MEETING AGENDA

**Technical Panel
of the
Nebraska Information Technology Commission**

Tuesday, November 8, 2011
9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

AGENDA

Meeting Documents: Click the links in the agenda
or click here for all documents (38 pages).

1. Roll Call, Meeting Notice & Open Meetings Act Information

2. Public Comment

3. Approval of Minutes* - September 13, 2011

4. Enterprise Projects

   - Project Status Dashboard - Skip Philson

5. Standards and Guidelines

   - Recommendations to the NITC*
     - NITC 5-102: Microsoft Enterprise Agreement – Home Use Program Policy
       - Comments Received (Comments in Blue, Staff Response in Red)
       - State Government Council Recommendation: Approve
     - NITC 7-201: Network Edge Device Standard for Entities Choosing to Connect to Network Nebraska (Revised)
       - No Comments Received
   - Request for Waiver*
     - Department of Agriculture - Request for Waiver from requirements of NITC 8-302

6. Project Proposals - FY2012 Deficit Budget Requests - Recommendation to the NITC*

   - Public Employees Retirement System - (Full Text | Summary Sheet)

7. Regular Informational Items and Work Group Updates (as needed)

   - Accessibility of Information Technology Work Group - Christy Horn
   - Learning Management System Standards Work Group - Kirk Langer
   - Security Architecture Work Group - Brad Weakly
   - Intergovernmental Data Communications Work Group - Tim Cao

8. Other Business

9. Adjourn

* Denotes Action Item

(The Technical Panel 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.)

NITC and Technical Panel websites: http://nitc.ne.gov/
Meeting notice was posted to the NITC website and Nebraska Public Meeting Calendar on September 21, 2011. The agenda was posted to the NITC website on November 4, 2011.

TECHNICAL PANEL
of the
Nebraska Information Technology Commission
Tuesday, September 13, 2011, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:

Walter Weir, CIO, University of Nebraska, Chair
Brenda Decker, CIO, State of Nebraska
Kirk Langer, Lincoln Public Schools
Michael Winkle, NET

MEMBERS ABSENT: Christy Horn, University of Nebraska

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:05 a.m. There were three members present at the time of roll call. A quorum existed to conduct official business. Meeting notice was posted to the NITC website and Nebraska Public Meeting Calendar on August 9, 2011. The agenda was posted to the NITC website on September 12, 2011. A copy of the Open Meetings Act was posted on the South wall of the meeting room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF AUGUST 9, 2011 MINUTES

Ms. Decker moved approval of the August 9, 2011 minutes as presented. Mr. Weir seconded. Roll call vote: Decker-Yes, Weir-Yes, and Winkle-Abstain. Results: Yes-2, No-0, Abstained-1. Motion carried.

ENTERPRISE PROJECTS

Project Status Dashboard
Skip Philson

Mr. Philson provided an update to the panel.

Members discussed the Talent Management System project and asked Mr. Philson to work with the reporting agency to determine if the project title should be changed to reflect the expanded scope of the project. Members discussed the request for an "architectural diagram of the [Project]" made at the June meeting. The agency provided a slideshow with information on the Workday architecture. The panel also had a slide titled "LINK Software Solution" that showed a high level listing of the vendors and relationships.

Mr. Langer arrived at the meeting.

Additional items discussed were: responsibilities; IV&V; data location; security and risks. The focus should be on protecting the data. Nationally, standards are still being developed in this area.

Ms. Decker moved that the Security Architecture Work Group be tasked with developing draft standards and guidelines for third party hosted data for Nebraska state government. Mr. Langer

seconded. Roll call vote: Decker-Yes, Weir-Yes, Langer-Yes, and Winkle-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

STANDARDS AND GUIDELINES

Set for 30-Day Comment Period
NITC 5-102: Microsoft Enterprise Agreement – Home Use Program Policy
Mr. Becker discussed the draft policy with the members. The State Government Council has recommended approval of the policy.

Mr. Weir moved to post NITC 5-102: Microsoft Enterprise Agreement – Home Use Program Policy for the comment period. Mr. Langer seconded. Roll call vote: Weir-Yes, Langer- Yes, Decker-Yes, and Winkle-Yes. Results: Yes-4, No-0, Abstain-0. Motion carried.

