network as *Network Nebraska*, and tasked the Chief Information Officer (assisted by the University of Nebraska) with "providing access to all education entities as soon as feasible, but no later than July 1, 2012." Due to advances in WAN Ethernet technology, Network Nebraska is now able to reach almost every education entity through three core aggregation points: Grand Island--College Park, Lincoln--Nebraska Hall, and Omaha--Peter Kiewit Institute.

The development of the distance education network has increased the number of customers served by Network Nebraska. Data and Internet customers currently include the three state colleges, three of the six community colleges, and more than 160 school

districts under ten different educational service units. The number of educational entities is expected to grow to 240 when the third phase of implementation is completed in the summer of 2009. A fourth and final phase of connectivity is now projected for the summer of 2010 to connect to the education entities that are remaining.

Benefits of Network Nebraska include flexible bandwidth utilization, IP addressing, lower network costs, greater efficiency, interoperability of systems providing video courses and conferencing, increased collaboration among educational entities, new educational opportunities, and better use of public investments. Network Nebraska has succeeded in lowering the unit cost of Internet service to participating entities through aggregated purchasing power. Initial cost savings were estimated at 67%. More recently, the Office of the CIO used the Technology Refreshment clause of the statewide Internet contract for Network Nebraska to negotiate a 47% lower Internet rate to begin July 1, 2009 out of Omaha's Peter Kiewit Institute. This will benefit all current and new Network Nebraska schools, ESUs and colleges that purchase their Internet service from the statewide master contract. Network Nebraska has also stimulated investments in telecommunications infrastructure. In October 2006, the original University of Nebraska/state agency circuit from Scottsbluff to Grand Island to Lincoln, which served as a pilot project for Network Nebraska, was upgraded providing Scottsbluff with the same capabilities as Omaha and Lincoln. The benefits of this upgrade included the ability to incrementally increase bandwidth and cost savings of up to 30%.

Network Nebraska has also provided support and assistance to the Nebraska Statewide Telehealth Network. The Nebraska Statewide Telehealth Network connects nearly all of Nebraska's hospitals and public health departments in one of the country's most extensive telehealth networks.

Network Nebraska has been made possible through a cooperative effort of the Collaborative Aggregation Partnership (CAP). CAP was established by Governor Dave Heineman (who was at the time Lieutenant Governor and NITC Chair) and former University of Nebraska President L. Dennis Smith. CAP is composed of several operational entities: Office of the CIO, University of Nebraska, and Nebraska Educational Telecommunications with policy assistance from the Nebraska Department of Education, Public Service Commission, and the NITC.

Network Nebraska is not a state-owned network. Facilities and circuits are leased from private telecommunications providers in the state, allowing the State of Nebraska to act as an anchor tenant.

Community IT Planning and Development

The NITC Community Council has been addressing technology-related development in Nebraska's communities since its formation in 1998. As technologies and the needs of communities have changed, programming and areas of emphasis have shifted. Partnerships have been forged to address specific projects.

Current efforts are focusing on helping communities develop content-rich websites in order to better promote the community and to recruit people to the area. The Developing Websites for Community Growth project is providing hands-on assistance to 11 communities, accessibility testing of websites, and marketing assistance. The project is strictly focused on content development, website enhancements, and marketing. At the end of the process, each community will have fully developed website content and will be able to pass that on to a web developer.

Communities participating include:

- Burwell
- Butler County
- Elwood
- Gering
- Grand Island
- Laurel
- Pender
- Scribner
- South Sioux City
- St. Paul
- Valentine

A detailed manual will be available for all Nebraska communities in December. The manual will guide communities through the process and will include a website content development checklist, best practices, project planning, marketing resources, and hints for utilizing Web 2.0 enhancements.

Project partners include the University of Nebraska-Lincoln Extension, DED, Nebraska Public Power District, AIM Institute, Twin Cities Development - Scottsbluff/Gering, and the NITC Community Council. The Developing Websites for Community Growth project has been funded through a grant from the Nebraska Information Technology Commission's Community Technology Fund.

Through the Podcasting Across Nebraska program (2006-2007), the City of South Sioux City and South Sioux City Public Schools, the Highway 14 Association, the North Platte/Lincoln County Convention and Visitors Bureau, and Panhandle Public Health District and Panhandle Podcasting Partners received hardware and software as well as training on how to create and produce podcasts. Nearly 30 individuals from the four communities and 30 resource providers participated in podcasting training. Twenty-five podcasts were created during the year-long program. Podcasting is having a positive effect on participating organizations' promotional and information dissemination efforts. Participating in the program has also made participants more aware of and more interested in other interactive communication technologies. Project partners include the NITC Community Council, University of Nebraska, Network Nebraska, Department of Economic Development, Division of Tourism, Network Nebraska, Technologies Across Nebraska, and Nebraska Lied Main Street program.

eHealth

eHealth technologies include telehealth, electronic health records, e-prescribing, computerized physician order entry, and health information exchange. The widespread adoption of electronic health records and other eHealth technologies is expected to reduce medical errors, improve quality of care, and reduce health care costs for payers. Nebraska is already a leader in telehealth. The Nebraska Statewide Telehealth Network connects nearly all of Nebraska's hospitals and public health departments in one of the country's most extensive telehealth networks. The adoption of many other eHealth technologies, however, remains low in the state.

