

MEETING AGENDA

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

Thursday, September 10, 2009
1:30 p.m.
Nebraska State Office Building - Conference Room 1Z (first floor)
301 Centennial Mall South
Lincoln, Nebraska

AGENDA

Meeting Documents: Click the links in the agenda
or [click here](#) for all documents. (11 pages)

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [June 11, 2009](#)
4. NASCIO Recognition Awards for Outstanding Achievement in the Field of Information Technology
5. Standards and Guidelines
 - [NITC 1-204](#): IT Procurement Review Policy (Revised)*
 - [NITC 7-101](#): Acceptable Use Policy (Revised)*
 - Discussion: Project Management Policy
6. Statewide Technology Plan Update
7. Other Business
8. Agency Reports
9. Adjourn

* Denotes Action Item

(The Council 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.)

Meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on August 4, 2009. The agenda was posted to the NITC website on September 4, 2009.

STATE GOVERNMENT COUNCIL
Nebraska Information Technology Commission
Thursday, June 11, 2009, 1:30 p.m. - 2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street, Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:

Brenda Decker, Chief Information Officer, Chair
Bob Beecham, Nebraska Department of Education
Randy Cecrle, Alt. for Glenn Morton, Workers' Compensation Court
Tom Conroy, OCIO-Enterprise Computing Services
Josh Daws, Secretary of State's Office
Pat Flanagan, Private Sector
Rex Gittins, Department of Natural Resources
Dorest Harvey, Private Sector
Kelly Lammers, Department of Banking
Bill Miller, Alt. for Janice Walker, State Court Administrator's Office
Jim Ohmberger, Health and Human Services
Mike Overton, Alt. for Michael Behm, Crime Commission
Bob Shanahan, Department of Correctional Services
Jayne Scofield, OCIO-Network Services
Rod Wagner, Library Commission
Bill Wehling, Department of Roads
Doni Peterson, Alt. for Carlos Castillo, Department of Administrative Services

MEMBERS ABSENT: Dennis Burling, Department of Environmental Quality; Mike Calvert, Legislative Fiscal Office; Lauren Hill, Governor's Policy Research Office; Cathy Lang, Department of Labor; Bev Neth, Department of Motor Vehicles; Gerry Oligmueller, Budget Office; and, Doug Ewald, Department of Revenue

OTHERS PRESENT: Suzy Fredickson, State Patrol

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 1:30 p.m. There were seventeen voting members present at the time of roll call. A quorum was present to conduct official business. It was stated that the meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on May 11, 2009. The agenda was posted to the NITC website on June 8, 2009. A copy of the Open Meetings Act was located on the front table.

PUBLIC COMMENT

There was no public comment

APPROVAL OF APRIL 9, 2009 MINUTES

Mr. Miller moved approval of the [April 9, 2009](#) minutes as presented. Mr. Harvey seconded. Roll call vote: Beecham-Yes, Overton-Yes, Peterson-Yes, Conroy-Yes, Decker-Yes, Flanagan-Yes, Daws-Abstain, Gittins-Yes, Harvey-Yes, Lammers-Yes, Cecrle-Yes, Ohmberger-Yes, Scofield-Yes, Shanahan-Yes, Wagner-Yes, Miller-Yes, and Wehling-Yes. Results: Yes-16, No-0, Abstain-1. Motion carried.

STANDARDS AND GUIDELINES - NITC 5-301: USE OF COMPUTER-BASED FAX SERVICES BY STATE GOVERNMENT AGENCIES [\(REVISED\)](#)*

Rick Becker, Government I.T. Manager

Purpose: State Agencies needing computer-based fax services will use the “OCIO Internet Fax System” maintained and hosted by the Office of the CIO. This standard does not apply to the use of stand-alone fax machines connected directly to a telephone line. This is a revised version of an existing guideline. The new version makes this a standard.

Prior to the meeting, Mr. Cecrle asked for a clarification as to whether the revised standard is intended to apply to system-to-fax services through APIs/Webservices or just desktop-to-fax. Revised language was offered to clarify that the intent was for this to apply to all but stand-alone fax machines. In the first sentence under Section 1, after the word “services” insert “, including desktop and application-based faxing,”.