STATEWIDE TECHNOLOGY PLAN - ACTION ITEMS UPDATE (2010 Action Items)

Mr. Becker described the process for updating the action items. Members discussed data centers as part of the Network Nebraska item. Members also discussed COOP/DR and Content Management.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group, Christy Horn. No report.

Learning Management System Standards Work Group, Kirk Langer. No report.

Security Architecture Work Group, Brad Weakly. Mr. Weakly reported on the Cyber Security Conference which took place on July 26. The next conference is planned for June 5, 2012. The State has purchased 2000 licenses for "Securing the Human," a SANS security awareness training course. Mr. Weakly also discussed PCI and IRS audits.

Intergovernmental Data Communications Work Group, Tim Cao. Mr. Cao provided background information on Intergovernmental Data Services, including:
- IDS's goal is to improve quality of communications to state agencies and counties;
- IDS supports statewide systems such as JUSTICE and DMV's VTR; and
- IDS supports over 2000 devices, including AS/400s, PCs, printers.

Currently, they are involved in a server consolidation initiative. Phase 1 of the initiative includes consolidating 28 counties to a centralized architecture. Phase 2 will take place over the next 12 to 18 months. A work group has been meeting and was recently reconstituted as a Technical Panel work group. Mr. Cao will provide periodic updates to the panel.

OTHER BUSINESS

Ms. Decker shared with the panel that she had met with Dr. Peter Seiler, the Executive Director of the Commission for the Deaf and Hard of Hearing. Dr. Seiler is interested in accessibility issues and accommodations for the deaf and hard of hearing. The Accessibility Work Group would be a good group for Dr. Seiler to participate. Mr. Weir indicated that he would talk to Dr. Horn about getting in touch with Dr. Seiler.

ADJOURNMENT

Ms. Decker moved to adjourn. Mr. Langer seconded. All were in favor. Motion carried.

The meeting was adjourned at 10:15 a.m.

Project:	**Access Nebraska (Q)**			Contact:	**Karen Heng**		
Start Date	09/16/2008	Orig. Completion Date	06/30/2012	Revised Completion Date			n/a
			September	August	July	June
Overall Status	🟢	⚪	⚪	🟢	⚪	🟢
Schedule	🟢	⚪	⚪	🟢	⚪	🟢
Budget	🟢	⚪	⚪	🟢	⚪	🟢
Scope	🟢	⚪	⚪	🟢	⚪	🟢

Comments:

ACCESSNebraska transition continues. In October, staff moved into the Lexington Customer Service Center. This staff will move to Universal Case Management in January 2012. The Scottsbluff Customer Service Center started transition to Universal Case Management and answering phone calls. There were approximately 30 workers answering telephone calls as of October 31.   Staff and caseloads began transitioning into Universal Case Management from Central and Western Service Areas. This transition will continue through February 2012. The transition is currently 80% complete.

On the technology side, October 3, we added a Submit Documents application to the ACCESSNebraska web site. This application accepts documents in .tif and .jpg file formats. We have had 2,130 pages submitted in October utilizing this feature. We have had to reject 15% of the documents submitted. This is usually due to the document not being readable. Customer feedback has been positive about the application. Users especially like the email that confirms the document has moved into the Document Imaging System. An email is also sent when we are unable to accept the document into the system and offers different ways to get the document to the Department.

Testing has been completed on an automated Interview Scheduler that will be put into production on Nov. 13. This tool will schedule a required interview when an application is received by the State. Testing is currently occurring on a new phone dashboard that will provide staff statistics on their computers as to number of calls in wait and average wait times.

Project:	**Student Information System (Q)**			Contact:	**Walter Weir**		
			September	August	July	June
Overall Status	⚪	⚪	⚪	⚪	⚪	⚪
Schedule	⚪	⚪	⚪	⚪	⚪	⚪
Budget	⚪	⚪	⚪	⚪	⚪	⚪
Scope	⚪	⚪	⚪	⚪	⚪	⚪

Comments

Now reporting quarterly. No update for September.

ADA Compliance updates are only outstanding items.