On Feb. 22, 2007, the NITC approved the creation of an eHealth Council to address issues related to the adoption of interoperable healthcare information technology by the healthcare delivery system in Nebraska. Members represent healthcare providers, eHealth initiatives, public health, consumers, payers and employers, and the State of Nebraska.

The eHealth Council has assessed the current status of health IT adoption in the state and has learned about health IT initiatives in the state. Current initiatives include the Nebraska Statewide Telehealth Network, Western Nebraska Health Information Exchange, Nebraska Health Information Initiative (NeHII), Southeast Nebraska Behavioral Health Information Network (SNBHIN), and Southeast Nebraska Health Information Exchange (SENHIE). The eHealth Council facilitates conversations among these initiatives to address common issues.

The eHealth Council has identified the security and privacy of health information, e-prescribing, and personal health records as areas on which to focus. Work groups have been created to study these areas and make recommendations.

The Nebraska Health Information Security and Privacy Committee (HISPC) was created in 2006 by Lt. Governor Rick Sheehy in response to national initiative. In 2007, with the creation of the eHealth Council, the Nebraska HISPC became a work group of the eHealth Council. In 2007, the Nebraska HISPC published a number of recommendations which are available at <http://www.nitc.ne.gov/eHc/clearing/HISPC.html>. In 2008, the Nebraska HISPC has focused on examining Nebraska's laws to identify potential barriers to the exchange of health information and on developing educational materials and a website to provide information for providers and consumers. Nebraska is also participating in a collaborative multistate project to examine audit and authentication requirements for health information exchange as part of the national HISPC effort funded by the Office of the National Coordinator and led by RTI International.

The E-Prescribing and PHR Work Groups met for the first time in October 2008. The groups are expected to make initial recommendations by the spring of 2009.

The NITC has further supported the adoption of health IT by awarding \$277,439 for six projects through the NITC's Community Technology Fund in 2008:

- The Panhandle Public Health District was awarded \$100,000 to support the implementation of a regional health information exchange within an established network of rural health care providers across Western Nebraska.
- Region V Services was awarded \$40,000 to support efforts to create timely access to behavioral health patient information between and among behavioral health providers in the Region V Service area.
- The State of Nebraska, Office of the CIO on behalf of the Nebraska Health Information Security and Privacy Committee was awarded \$8,037 to develop educational resources which will help consumers better understand health information exchange and related security and privacy concerns.
- The State of Nebraska, Office of the CIO on behalf of the Nebraska Health Information Security and Privacy Committee was awarded \$8,600 to develop a health information privacy and security website.
- The University of Nebraska at Omaha on behalf of the Nebraska Health Information Initiative (NeHII) was awarded \$100,000 to partially fund a proof of concept pilot project and demonstrate the validity of exchanging medical information including clinical messaging, e-prescribing and physician referral.
- The Board of Regents, University of Nebraska on behalf of the University of Nebraska Public Policy Center was awarded \$20,800.00 to obtain perspectives of Nebraskans about electronic sharing of health information

Public Safety Communications System

This initiative upgrades the communications systems of state law enforcement agencies and the Nebraska Public Power District. The system will enable interoperability with local, state and federal agencies. The system is part of the statewide interoperable communications initiative of state and local partnerships to improve public safety communications across Nebraska. When completed in 2010, the system will position Nebraska as a successful example of cooperation and leadership in developing partnerships that improves public safety communications across all of Nebraska.

Governor Heineman and the Nebraska Legislature supported funding for the communications system in 2007. The OCIO facilitated a discovery process to create specifications for the system and develop an RFP. The system contract was awarded in October 2008 after a successful competitive bid process. The communications system will enable the State Patrol, Game and Parks Commission, State Fire Marshal's Office and Nebraska Public Power District to consolidate onto a single technology platform that modernizes their communications resources.

The Office of the CIO is coordinating a partnership with the Nebraska Public Power District to jointly develop the communications system infrastructure. NPPD is an equal partner in the state's efforts to plan, fund and implement the new statewide communications system. The State-NPPD partnership is a recognition that much can be accomplished through common need and sharing resources for Nebraska taxpayers and public safety first responders.

The OCIO is also coordinating with the Nebraska Emergency Management Agency (NEMA) and the Governor's Homeland Security Policy Group to implement the statewide interoperable communications plan using federal Homeland Security grants. The plan includes integration projects that will tie state and local communication resources together during emergencies. The plan standardizes the communications infrastructure to improve compatibilities across different legacy systems and provides the means to share critical information when needed.

Benefits of the system include:

- Shared statewide communications infrastructure
- Interoperability for the State Patrol and other agencies
- Ability for existing local communications systems to interconnect
- Technology platform is scalable, expandable and upgradeable
- Sharing opportunities for other local, state and federal agencies

Digital Education

The primary objective of the Digital Education Initiative is to promote the effective and efficient integration of technology into the instructional, learning, and administrative processes and to utilize technology to deliver enhanced digital educational opportunities to students at all levels throughout Nebraska on an equitable and affordable basis.

The initiative is dependent upon adequate Internet connectivity and transport bandwidth for learners, instructors, administrators, and for educational attendance sites. A minimum acceptable level of classroom technology will have to be established for the initiative to be successful.