Discussion followed regarding web based applications, customized programs and applications, add-ons, interfaces, and APIs. It was stated that there has to be a thorough understanding of what agencies have connected. The question was asked, “Is the OCIO prepared to understand and be knowledgeable about the technology so that agencies have technical support? Ms. Decker affirmed that the Office of the CIO would provide technical support for agencies. The Workers’ Compensation Court and the Secretary of State’s Office may have difficulty meeting this standard. It was noted that there is a waiver process in place for all standards.

Mr. Shanahan moved to include the additional language regarding application-based faxing and to recommend approval of NITC 5-301: Use of Computer-based Fax Services by State Government Agencies. Roll call vote: Wehling-Yes, Miller-Yes, Wagner-Yes, Shanahan-Yes, Scofield-Yes, Ohmberger-Yes, Cecrle-Yes, Lammers-Yes, Harvey-Yes, Gittins-Yes, Daws-Yes, Flanagan-Yes, Decker-Yes, Conroy-Yes, Peterson-Yes, Overton-Yes, and Beecham-Yes. Results: Yes-17, No-0, Abstain-0. Motion carried.

STANDARDS AND GUIDELINES - DISCUSSION: [LB 626](#) AND THE ACCEPTABLE USE POLICY
Brenda Decker, Chief Information Officer

LB626: “For an Act relating to public officials and public employees; to change provisions relating to use of public resources by public officials and public employees; to redefine a term; to harmonize provisions; and to repeal the original sections.”

LB 626 takes effect on August 30 and may require changes to the “Acceptable Use Policy.” A draft will be brought to the Council for their review and recommendation.

STATEWIDE TECHNOLOGY PLAN

Mr. Becker asked the members to review the Council related [action items](#) that need to be updated for 2009-2010. If there are any recommended changes, Mr. Becker would like these sent to him so that he can update the action plan items prior to the next meeting.

OTHER BUSINESS

Funding for email archiving was appropriated in the amount of \$500,000 in the next biennium. The Office of the CIO will be working with the Secretary of State’s office on developing an RFP for a planned release in August.

Mr. Miller commented that there was a hearing on May 28 on the definition “durable medium” to be included in the state rules and regulations. The document establishes a process based definition allowing agencies to use technologies other than microfiche for storage. Members can find more information on the hearing and the proposed definition on the Secretary of State or Records Board web sites.

AGENCY REPORTS

Ms. Peterson announced that the RFP is out for Talent Management System.

Mr. Conroy reported that the remote site in Omaha is up and functioning for Office of the CIO, the Nebraska Information System, and the University of Nebraska for disaster recovery. There have been no operational issues. The Office of the CIO has improved their position in regards to disaster recovery.

Ms. Scofield reminded members that the Cyber Security Conference is being held on Tuesday, June 16, at Holiday Inn Lincoln-Downtown. The conference is aimed towards technical staff.

NEXT MEETING DATE AND ADJOURNMENT

The next meeting of the NITC State Government Council will be held on August 13, 2009 at 1:30 p.m. The location will be determined.

Mr. Flanagan moved to adjourn. Mr. Beecham seconded. All were in favor. Motion carried by unanimous voice vote.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker of the Office of the CIO.

**State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines**

NITC 1-204 (Draft Revised)

Title	IT Procurement Review Policy
Category	General Provisions
Applicability	Applies to all state agencies, boards, and commissions, excluding the University of Nebraska

1. Policy

By statute, certain state agency purchases of communications equipment and information management items require the approval of the Office of the Chief Information Officer (OCIO). This policy provides guidance to agencies for compliance with these statutory requirements.

1.1 Criteria for Reviews of Information Technology Equipment, Software, and Services

- 1.1.1 Does the procurement comply with NITC standards and enterprise architecture?
- 1.1.2 Does the procurement avoid unnecessary duplication of expenditures?
- 1.1.3 Does the procurement address opportunities for collaboration or data sharing, if applicable?
- 1.1.4 Does the procurement represent the right technology for the job?
- 1.1.5 Does the procurement require skills or resources that exceed the capability of the agency to provide or acquire?

1.2 Information for Reviews

The Agency Information Technology Plan (<http://www.nitc.ne.gov/standards/1-201.html>), which is submitted in conjunction with the biennial budget request, provides the general context for procurement decisions.

In some cases, a diagram and explanation of the technical architecture is necessary for determining the appropriate technology for the purpose. Technical architecture describes the hardware, software and network infrastructure needed to support the deployment of core, mission-critical applications.