Project:	**Link – Human Capital Management** (formerly Talent Management System)		Contact:		**Dovi Mueller**	
Start Date	6/1/2009	Orig. Completion Date	7/1/2012	Revised Completion Date		n/a
	November	October	September	August	July	June
Overall Status	🟢	⚪	🟢	🟡	⚪	🟢
Schedule	🟢	⚪	🟢	🟢	⚪	🟢
Budget	🟢	⚪	🟢	🟢	⚪	🟢
Scope	🟢	⚪	🟡	🟡	⚪	🟢
Comments						

Applicant Tracking (NEOGOV)
- NEOGOV's Fall release/update will include the ability to link the Insight and Online Hiring Center Accounts so that HR staff for have both will sign in once and be able to toggle between both

Learning Development & Performance (Cornerstone OnDemand)
- Finalizing the outbound CSoD integration and getting ready to run unit test
- There are currently 300+ courses available in the LMS.
- The first Webinar has been loaded and employees are beginning to sign-up to attend.

Benefits / Human Capital Management (Workday)
- Data clean-up continues with each agency being notified regarding data integrity issues found in E1. All clean-up activities are to be completed by November 15
- Workgroup has been identified and has started to compare the list of Workday standard reports to the HR/Benefits reports currently available in E1. Reports will be rewritten as needed.
- Workday HCM training has been scheduled for agency participation the week of November 28. There are currently 14 attendees and this training will be held onsite. This group of trainees will become our train-the-trainers for the remaining HR staff. Employees will not be trained on Benefits Open Enrollment until March/April 2012 time frame.

Project:	**Link - Procurement**		Contact:		**Dovi Mueller**	
Start Date	6/1/2009	Orig. Completion Date	7/1/2012	Revised Completion Date		n/a
	November	October	September	August	July	June
Overall Status	🟢	⚪	🟢	🟢	⚪	⚪
Schedule	🟢	⚪	🟢	🟢	⚪	⚪
Budget	🟢	⚪	🟢	🟢	⚪	⚪
Scope	🟢	⚪	🟢	🟢	⚪	⚪
Comments						

Procurement
- Procurement team will be using the test scenarios provided to them as a basis for testing Workday functionality. Additional use cases will be added as they become familiar with the business processes and environment.
- Any gaps found during testing will be documented on Central Desktop
- This month, work will begin on developing end-user training documents

Project:	**Network Nebraska Education**		Contact:		**Tom Rolfes**
Start Date	05/01/2006 Orig. Completion Date	06/30/2012	Revised Completion Date		n/a
	November	October	September	August	July	June

	November	October	September	August	July	June
Overall Status	🟢	⚪	🟢	🟢	⚪	🟢
Schedule	🟡	⚪	🟡	🟡	⚪	🟡
Budget	🟢	⚪	🟢	🟢	⚪	🟢
Scope	🟢	⚪	🟢	🟢	⚪	🟢

Comments

The College Park emergency power generator was installed and tested in early September. The RFP was released as scheduled on October 25 and included 234 WAN circuits for K-12, statewide backbone transport, statewide Internet access, and WAN circuits for four higher education institutions. Bid opening is scheduled for December 9. Communicating bid prices to prospective purchasers and finalizing all vendor contracts prior to the end of January 2012 will be the next big challenges.

Project:	**Public Safety Wireless (Q)**		Contact:		**Mike Jeffres**
	November	October	September	August	July	June

	November	October	September	August	July	June
Overall Status	🟢	⚪	🟢	🟢	⚪	🟢
Schedule	🟢	⚪	🟢	🟢	⚪	🟢
Budget	🟢	⚪	🟢	🟢	⚪	🟢
Scope	🟢	⚪	🟢	🟢	⚪	🟢

Comments

System acceptance is pending coverage testing, which is on temporary hold.

We are currently in discussion with Motorola on developing the final check list any remaining open issues to complete the system acceptance plan.