The primary components of the Digital Education Initiative include:

- A statewide telecommunications network with ample bandwidth capable of transporting voice, video, and data between and among all education entities (See Network Nebraska.);
- Distance insensitive Internet pricing for all Nebraska education entities;

- Development of a statewide eLearning environment so that every teacher and every learner has access to a web-based, digital curriculum;
- Development of a statewide digital resource library so that any teacher or learner will be able to retrieve digital media for use in instructional and student projects;
- Synchronous videoconferencing interconnections between all schools and colleges;
- The means to coordinate and facilitate essential education opportunities for all students through a statewide student information system; and
- Regional Pre-K-20 education cooperatives that vertically articulate educational programs and opportunities.

Establishing a Digital Education environment is critical to Nebraska's future. Internet has gone from a "nice to have" educational application of the 1990's to the "must have" mission critical application of the 2000's. So much of what teachers, students, and administrators do today is tied to Internet-based information and communication. Nebraska's ranking of 2.8 students per high speed, Internet-connected computer in the classroom seems to compare favorably with the U.S. average of 3.7 students per high speed, Internet-connected computer. (Technology Counts 2007 Report) However, it still makes it challenging for students to complete their digital assignments when they are expected to share two or three students to a computer, or to wait their turn to be able to use a computer. Educators and administrators are urged to work to achieve the goal of attaining 1:1 computer availability.

The benefits of the Digital Education Initiative would include:

- Greater technical capacity for schools and colleges to meet the increasing demands of a more diverse customer base;
- More equitable and affordable Internet access for Nebraska schools and colleges;
- A comprehensive Web-based approach to curriculum mapping and organization and automation of student assessment data gathering and depiction;
- The availability of rich, digital media to the desktop that is indexed to Nebraska standards, catalogued, and searchable by the educator or student;
- A more systematic approach to synchronous video distance learning that enables Nebraska schools and colleges to exchange more courses, staff development and training, and ad hoc learning opportunities.

Network Nebraska is going through a significant upgrade process that began in July 2007. By moving to a high bandwidth, flexible IP network, participating education entities will be able to:

- Have ample bandwidth for local and regional transport to accommodate present and future education technology applications;

- Take advantage of nationwide Internet2 routing and resources;
- Purchase some of the lowest Internet access pricing in the country;
- Participate in a statewide, standards-based IP videoconferencing system between all schools and colleges;
- Post their course offerings and unfilled curriculum needs to a statewide clearinghouse and scheduling system for all synchronous and asynchronous distance learning;
- Position themselves to develop new and exciting regional and statewide applications of digital content to serve all students and teachers.

State Government Efficiency

The State of Nebraska is improving efficiency in state government through the development of standards and guidelines and the implementation of shared services.

Standards and Guidelines

In order to encourage interoperability and standardization, over 43 standards and guidelines have been adopted. Within the past two years, 19 new or revised standards and guidelines have been adopted, including:

- Information Security Policy
- Data Security Standard
- Minimum Server Configuration Standard
- Password Standard
- Remote Access Standard
- Remote Administration of Internal Devices Standard
- Incident Response and Reporting Procedure for State Government
- Definitions
- Waiver Policy
- Agency Information Technology Plan
- Project Review Process
- IT Procurement Review Policy
- Website Emergency Information Page
- E-mail Policy for State Government Agencies
- DNS Forwarding Standard
- SMTP Routing Standard
- Project Status Reporting
- Enterprise Projects
- Blocking E-mail Attachments

Shared Services

Early in 2005 the State of Nebraska launched a shared services initiative to consolidate the purchase and operations of certain technology services. The initiative has been very successful in reducing costs and increasing efficiency. The NITC's State Government Council has played an important role in identifying the potential services which could be offered as a shared service. Current efforts are focusing on the following shared services:

- Enterprise Maintenance / Purchase Agreements
- Geographic Information System (GIS)
- E-mail
- Business Continuity / Disaster Recovery
- Directory Services
- Active Directory
- Document Management

Enterprise maintenance and purchase agreements. Enterprise maintenance and purchase agreements were among the first shared services, resulting in significant cost savings. The coordinated purchasing of IBM licenses and maintenance agreements saved over \$500,000 in FY2006, \$610,000 in FY 2007, and \$458,000 in FY2008. Savings in FY 2009 are projected to be \$214,037 due to a reduction in the volume of new products being purchased. The four-year savings total \$1,782,037.

GIS. The GIS Shared Services initiative has also yielded cost savings for new aerial imagery acquisitions for many Nebraska-based GIS users. The NITC GIS Council (formerly the GIS Steering Committee) coordinated efforts with several state and local agencies to acquire updated 2006-based, statewide, 1-meter, full color, leaf-on aerial imagery. This statewide imagery was ultimately acquired for the bargain price of \$8,500, well below the original full acquisition cost of over \$1,000,000. A second collaborative planning effort to acquire updated high-resolution imagery for much of Nebraska's more densely populated areas was completed early in 2008. The collaborative project contracted with a vendor for the acquisition of high resolution (6-inch or 1-foot) imagery for an eight-county contiguous area around the Omaha-Council Bluffs-Lincoln metro area, and for three counties and four cities in non-contiguous areas in the eastern half of Nebraska. Partners included numerous cities, counties, NRDs, utilities, state agencies and the USGS. The final project price of \$1,300,000 provided substantial cost savings for the partners.

