

**State Government Council
of the
Nebraska Information Technology Commission**

May 8, 2008

**Government Technology Collaboration Fund
Suggested Uses**

1. **Thin Client Computing** (George Wells)

2. **Enterprise Email Related** (Jim Ohmberger)

I have two recommendations for the grant money, both recommendations would replace solutions that currently exist for the Lotus Notes environment but will need to be developed or acquired for the Microsoft Exchange environment.

Email Archiving. My first recommendation is for the OCIO to acquire an email archiving solution for Microsoft Exchange. The grant money could be used to contribute to the start-up cost of an archiving solution to prevent duplicate solutions from being acquired by individual agencies. Email archiving should be offered as a service to those agencies using the OCIO centralized email solution and would extend the collaboration efforts of the centralized email concept.

Secure Email Solution. My second recommendation would be to for the OCIO to acquire a secure email solution for those agencies with a requirement to communicate with external entities where the email content may contain personal identification information covered under State or Federal regulations. When communicating with entities that are outside of the State's network, information contained within the email may remain in a non-secured environment and be subject to disclosure. DHHS developed with the assistance of the OCIO a secure email application called SIX (Secure Information Exchange) and will need to modify SIX or acquire a new solution. The grant money could be used to update the SIX application and make it available to all agencies or acquire a third party solution.

3. **Policy and Procedure Manager** (Randy Cecrle)

I am proposing that the funds be used to finance an enterprise implementation of an online, web-based software for policy and procedure management solution. A solution would provide the ability to:

- Monitor documents that are in the review and approval stages
- Generate reports for managers to ensure that employees have read policies
- Organize documents electronically for quick access
- Track document changes and automatically archive old documents
- Provide browser-based access
- Automate the review, approval, & publication of Policies and Procedures
- Use a standard word processor for the creation of documents
- Simplifies the compliance with ISO 9000, OSHA, Joint Commission, HIPAA, and more

WCC has been looking at Policy & Procedure Manager from Policy Technologies International, Inc. <http://www.policytech.com/>. To get a rough idea of what it may cost at the enterprise level I have contacted the sales rep for Nebraska for pricing. For 15,000 state employees:

Enterprise User License \$250,000

Annual Maintenance Fee \$45,000

Total: \$295,000

Annual Subscription Fee: 18% of net list

[Policy and Procedure Manager Overview](#)

(http://nitc.ne.gov/sgc/meetings/documents/20080508/gtcf_cecrlc_PPM_PPM_Overview.pdf)

4. **RightFax Compatibility with Outlook/Exchange, Connectors, and APIs** (Randy Cecrle)
I am requesting the monies be spent to make the Enterprise RightFax system compatible with Outlook/Exchange (may require a Microsoft Server version of RightFax), the purchase of connectors to Outlook, and APIs/Components (ActiveX, WebServices, .NET, JAVA Classes, etc.) for custom programming against RightFax. This is needed by all users of RightFax, which includes DHSS, WCC, Corrections, and the OCIO and any future users.
5. **Backup / Disaster Recovery** (Jayne Scofield) [Estimated request: \$50,000]
Purchase SAN storage to be able to offer lower cost Disaster Recovery/Business Continuity options to agencies.
6. **Portal for the Nebraska Information System (NIS)** (Doni Peterson) [Estimated request: \$50,000]
Portals can significantly improve an organization's productivity and can simplify the information technology environment. Employees and vendors of the State of Nebraska would be empowered with simplified, self-service access to only their pertinent information contained within NIS.

Employees would be able to perform self-service activities such as Pay Stub Viewing and Printing, Time Entry, Leave Requests, Leave Balance Inquiry and Open Enrollment via a single task list portlet on a portal page. Only the data and actions essential to the processes to employees with self-service needs would be displayed and require action from the users. Other useful links could also be added such as a link to the State of Nebraska's benefits providers' on-line information, a link to the Help Desk and links to NIS Training Manuals and future NIS web-based training options. There will be additional self-service features for employees introduced in the future and these, too, will be hosted on the NIS Portal.

Supplier Self-Service for the vendors of the State of Nebraska would also be hosted on the NIS Portal. This is an out-of-the box solution allowing the State of Nebraska and our suppliers to move to conducting business in a more electronic fashion. Suppliers can view and manage only information specific and relevant to them. Suppliers can access quotes and purchase orders, update their own profiles and view accounts payable information, including access to the payments made to the vendors by the State of Nebraska and the invoices paid for by these payments. Currently, many vendors struggle with the consolidated ACH payments passed to them due to the lack of information sent on these payments from the bank. This would allow vendors to see what invoices are being paid for by payments receipted at the vendor from the State of Nebraska.

The portal would also become a venue for communication from NIS to end-users. A calendar would be posted for important training opportunities and other important dates relative to NIS. Messages concerning NIS changes or the status of NIS presently sent out as "NIS Flash Memos" would also reside on the portal, thus eliminating the need to send out the series of e-mail messages. Employees would access the portal to find most information surrounding NIS.