Project Issues (For example, if a Milestone shown above late, what is the planned recovery?)				
Description	**Impact on Project - (H,M,L)**	**Date Resolution is Needed**	**Issue Resolution Assigned to**	**Date Resolved**
Coverage testing on hold – pending ongoing investigation of noise issue related to antenna used at towers, system remains in operation.	L	Spring 2012	Motorola	

Project:	**Fusion Center**			Contact:		**Kevin Knorr**
Start Date	04/13/2010	Orig. Completion Date	06/11/2011	Revised Completion Date		12/15/2011
	November	October	September	August	July	June
Overall Status	🟢	⚪	🟢	🟢	⚪	🟢
Schedule	🟡	⚪	🟡	🟡	⚪	🟢
Budget	🟢	⚪	🟢	🟢	⚪	🟢
Scope	🟢	⚪	🟢	🟢	⚪	🟢
Comments						

System training began on September 6, 2011 and will continue until mid-November. During that time the team will continue to bring additional data sources online and work through minor punch list items. The train the trainer has been completed, but the training of users has been delayed until a connectivity issue can be worked through.

Issues:
We have encountered a system stability issue that relates to the current server configuration. This is an issue that causes the server to re-boot due to a very low level error. The error itself has not yet been identified, but the teams will be updating the operating system patches to be consistent with a stable server within a stable server.
- The system stability issue has potentially been resolved with the addition of proper server patches. We are holding on stating completion to ensure that the system remains stable.

Regarding the connectivity issues – the state's mobile environment caused our developers to explore a web environment that provides access to all law enforcement agencies. This creates some complexities with user authentication.

Project:	**Online Assessment**			Contact:		**John Moon**
Start Date	07/01/2010	Orig. Completion Date	06/30/2011	Revised Completion Date		06/30/2012
	November	October	September	August	July	June
Overall Status	🟢	⚪	🟢	🟢	⚪	🟢
Schedule	🟢	⚪	🟢	🟢	⚪	🟢
Budget	🟢	⚪	🟢	🟢	⚪	🟢
Scope	🟢	⚪	🟢	🟢	⚪	🟢
Comments						

Nebraska State Accountability (NeSA) is a statewide assessment system mandated by Nebraska Statute. Nebraska Department of Education has contracted with Data Recognition Corporation (DRC) to continue the development of the assessment system including management, development, delivery, administration, scanning/imaging, scoring, analysis, reporting, and standard setting for the online and pencil/paper reading, science, and mathematics tests for July 1, 2011 through June 30, 2012.   Starting this year the alternate assessments will be incorporated into the assessment system with DRC. DRC will facilitate the delivery, administration, scanning/imaging, scoring, analysis, and reporting for the alternate pencil/paper reading, science, and mathematics tests during the same assessment window.   Online writing assessment will be added to the NeSA system in 2012 for grades 8 and 11.

Student data will be transferred from the Nebraska Student Staff Record System (NSSRS) to DRC's student data assessment system. The online subcontractor Computerized Assessments & Learning (CAL) for the online components of the assessment system will upload the student data from DRC. Schools will install CAL's software on local computers and software updates will be automatically uploaded when students log onto the assessment system. The student responses are cached on the local computer and sent to CAL. Each district has used CAL's school capacity process to evaluate online requirements for NeSA testing. The student responses for secure online assessments will be collected by CAL and transferred to DRC for analysis and reporting. During spring 2012, NDE is estimating that over 140,000 students will participate in the Reading, Science, and Mathematics operational testing. The NeSA reading/science/math test window is

from March 26 through May 4, 2012. Test administrators will be able to monitor testing during the test window and review test results immediately after test administration (raw scores only). DRC's comprehensive corrections system will permit NDE to correct student records for duplicates, incorrect school assignment, etc during the month of June. Complete reporting of student results to districts, schools, and parents will be completed in August 2012.

Update for November 8, 2011: Technical Coordinator training is scheduled for three sessions on November 8-9 covering the following topics:

- System Overview
- System Requirements
- Computer Lab Configurations
- Installation Process
- Remote Installations
- Server Installations
- Firewalls/Filters
- Software Updates
- What's New for 2011-2012

Project:	**Interoperability Project**			Contact:	**Rod Hutt**	
Start Date	10/01/2010	Orig. Completion Date	06/01/2013	Revised Completion Date		n/a
	November	October	September	August	July	June
Overall Status	🟡	⚪	🟡	🟡	⚪	🟡
Schedule	🟡	⚪	🟡	🟡	⚪	🟡
Budget	🟢	⚪	🟢	🟢	⚪	🟢
Scope	🟢	⚪	🟢	🟢	⚪	🟡
Comments						