E-mail. Significant progress has been on consolidating e-mail systems. Currently over 10,500 state employees have been migrated to the new enterprise Exchange e-mail system. Nearly 90% of employee mailboxes have been migrated. On average, 140,000 e-mails are delivered to @nebraska.gov accounts per day. Over the last year, the system has been up 99.897% of the time, with 10 scheduled downtimes and 12 unscheduled downtimes. The consolidation of e-mail systems is expected to lead to increased efficiency and decreased maintenance costs.

Business Continuity and Disaster Recovery. The State of Nebraska continues to address business continuity and disaster recovery by employing a multi-faceted approach to business continuity and disaster recovery planning, emphasizing the development of partnerships as well as the identification and prioritization of critical business functions. Additional information is included in under the Security and Business Resumption section of this report.

Directory Services. Discussions on directory services are underway.

Active Directory and Document Management. New shared services work groups were created in the fall of 2008 to address Active Directory and document management.

E-Government

Nebraska has been recognized as a leader in e-government. Nebraska ranked in the top 20 in the 2006 and 2008 Digital States Surveys conducted by the Center for Digital Government. The State's Web portal, Nebraska.gov, was recognized by the Center for Digital Government as one of the top state Web portals in 2007 and 2008. Nebraska.gov, was redesigned in June 2008 and offers over 300 services. The new portal offers an enhanced, more accessible design featuring larger and brighter images. The site has been designed to be accessed by both full-sized computers and mobile devices. The site has also been translated into twelve languages.

Individual agencies are also using e-government to improve customer service and to increase efficiency. For example, the Nebraska Department of Motor Vehicles unveiled a new Web site in the summer of 2007, featuring services allowing citizens to purchase specialty license plates, estimate taxes on new vehicles, and reinstate suspended licenses. The Nebraska Department of Motor Vehicles' suspended license reinstatement application won a 2008 Digital Achievement Award from the Center for Digital Government. The Department of Health and Human Services offers a new subscription service providing instant notification on 175 topics. The Department of Environmental Quality has developed an online system for reporting hazardous chemicals stored in facilities. The online form is used by more than 75% of businesses submitting reports.

The Secretary of State's Rules and Regulations Tracking System has given the three State offices involved in the adoption process the ability to all view the same information, concurrently, in the same place as well as making information more accessible to the public. The Nebraska State Agency Proposed Rules and Regulations Tracking and Email Notification System earned a Digital Government Achievement Award from the Center for Digital Government in 2007.

An annual e-government conference is held every November to showcase successful e-government projects and to keep both managers and IT staff informed on developments in e-government and technology. The conference is presented in partnership with *Government Technology Magazine*.

Security and Business Resumption

The State of Nebraska continues to make progress in addressing security and business resumption. In the past two years, the NITC Security Work Group worked with the State Government Council and Technical Panel to develop seven new or revised policies and standards. The policies and standards include:

- Information Security Policy (new)
- Data Security Standard – Agency Level Risk Assessment (new)
- Password Standard (update)
- Remote Access Standard (update)
- Incident Response and Reporting Procedures (update)
- Computer Users Guide (update)
- IT Administrator’s Guide for Security State Resources (update)

Several security initiatives have been implemented or are underway. A new certification and accreditation process being implemented across the State of Nebraska will test every Web-based application for vulnerabilities on an annual basis. An enterprise threat assessment program provides for a monthly assessment of all servers and network devices as well as a remediation program to correct any vulnerabilities found. A new secure e-mail program allows the State of Nebraska to securely communicate with hospitals, insurance companies, courts, and federal agencies. A secure file transfer program eliminates all non-encrypted file transfers into and out of the State of Nebraska, especially those files that contain personal or sensitive information. The annual cyber security conference held in the spring has grown to include both state employees and the private sector. The 2008 conference featured Greg Garcia, Assistant Secretary of Cyber Security and Telecommunications with the Department of Homeland Security.

Disaster recovery and business continuity have also been addressed. The State of Nebraska has mitigated risks to public safety and the state’s economy by employing a multi-faceted approach to business continuity and disaster recovery planning, emphasizing the development of partnerships as well as the identification and prioritization of critical business functions. The iterative process, coordinated by the Office of the CIO, began in 2001 and is continuing. Components of the State of Nebraska’ Business Continuity and Disaster Recovery Planning include:

- A partnership between the State of Nebraska and University of Nebraska to mutually provide assistance with business continuity and disaster recovery planning and initiatives, including the development of joint facility outside of Lincoln to provide emergency computing capacity by the first quarter of 2009;
- Identification and prioritization of critical public safety, public health, and institutional care business functions by agency directors;

- Creation of a Continuity of Operations /Disaster Recovery Shared Services Group to discuss the issues related to business continuity and disaster recovery to leverage their experiences and efforts; and
- Continuity of operations and disaster recovery exercises, including working with NEMA in the TERREX exercises.

Operational improvements include greater organizational capacity to respond to emergency situations due to increased collaboration and involvement in continuity of operations and disaster recovery planning. The collaboration between the State of Nebraska and the University of Nebraska has also resulted in modest cost savings to Nebraska tax payers and state agencies.

Improved Coordination and Assistance to Policymakers

The statewide technology plan and other activities of the commission have improved coordination and assisted policymakers.

The statewide technology plan annually prepared by the NITC has been an effective vehicle for identifying key projects, building stakeholder support, coordinating efforts, and communicating with policy makers.