The specific documentation that is useful depends on the type of purchase.

1.2.1 Documentation for purchase requisitions and purchase orders in NIS (document types ON and 06)

- Agencies **must** attach sufficient information in NIS that allows the reviewer to determine what is being purchased, the purpose being served, total cost, and a contact for additional information. This information can be provided as either a text note or an attachment to the header in NIS. In

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addition, the following types of documents are helpful, if available:

- Bill of materiel from the vendor
- Quotation from the vendor
- Technical architecture specific to the purchase.

1.2.2 Documentation for Competitive Solicitations (request for proposals, requests for information, invitations to bid)

- Agencies must provide a draft copy to the OCIO of the solicitation (RFP, RFI, ITB) at least 30 days prior to its planned release.

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1.2.3 Documentation for Sole Source Requests / Requests for Deviation from the Competitive Process

- Agencies must document the reasons for not following the competitive process.

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1.2.4 Documentation for Purchase of Servers.

1.2.4.1 Server consolidation and virtualization are important options for reducing hardware costs and achieving greater economies in operational support and energy use. Before replacing existing servers or buying additional servers, agencies must evaluate the feasibility of server consolidation and virtualization.

1.2.4.2 Agencies considering a server purchase should develop their plans in consultation with the OCIO.

1.2.4.3 When purchasing servers, conduct a technical analysis. The technical analysis should identify the business function being served and include hardware requirements, networking requirements, and business continuity requirements. When replacing existing servers, the technical analysis should also include a utilization analysis. If the technical analysis shows virtualization to be the best solution, the enterprise virtual environment will be given first consideration.

1.2.4.4 Based on the technical analysis, evaluate whether consolidation is a feasible option, either through co-location of applications or virtualization. Examples of co-location include multiple applications on a web-server or multiple databases on an SQL server.

1.2.4.5 Submit copies of the quote, technical analysis, evaluation, and all supporting architecture diagrams to the OCIO at least 30 days prior to initiating the procurement process in NIS.

1.3 Approval Timelines

1.3.1 Routine purchases recorded in NIS (using document types ON and 06), such as PCs, laptops, printers, and low cost items will be reviewed and acted upon within one workday.

1.3.2 Procurement requests that are more complex will be reviewed and acted upon within 3 workdays. The action may be a request for clarification or additional information. The goal is to

resolve all issues and provide a final action within 10 workdays, excluding the time an agency requires to respond to requests for additional information.

1.3.3 Reviews of major solicitations (RFPs, RFIs, ITBs) will be reviewed and acted upon within 7 workdays. The action may be a request for clarification or additional information. The goal is to resolve all issues and provide a final action within 12 workdays, excluding the time an agency requires to respond to requests for additional information.

1.4 List of Preapproved Items for Purchase

1.4.1 For the purpose of procurement reviews pursuant to Neb. Rev. Stat. §§ 81-1117, 81-1120.17 and 81-1120.20, the Office of the CIO will maintain a list of preapproved items for purchase by agencies. The list will identify communications equipment and information management items that by their nature are low cost and pose little risk of violating the criteria established in Section 1.1. The list may also designate certain items as not requiring a review because the primary purpose of the items is other than information management. Agencies have prior approval to purchase items on this list.

1.4.2 The list described in this section will appear in Attachment “A” to this document. The Technical Panel may approve revisions to Attachment “A” as requested.

2. Purpose and Objectives

2.1 Statutory Requirements

2.1.1 Communications Equipment

Section 81-1120.17 requires the Division of Communications to “(1) coordinate the purchase, lease, and use of communications services equipment and facilities for state government.” Subsections 4 and 5 require DOC to consolidate and integrate radio communications systems and services, consolidate telephone and telephone-related activities, to provide for joint use of communications services, and to “approve all purchases and contracts for such communications activities.” Section 81-1120.20 requires state agencies to “coordinate all communications services or facilities procurement through the Director of Communications.”

2.1.2 All Other Information Management Items

Section 81-1117(2)(e) states that “No state agency shall hire, purchase, lease, or rent any information management item listed in subsection (a) of this section without the written approval of the information management services administrator.”