The project is gaining momentum. The "Pilot Region" (Panhandle & North Central Regions) equipment has been ordered and is arriving. Actual construction will take place on September 1, with completion and system testing and signoff taking place in October. In the Southwest region, all path studies, tower mapping, structural analyses and grounding tests have been completed and equipment will be ordered in October. Completion and signoff of the Pilot Region is a prerequisite for starting construction in the rest of the regions. In the South Central and Southeast regions, all path studies, tower mapping, structural analyses and grounding tests have been completed. Equipment will be ordered for South Central in December. In the remaining regions (East Central, Northeast and Tri-County) much of the pre-construction work has been accomplished.

Project is moving forward nicely with lessons learned in the Pilot Region making it easier to perform tasks.

Will upcoming target dates be missed? Possibly. Based on the uncertainty of the infrastructure needed for the project and the time involved in obtaining the environmental approvals to proceed with the project, any target dates are fluid.

Project:	**MMIS**		Contact:		
Start Date	n/a	Orig. Completion Date	n/a	Revised Completion Date	n/a
	November	October	September	August	July	June
Overall Status	⚪	⚪	⚪	⚪	⚪	⚪
Schedule	⚪	⚪	⚪	⚪	⚪	⚪
Budget	⚪	⚪	⚪	⚪	⚪	⚪
Scope	⚪	⚪	⚪	⚪	⚪	⚪
Comments						

Project On Hold until renewed

Project:	**Enterprise Content Management**		Contact:	**Kevin Keller**	
Start Date	10/15/2010	Orig. Completion Date	05/31/2011	Revised Completion Date	09/30/2011
	November	October	September	August	July	June
Overall Status	🟢	⚪	🟢	🟢	⚪	🟢
Schedule	🟢	⚪	🟢	🟢	⚪	🟢
Budget	🟢	⚪	🟢	🟢	⚪	🟢
Scope	🟢	⚪	🟢	🟢	⚪	🟢
Comments						

The ECM system now has public access.

The project is complete

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.
⚪	Gray	**No report for the reporting period or the project has not yet been activated.**

NITC 5-102

State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines

NITC 5-102 (Draft)

Title	Microsoft Enterprise Agreement – Home Use Program Policy
Category	Groupware Architecture
Applicability	Applies to all state government agencies participating in the Statewide Microsoft Enterprise Agreement

1. Purpose

The purpose of the Home Use Program is to encourage consistency in the office productivity software that employees use at home and at work. Skills learned at home will translate better to the workplace, which leads to higher productivity at work. The Home Use Program is not intended to require or encourage telework or taking work home.

1.1 Background

One benefit of software assurance for Microsoft Office that is included under the statewide Microsoft Enterprise Agreement is the Home Use Program. The Home Use Program allows a qualified employee to pay a nominal fee to Microsoft to download and install the most recent version of Office Professional Plus on one home computer and use another copy on a personally owned portable device.

Some of the key provisions of the program include the following:

> (Based on information from Microsoft documentation. "Customer" means the State of Nebraska.)

- Under the Home Use Program, customers' employees, who are users of the licensed qualifying applications, may acquire a single license for the corresponding Home Use Program software, to be installed on one home computer. The license terms for that software permit the primary user of the home computer to install and use another copy on a portable device.
- The number of Home Use Program licenses that may be acquired for any given desktop application is limited to the number of licenses for the corresponding qualifying desktop application(s) for which the customer acquires Software Assurance.
- Under the Home Use Program, an employee's usage rights are tied to continued employment with the Customer, and end with termination of employment, termination or expiration of Software Assurance coverage for the copy of the corresponding desktop application that employee uses at work, the employee is no longer a user of the licensed copy of the software, or upon the employee's installation and use of any prior or later version of that desktop application pursuant to a Home Use Program license.
- Customers are not responsible for their individual employee's compliance with the Home Use Program end user license terms. Those terms are between Microsoft and the customer's employee and do vary from the rights provided under the customers Volume Licenses. Microsoft does require that customers limit the Home Use Program access to employees and inform employees of when they should discontinue use of the Home Use Program software in conjunction with a