The current plan was prepared in the first quarter of 2008. The plan focuses on eight strategic initiatives:

- Network Nebraska
- Community IT Planning and Development
- eHealth
- Public Safety Communications System
- Digital Education
- State Government Efficiency
- E-Government
- Security and Business Resumption

These initiatives were identified by the NITC and its advisory groups. These groups include representatives of a wide array of entities, including health care providers, education, local government, the private sector, and state agencies. This process has proven to be effective in building stakeholder support. These initiatives are collaborative projects involving many entities both inside and outside of state government. The statewide technology plan provides a method of communicating the importance of these initiatives, progress made, and plans for further implementation. The plan is sent to members of the Legislature and the Governor. The primary role of the NITC in these initiatives has been facilitation and coordination. The success of

these initiatives testifies to the NITC's effectiveness at facilitation, coordination, and communication with policymakers.

The NITC and Office of the CIO staff have testified at hearings and given briefings to legislative committees several times over the past two years, including:

- Joint briefing for members of the Appropriations Committee and Transportation and Telecommunications Committee, November 9, 2007
- Legislative Performance Audit Hearing, November 20, 2007
- LB 823 hearing for members of the Transportation and Telecommunications Committee, Jan 22, 2008
- Briefing for several members of the Legislature (including Senators Harms, Dubas, Loudon and Erdman) on IT issues in the State on February 11, 2008.

The Chief Information Officer and the staff or advisory groups of the NITC are occasionally called upon to provide analysis or review of technology initiatives, explanation of state-specific information technology data, and other requests as needed by the Governor and Legislature.

Policy and Funding Recommendations

Recommendations made by the commission to the Governor and Legislature have assisted policy and funding decisions.

Section 86-516 (8) directs the NITC to "make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel," as part of the biennial budget process. Prior to budget submissions, agencies submit IT plans which are reviewed by the Office of the CIO and the NITC Technical Panel. This information provides a context in which to better review IT projects submitted by agencies. Technical reviews of information technology projects are conducted by a team of reviewers. With input from the NITC State Government and Education Councils, the Technical Panel further reviews the project proposals. Using information from the review process, the NITC makes funding recommendations to the Governor and the Legislature by November 15 of each even-numbered year. The review process and prioritization of new IT projects provides policy makers with information about the objectives, justification, technical impact, costs, and risks of proposed systems. The agency comprehensive information technology plans and the project proposal forms for budget requests of new IT spending provide policy makers with far more information in a consistent format than before. The Technical Panel also conducts voluntary review of IT projects and projects awarded funding through the NITC Community Technology Fund and Government Technology Fund.

Policies, Standards, Guidelines, and Architectures

Policies, standards, guidelines, and architectures have been developed and observed.

In order to encourage interoperability and standardization, over 43 standards and guidelines have been adopted. The development of standards and guidelines has helped the State of Nebraska achieve greater interoperability and efficiency. The process encourages public input from all involved constituents. Most standards are developed by a work group consisting of stakeholders from state government agencies and other interested entities. The Technical Panel recommends approval of standards and guidelines to the NITC. All standards are approved at open NITC meetings after a 30 day comment period.

Within the past two years, 19 new or revised standards and guidelines have been adopted, including:

- Information Security Policy
- Data Security Standard
- Minimum Server Configuration Standard
- Password Standard
- Remote Access Standard
- Remote Administration of Internal Devices Standard
- Incident Response and Reporting Procedure for State Government
- Definitions
- Waiver Policy
- Agency Information Technology Plan
- Project Review Process
- IT Procurement Review Policy
- Website Emergency Information Page
- E-mail Policy for State Government Agencies
- DNS Forwarding Standard
- SMTP Routing Standard
- Project Status Reporting
- Enterprise Projects
- Blocking E-mail Attachments

Information Technology Clearinghouse

An information technology clearinghouse has been established, maintained, and utilized of Nebraska's information technology infrastructure and of activities taking place in the state involving information technology, and the information flow between and among individuals and organizations has been facilitated as a result of the information technology clearinghouse.

The NITC's website and newsletter (www.nitc.ne.gov) serve as an information technology clearinghouse. It provides access to an extensive amount of information including resources for communities, health care providers, educational entities, and state government.

The NITC website is the official repository for agenda, minutes, and documents for the NITC, its councils and their workgroups. The section on "Standards and Guidelines" provides access to all technical standards and guidelines adopted by the NITC or under development.

The NITC has published a monthly electronic newsletter, *NITC.news*, since June, 2000. *NITC.news* provides current information on information technology issues and developments. The current readership is approximately 1,000. It includes public officials, community leaders, educational personnel, and interested persons. Past copies of *NITC.news* are available on the NITC website. The eHealth Council also publishes an electronic newsletter which is available from the NITC website

Additionally, NITC staff members handle requests for information on technology projects and development and facilitate the exchange of information

Input and Involvement of Interested Parties

Input and involvement of all interested parties has been encouraged and facilitated.

The NITC engages in collaborative processes, involving five advisory councils, the Technical Panel, and numerous workgroups and subcommittees. Additionally information is publicly distributed and public input is encouraged through the NITC's website, through e-mail distribution, and through publication of the NITC's monthly news letter, *NITC.news*. NITC staff also present information on NITC initiatives at conferences, workshops, and meetings across the state. The list of NITC Commissioners, council members, and Technical Panel members is included in this document.