2.2 Objectives

The procurement review process should serve the following objectives established in statute:

2.2.1 “Substantial economies can be effected by joint use of a consolidated communications system by departments, agencies, and subdivisions of state government.” [Section 81-1120.01]

2.2.2 “To coordinate the purchase, lease, and use of communications services equipment and facilities for state government.” [Section 81-1120.17(1)]

2.2.3 “To advise departments and agencies of the state and political subdivisions thereof as to systems or methods to be used to meet requirements efficiently and effectively.” [Section 81-

1120.17(2)]

2.2.4 “To prevent unnecessary duplication of information management operations and applications in state government.” [Section 81-1116.02]

2.2.5 “To assure the most cost-effective use of state appropriations” ... and “To coordinate the state’s investments in information technology in an efficient and expeditious manner.” [Section 86-513]

2.2.6 To “adopt minimum technical standards, guidelines, and architectures...” [Section 86-516(6)]

2.2.7 To “coordinate efforts among other noneducation state government technology agencies and coordinating bodies.” [Section 86-520(4)]

2.2.8 To “work with each governmental department and noneducation state agency to evaluate and act upon opportunities to more efficiently and effectively deliver government services through the use of information technology.” [Section 86-520(7)]

2.2.9 To “recommend ... methods for ... making information sharable and reusable, eliminating redundancy of data and programs, improving the quality and usefulness of data, and improving access to data...” [Section 86-520(8)]

2.2.10 To “aggregate demand, reduce costs ... and encourage collaboration between communities of interest” [Section 86-524(1)(c)]

2.2.11 To “encourage competition among technology and service providers.” [Section 86-524(1)(c)]

2.2.12 To coordinate the state’s investments in information technology in an efficient and expeditious manner ... and avoid “cumbersome regulations or bureaucracy.” [Section 86-515]

3. Definitions

3.1 Communications

Section 81-1120.02 includes the following definitions:

“(3) Communications system shall mean the total communications facilities and equipment owned, leased, or used by all departments, agencies, and subdivisions of state government; and (4) Communications shall mean any transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.”

3.2 Information Management Item

Pursuant to Section 81-1117(1), “information management item” includes but is not limited to:

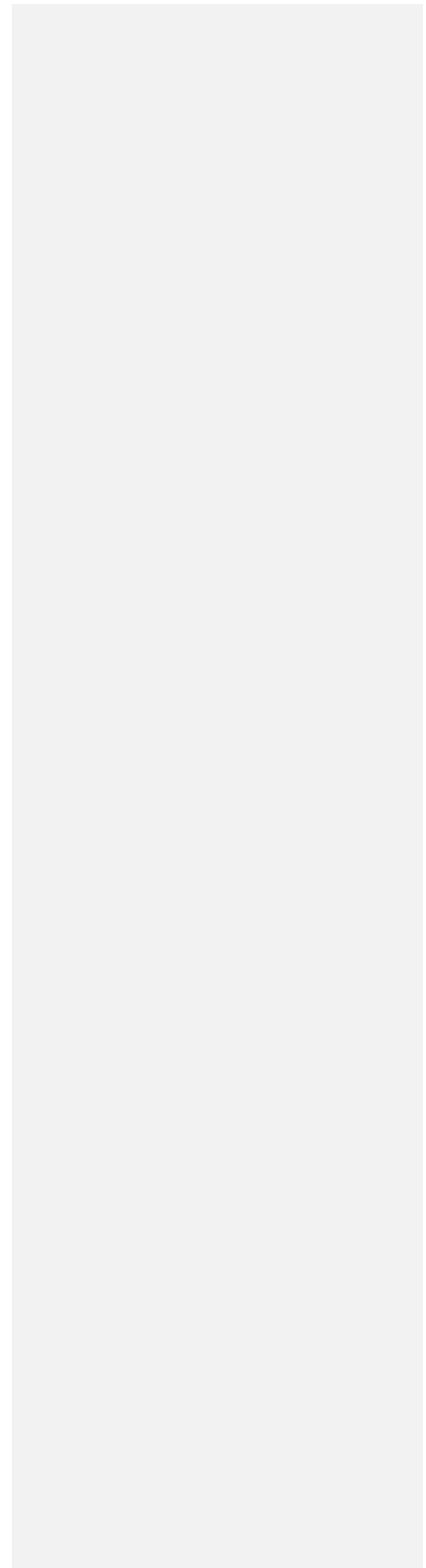
(a) Computer equipment; (b) Peripheral devices (such as data input, data output, data storage, or data communications); (c) Computer code, programs or operating systems; and (d) Service contracts for information technology.