lapse in Software Assurance coverage or employment termination.
- Offering the Home Use Program (HUP) involves the following steps:
  - First customer must activate the Home Use Program benefits. Once activated, the Software Assurance Manager (within the OCIO) will get a HUP program code that can be distributed to employees using the email templates, banner ads or other downloadable marketing resources from HUP.
  - Employees getting this information will use their HUP program code and work email address (must use work e-mail address) to validate their eligibility. Once accepted, they'll get a confirmation email that allows them to make purchases directly through the HUP Online Store.
  - Employees pay $9.95 to Microsoft for the license and download of each product available. Physical back-up media is available for an additional $12.00 (includes shipping/not available for Language Packs). Prices can change and do vary outside the U.S. See the HUP Web site for current offers.

2. Policy

State agencies may offer the Microsoft Home Use Program to their employees subject to the following restrictions:

- State agencies must have committed to participating in the Statewide Microsoft Enterprise Agreement by purchasing Office Professional licenses through the OCIO.
- State employees must have a state email address (Nebraska.gov) and must use Office Professional at work.
- State agencies must determine which employees are eligible and whether any agency specific statutes or other restrictions apply.

3. Support

While the OCIO manages and provides support for the Enterprise Agreement, there will be no support for individual users of the Home Use Program. Neither the OCIO nor state agencies will provide support for this program.

VERSION DATE: DRAFT - September 9, 2011
HISTORY:
PDF FORMAT: (to be added)
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1. Purpose

The purpose of the Home Use Program is to encourage consistency in the office productivity software that employees use at home and at work. Skills learned at home will translate better to the workplace, which leads to higher productivity at work. The Home Use Program is not intended to require or encourage telework or taking work home.

1.1 Background

One benefit of software assurance for Microsoft Office that is included under the statewide Microsoft Enterprise Agreement is the Home Use Program. The Home Use Program allows a qualified employee to pay a nominal fee to Microsoft to download and install the most recent version of Office Professional Plus on one home computer and use another copy on a personally owned portable device.

Some of the key provisions of the program include the following:

(Based on information from Microsoft documentation. "Customer" means the State of Nebraska.)

- Under the Home Use Program, customers' employees, who are users of the licensed qualifying applications, may acquire a single license for the corresponding Home Use Program software, to be installed on one home computer. The license terms for that software permit the primary user of the home computer to install and use another copy on a portable device.
- The number of Home Use Program licenses that may be acquired for any given desktop application is limited to the number of licenses for the corresponding qualifying desktop application(s) for which the customer acquires Software Assurance.
- Under the Home Use Program, an employee's usage rights are tied to continued employment with the Customer, and end with termination of employment, termination or expiration of Software Assurance coverage for the copy of the corresponding desktop application that employee uses at work, the employee is no longer a user of the licensed copy of the software, or upon the employee's installation and use of any prior or later version of that desktop application pursuant to a Home Use Program license.
- Customers are not responsible for their individual employee's compliance with the Home Use Program end user license terms. Those terms are between Microsoft and the customer's employee and do vary from the rights provided under the customers Volume Licenses. Microsoft does require that customers limit the Home Use Program access to employees and inform employees of when they should discontinue use of the Home Use Program software in conjunction with a lapse in Software Assurance coverage or employment termination.

- Offering the Home Use Program (HUP) involves the following steps:
  - First customer must activate the Home Use Program benefits. Once activated, the Software Assurance Manager (within the OCIO) will get a HUP program code that can be distributed to employees using the email templates, banner ads or other downloadable marketing resources from HUP.
  - Employees getting this information will use their HUP program code and work email address (must use work e-mail address) to validate their eligibility. Once accepted, they'll get a confirmation email that allows them to make purchases directly through the HUP Online Store.
  - Employees pay $9.95 to Microsoft for the license and download of each product available. Physical back-up media is available for an additional $12.00 (includes shipping/not available for Language Packs). Prices can change and do vary outside the U.S. See the HUP Web site for current offers.