Active work groups and subcommittees over the past two years include:

- State Government Council – Document Management Shared Service Work Group
- State Government Council – Active Directory Shared Service Work Group
- State Government Council – Accessibility of Information Technology Work Group
- State Government Council – Learning Management System Standards Work Group
- State Government Council – Security Architecture Work Group
- State Government Council – Statewide Synchronous Video Network Work Group
- State Government Council – Business Continuity / Disaster Recovery Work Group
- Community Council – Developing Websites for Community Growth Steering Committee
- eHealth Council – Health Information Security and Privacy Committee (HISPC)
- eHealth Council – HISPC Legal Work Group
- eHealth Council – HISPC Education Work Group
- eHealth Council – E-Prescribing Work Group
- eHealth Council – PHR Work Group
- GIS Council – Street Centerline-Address Database Work Group
- GIS Council – LiDAR Work Group
- GIS Council – Geospatial Data Sharing and Web Services Work Group
- GIS Council – Strategic Planning Work Group
- Education Council--Marketing Task Group
- Education Council--Services Task Group
- Education Council--E-rate/Funding Task Group
- Education Council--Network Nebraska Governance Task Group

Infrastructure Innovation, Improvement and Coordination

Long-term infrastructure innovation, improvement, and coordination has been planned for, facilitated, and achieved with minimal barriers and impediments.

The NITC is addressing long-term infrastructure innovation, improvement, and coordination through Network Nebraska and related initiatives.

Network Nebraska has aggregated statewide telecommunications to a common infrastructure, generated considerable cost savings to public entities, and decreased the unit cost of Internet service by leveraging the consolidated demand of all participating entities. Since September 2003, Network Nebraska has grown to serve the data and Internet service needs of all state agencies with outstate circuits, the University of Nebraska's four campuses, three of the state's community colleges, all three state colleges, and more than 160 school districts under ten different educational service units. The number of customers is expected to continue growing due to the favorable Internet rates and the high quality of service offered by Network Nebraska. The number of educational entities is expected to grow to 240 when the third phase of implementation of the distance education network is completed in the summer of 2009. A fourth and final phase is now projected for the summer of 2010 to connect to the education entities that are remaining.

Network Nebraska has been made possible through a cooperative effort of the CIO-Division of Communications, University of Nebraska, and Nebraska Educational Telecommunications, with policy assistance from the Nebraska Department of Education, and the Public Service Commission. This partnership is known as the Collaborative Aggregation Partnership (CAP).

The first phase of the multipurpose backbone became operational in September 2003 serving Omaha, Lincoln, and Grand Island with the second phase following in February 2004 extending service to Norfolk, Kearney, North Platte, and the Panhandle. In October 2006, the original circuit from Scottsbluff to Grand Island to Lincoln which served as a pilot for Network Nebraska was upgraded, providing Scottsbluff with the same capabilities as Omaha and Lincoln. The benefits of this upgrade include the ability to incrementally increase bandwidth and cost savings of up to 30%. More recently, the Office of the CIO used the Technology Refreshment clause of the statewide Internet contract for Network Nebraska to negotiate a 47% lower Internet rate to begin July 1, 2009 out of Omaha's Peter Kiewit Institute. This will benefit all current and new Network Nebraska schools, ESUs and colleges that purchase their Internet service from the statewide master contract. Network Nebraska has also stimulated investments in telecommunications infrastructure. In October 2006, the original University of Nebraska/state agency circuit from Scottsbluff to Grand Island to Lincoln, which served as a pilot project for Network Nebraska, was upgraded providing Scottsbluff with the same capabilities as Omaha and Lincoln. The benefits of this upgrade included the ability to incrementally increase bandwidth and cost savings of up to 30%.

Network Nebraska is not a state-owned network. Facilities are leased from private telecommunications providers in the state. In this way, the state hopes to stimulate private investment into Nebraska's telecommunications infrastructure.

Additionally, the NITC has facilitated the coordination and development of a statewide telehealth network. The Nebraska Statewide Telehealth Network currently connects 67 rural hospitals, eight regional medical centers which serve as hub sites, seven Omaha metropolitan hospitals, 17 public health departments, and six bioterrorism labs in Nebraska. Members of CAP have provided technical assistance in the development of

the Nebraska Statewide Telehealth Network. The telehealth network will also be able to obtain telecommunications services at the same rate negotiated by the Chief Information Officer for Network Nebraska.

Awards and Recognition

- Nebraska ranked 14 in the Center for Digital Government's Digital States Survey in 2006 and 18 in 2008.
- The State of Nebraska's Web portal, Nebraska.gov, ranked in the top 10 in 2007 and 2008 Center for Digital Government's Best of the Web awards.
- The Nebraska Department of Motor Vehicles Driver's License Reinstatement application won a 2008 Digital Government Achievement Award.
- The Nebraska State Agency Proposed Rules and Regulation Tracking and E-mail Notification System received an Honorable Mention in the 2007 Digital Government Achievement Awards.
- Nebraska's statewide distance education network was featured in the USDLA's *Distance Learning* magazine.
- N-WINS, Nebraska's public safety communications system, was featured in the Winter 2008 issue of *Interoperability Technology Today*.
- CIO Brenda Decker was honored for Outstanding Community Service in Technology by the AIM Institute at their Annual Technology Celebration Banquet on April 15, 2008.
- Brenda Decker was selected as one of the [Premier 100 IT Leaders for 2008](#) by *Computerworld*.
- The Mobile Disaster Recovery Communications System received an Honorable Mention at the Annual GCN (Government Computer News magazine) awards for our Mobile Disaster Recovery Communications System.