4. Related Documents

- 4.1 [Direct Market Purchase Authority](#) (DAS Materiel Memo dated July 1 of each year)
- 4.2 [NIS Procurement Manuals, Document Flows and Menu Selections](#) - Exception Order Purchases for Communication Equipment and Information Management Items
- 4.3 [NIS Final Level of Approvals](#)
- 4.4 [Entering a Purchase Requisition](#) (Including Information Management Items)
- 4.5 [Entering a Purchase Requisition for OT Equipment](#) (Communications Equipment)

[Attachment A](#): List of Preapproved Items for Purchase

VERSION DATE: DRAFT - September 3, 2009
HISTORY: Adopted on March 4, 2008
PDF FORMAT: <http://nitc.ne.gov/standards/1-204.pdf>



NITC 7-101 (DRAFT)

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 7-101 (Draft Revised)

Title	Acceptable Use Policy
Category	Network Architecture
Applicability	This policy applies to all users of the State Communications System

1. Purpose and Intent

This policy applies to all users of the State Communications System. It is intended to provide minimum standards for acceptable use of the system. This policy does not apply to users connected to a wireless access point made available for general use by the public.

Any state agency, board, commission or affiliate organization may adopt policies or standards more stringent than those contained herein.

All use of the system is subject to applicable State and Federal laws, such as the public records statutes of the State of Nebraska. Users should not have any expectations of privacy regarding personal business conducted on the system unless protected by State or Federal law.

2. Acceptable Uses

The following are acceptable uses of the State Communications System.

2.1 For the conduct of state business.

2.2 For state government sponsored activities.

2.3 For use by state employees and officials for emails, text messaging, local calls, and long-distance calls to children at home, teachers, doctors, daycare centers, baby-sitters, family members, or others to inform them of unexpected schedule changes, and for other essential personal business. Any such use for essential personal business shall be kept to a minimum and shall not interfere with the conduct of state business. A state employee or official shall be responsible for payment or reimbursement of charges, if any, that directly result from any such communication. [Neb. Rev. Stat. § 81-1120.27(1)]

2.4 And, for such other uses as allowed by law.

3. Remedial Action

Any agency, board, commission or affiliate organization within which a violation of this policy occurs shall take immediate remedial action. Remedial action may include disciplinary proceedings against the individual or individuals responsible for the violation of this policy, including termination of employment.

If, in the judgment of the Chief Information Officer (CIO), it is believed that criminal activity has taken place within the system infrastructure, the CIO will notify the proper authorities and will assist in any investigation and prosecution of any offense.

The Office of the CIO accepts no responsibility for traffic which violates the acceptable use policy

of any other networks connected, either directly or indirectly, to the state's system. If the owner of any network connected to the state's system notifies the Office of the CIO of a violation of their acceptable use policy, the CIO shall inform the agency, board, commission or affiliate organization within which such violation occurred. It shall be the responsibility of the agency, board, commission or affiliate organization to take appropriate remedial action and notify the owner of the connected network.

4. Responsibility

4.1 Office of the CIO (OCIO)

The OCIO is responsible for administration of the State Communications System pursuant to Neb. Rev. Stat. §§ 81-1120.01 - 81-1120.28.

4.2 Agencies and Affiliate Organizations

Each agency, board, commission or affiliate organization using the State Communications System is responsible for the activity of its users and for ensuring that its users are familiar with this policy.

4.3 Users

This policy applies to all users of the State Communications System. Should a violation of this policy occur, the individual who committed the violation shall be personally liable for his/her actions. Lack of knowledge of, or familiarity with, this policy shall not release an individual from such liability.

5. Definitions

5.1 State Communications System

State Communications System means any voice, video, data or wireless communications facility contracted for, or provided by, the State of Nebraska, including state-provided equipment and network connections to state computers.

The purpose of the State Communications System is to provide a vehicle that allows voice, video, data or wireless communications to occur between agencies and across interstate and intrastate boundaries. Use of the system is subject to the policies and standards contained in this document.

VERSION DATE: DRAFT - September 2, 2009
HISTORY: Original version published by the Division of Communications, dated September 1997. Revised version adopted by the NITC on March 9, 2004.
PDF FORMAT: (to be added)