Fun Facts

- 4 past and present Chairs (Kim Robak, Dave Maurstad, Dave Heineman, and Rick Sheehy) have presided over the NITC.
- 6 advisory groups (Community Council, Education Council, eHealth Council, GIS Council, State Government Council, and Technical Panel) have assisted the NITC.
- 8 Statewide Technology Plans have been developed by the NITC.
- 10 years ago, the NITC became a statutory body.
- 43 standards and guidelines have been adopted by the NITC.
- 48 Commission meetings have been held.
- 113 advisory group members provide input to the NITC.
- 21 work groups have been active during the past two years.
- 183 education entities in the northeast and central parts of the state are currently served by Network Nebraska.
- 240 education entities across the state will be connected by the summer of 2009.
- Over 300 services are offered through the State of Nebraska's Web portal, Nebraska.gov
- 10,500 state employees have been migrated to the new enterprise Exchange e-mail system.
- \$1,782,037 in savings over four years from the enterprise maintenance and purchase agreements shared service.

Advisory Group Members

Community Council	Education Council	eHealth Council
<p>Norene Fitzgerald, Co-Chair, York County Development Corporation</p> <p>Ted Smith, Co-Chair, Norfolk Public Library</p> <p>Chris Anderson, City of Central City</p> <p>Rod Armstrong, AIM Institute</p> <p>Mitch Arnold, Move Back to Nebraska</p> <p>Jason Barelman, Wayne State College</p> <p>Scott W. Bovick, City of Nebraska City</p> <p>Dr. Don Costello, University of Nebraska-Lincoln</p> <p>Linda Fettig, Nebraska Rural Development Commission</p> <p>Dean Folkers, Nebraska Department of Education</p> <p>Darla Heggem, Twin Cities Development, Scottsbluff-Gering</p> <p>John Jordison, Great Plains Communications</p> <p>Lynn Manhart, Central City Public Library</p> <p>Joan Modrell, Nebraska Department of Labor</p> <p>Tim O'Brien, Nebraska Department of Economic Development</p> <p>Angie Ramaekers, Columbus Area Chamber of Commerce</p> <p>Dan Shundoff, Intellicom, Kearney</p> <p>Jerry Vap, Public Service Commission</p>	<p>Dr. Michael Chipps, Co-Chair, Mid-Plains Community College</p> <p>Dr. Terry Haack, Co-Chair, Bennington Public Schools</p> <p>Arnold Bateman, University of Nebraska-Lincoln</p> <p>Stan Carpenter, Nebraska State College System</p> <p>Clark Chandler, Nebraska Wesleyan University</p> <p>Ron Cone, ESU 10</p> <p>Dr. Eileen Ely, Western Nebraska Community College</p> <p>Stephen Hamersky, Daniel J. Gross Catholic High School</p> <p>Yvette Holly, University of Nebraska Medical Center</p> <p>Jeff Johnson, Centennial Public Schools</p> <p>Chuck Lenosky, Creighton University</p> <p>Dennis Linster, Wayne State College</p> <p>Craig Pease, Ashland-Greenwood Public Schools</p> <p>Linda Richards, Ralston Public Schools</p> <p>Art Tanderup, Tekamah-Herman Community Schools</p> <p>Dr. Bob Uhing, ESU 1</p> <p>Brenda Decker, Office of the CIO</p> <p>Dr. Marshall Hill, Coordinating Commission for Postsecondary Education</p> <p>Mike Kozak, Nebraska Department of Education</p> <p>Michael Winkle, Nebraska Educational Telecommunications Commission</p>	<p>Kimberly Galt, Creighton University School of Pharmacy and Health Professions</p> <p>Daniel Griess, Box Butte General Hospital, Alliance</p> <p>Dr. Keith Mueller, UNMC College of Public Health</p> <p>Dennis Berens, Department of Health and Human Services, Office of Rural Health</p> <p>Vivianne Chaumont, Department of Health And Human Services, Division of Medicaid and Long Term Care</p> <p>Susan Courtney, Blue Cross Blue Shield</p> <p>Joni Cover, Nebraska Pharmacists Association</p> <p>Senator Annette Dubas, Nebraska Legislature</p> <p>Congressman Jeff Fortenberry, represented by Marie Woodhead</p> <p>Donna Hammack, Nebraska Statewide Telehealth Network and St. Elizabeth Foundation</p> <p>Steve Henderson, Office of the CIO</p> <p>Alice Henneman, University of Nebraska-Lincoln Extension in Lancaster County</p> <p>Ron Hoffman, Jr., Mutual of Omaha</p> <p>C.J. Johnson, Southeast Nebraska Behavioral Health Information Network and Region V Systems</p> <p>Jim Krieger, Gallup</p> <p>Harold Krueger, Western Nebraska Health Information Exchange and Chadron Community Hospital</p> <p>Jeff Kuhr, Three Rivers Public Health Department, Fremont</p> <p>Ken Lawonn, NeHII and Alegent Health</p> <p>David Lawton, Department of Health and Human Services, Public Health Assurance</p> <p>Kay Oestmann, Southeast District Health Department</p> <p>John Roberts, Nebraska Rural Health Association</p> <p>Nancy Shank, Public Policy Center</p> <p>September Stone, Nebraska Health Care Association</p> <p>Dr. Delane Wycoff, Pathology Services, PC</p> <p>Henry Zach, HDC 4Point Dynamics</p>

GIS Council	State Government Council	Technical Panel
<p>Steven L. Henderson, Chair, Office of the CIO</p> <p>Lash Chaffin, Vice Chair, League of Nebraska Municipalities</p> <p>Mark Brugger, Nebraska Public Power District</p> <p>Steve Cobb, State Surveyor</p> <p>John Erickson, Governor's Policy Research Office</p> <p>Les Howard, Conservation and Survey Division - UNL</p> <p>James Langtry, US Geological Survey</p> <p>Josh Lear, Department of Natural Resources</p> <p>John Miyoshi, Lower Platte North Natural Resources District</p> <p>Jack Dohrman, Clerk of the Legislature</p> <p>Sudhir Ponnappan, Nebraska Game and Parks Commission</p> <p>Thomas Rauner, Department of Health and Human Services</p> <p>Mike Schonlau, Omaha/Douglas County</p> <p>Larry Seifert, Howard County Commissioner</p> <p>Ruth Sorensen, Department of Revenue</p> <p>Bill Wehling, Department of Roads</p> <p>Paul Yamamoto, Department of Environmental Quality</p> <p>Jeff McReynolds, Lincoln-area (pending)</p> <p>Mike Hybl, Public Service Commission (pending)</p> <p>Chad Boshart, Military Department/Nebraska Emergency Management Agency (pending)</p>	<p>Brenda Decker, Chair, Office of the CIO</p> <p>Bob Beecham, Department of Education</p> <p>Michael E. Behm, Crime Commission</p> <p>Dennis Burling, Department of Environmental Quality</p> <p>Mike Calvert, Legislative Fiscal Office</p> <p>Carlos Castillo, Department of Administrative Services</p> <p>Tom Conroy, Office of the CIO, Enterprise Computing Services</p> <p>Douglas Ewald, Department of Revenue</p> <p>Pat Flanagan, Private Sector</p> <p>John Gale, Secretary of State of Nebraska</p> <p>Rex Gittins, Department of Natural Resources</p> <p>Dorest Harvey, Private Sector</p> <p>Lauren Hill, Governor's Policy Research Office</p> <p>Catherine Lang, Department of Labor</p> <p>Jeanette Lee, Department of Banking and Finance (alternate)</p> <p>Glenn Morton, Workers' Compensation Court</p> <p>Beverly Neth, Department of Motor Vehicles</p> <p>Gerry Oligmueller, DAS—Budget Division</p> <p>Jim Ohmberger, Department of Health and Human Services</p> <p>Terry Pell, Nebraska State Patrol (alternate)</p> <p>Jayne Scofield, Office of the CIO, Network Services</p> <p>Robin Spindler, Department of Correctional Services</p> <p>Rod Wagner, Library Commission</p> <p>Janice Walker, Supreme Court</p> <p>Bill Wehling, Department of Roads</p>	<p>Walter Weir, Chair, University of Nebraska Computer Services Network</p> <p>Michael Winkle, Nebraska Educational Telecommunications</p> <p>Brenda Decker, Office of the CIO</p> <p>Christy Horn, University of Nebraska Central Administration</p> <p>Kirk Langer, Lincoln Public Schools</p>

Appendix

Policy Objectives and Review Criteria

Section 86-518 directs the NITC to submit a progress report to the Governor and Legislature by November 15 of each even-numbered year. This report is offered in fulfillment of that requirement.

Section 86-524 further directs the Appropriations Committee and Transportation and Telecommunications Committee to conduct a joint review of the activities of the NITC by the end of the calendar year of every even-numbered year. Section 86-524 also provides three objectives and a list of criteria for evaluating progress. This report is intended to provide information to assist the Legislature in conducting its review.

Policy Objectives

Section 86-524 states: "It shall be the policy of the state to:

1. Use information technology in education, communities, including health care and economic development, and every level of government service to improve economic opportunities and quality of life for all Nebraskans regardless of location or income;
2. Stimulate the demand to encourage and enable long-term infrastructure innovation and improvement; and
3. Organize technology planning in new ways to aggregate demand, reduce costs, and create support networks; encourage collaboration between communities of interest; and encourage competition among technology and service providers."

Review Criteria

Section 86-524 states: "In the review, the committees shall determine the extent to which:

1. The vision has been realized and short-term and long-term strategies have been articulated and employed;
2. The statewide technology plan and other activities of the commission have improved coordination and assisted policymakers;
3. An information technology clearinghouse has been established, maintained, and utilized of Nebraska's information technology infrastructure and of activities taking place in the state involving information technology, and the information flow between and among individuals and organizations has been facilitated as a result of the information technology clearinghouse;

4. Policies, standards, guidelines, and architectures have been developed and observed;
5. Recommendations made by the commission to the Governor and Legislature have assisted policy and funding decisions;
6. Input and involvement of all interested parties has been encouraged and facilitated; and
7. Long-term infrastructure innovation, improvement, and coordination has been planned for, facilitated, and achieved with minimal barriers and impediments.”