2. Policy

State agencies may offer the Microsoft Home Use Program to their employees subject to the following restrictions:

- State agencies must have committed to participating in the Statewide Microsoft Enterprise Agreement by purchasing Office Professional licenses through the OCIO.
- State employees must have a state email address (Nebraska.gov) and must use Office Professional at work.
- State agencies must determine which employees are eligible and whether any agency specific statutes or other restrictions apply.

3. Support

While the OCIO manages and provides support for the Enterprise Agreement, there will be no support for individual users of the Home Use Program. Neither the OCIO nor state agencies will provide support for this program.

Comment [RW7]: Does this allow for Apple/MAC versions to be purchased as well under these guidelines or is it just for Windows systems? I assume Windows only…

Comment [RB8R7]: The HUP currently offers Office Professional Plus 2010 for Windows or Office for Mac 2011.

Comment [RW9]: Does this automatically provide the user with updates and access to the latest version when it becomes available?

Comment [RB10R9]: Updates and patches are available, but the software is not automatically updated to the latest **version**. Pursuant to the FAQ, the user can download the latest version available on the HUP website (after uninstalling any prior version obtained from the HUP).

Comment [RW11]: You may want to state where they get support if it is available. Also, if there is an additional cost, what is it and what does it include

Comment [RB12R11]: A "Customer Support" link is provided on the main HUP website. That link provides additional information, including an 800-number for 90-day no-charge telephone support.

http://www.microsofthup.com/hupus/faq.aspx?culture=en-US

Nebraska Information
Technology Commission

Network Edge Device Standard for Entities Choosing to Connect to Network Nebraska

Category	**Network Architecture**
Title	**Network Edge Device Standard for Entities Choosing to Connect to Network Nebraska**
Number	

Applicability	☑ **State Government Agencies** ☑ All .... **Standard** ☐ Excluding _____ ....**Not Applicable** ☐ **State Funded Entities -** ....**Not Applicable** ☑ **Other:** Entities electing to connect to *Network Nebraska* .... **Standard** **Definitions:** **Standard** - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval (see Section 4.3). **Guideline** - Adherence is voluntary.

Status	☑ Adopted ☐ Draft ☐ Other:_____
Dates	Version Date: April 17, 2006 Date Adopted by NITC: May 1, 2006 Other: Revision November 8, 2011

1.0 Technical Standard

All state government agencies, boards, and commissions, and entities electing to connect to Network Nebraska for purposes of transmitting data across the state shall comply with this standard.

1.1 Network Edge Device Specifications for new purchases

- QoS capabilities
- Sufficient ports for desired network design
- Security and/or firewall features
- Routing and/or routing protocol
- Traffic shaping and rate limiting
- VLAN (802.1q) support
- Secure remote management (SSH)
- Hardware based encryption acceleration
- Performance to meet anticipated usage demand
- Compatibility with central site router features
- IPv6 capable

Option A:
Layer 3 Router (for basic site deployment)

Option B:
Enhanced Layer 3 Router (for larger site deployment or higher performance)

Option C:
Layer 3 Switch/Firewall combination

1.2 Network Edge Device Specifications for existing equipment

- QoS capabilities
- Sufficient ports for desired network design
- Security and/or firewall features
- Routing and/or routing protocol
- Traffic shaping and rate limiting
- VLAN (802.1q) support
- Secure remote management (SSH)
- Hardware based encryption acceleration
- Performance to meet anticipated usage demand
- Compatibility with central site router features
- IPv6 capable

2.0   Purpose and Objectives

The purpose of this standard is to set minimum standards and specifications for network edge devices that would perform the routing and switching functions of voice, video, and data across the network and assure that packets would get to their correct destination while maintaining the appropriate quality of service (QoS).

2.1 Background

Network Nebraska--Education currently has about 200 245 local school districts, educational service units and collegescampuses that use managed high-bandwidth interactive video and Internet services over 45 Mbps DS-3high bandwidth fiber transport circuits. As these contracts reach the end of their terms, network upgrade or replacement will be examined through the bid process. In order to accomplish this upgrade, moreNetwork Nebraska--Education requires that intelligent edge devices must be deployed at the school and campus levels to be able to ensure an acceptable quality of service, packet prioritization, better security and firewall features, and remote management. The Technical Panel of the NITC, in cooperation with the operational staff of Network Nebraska--Education, are naming these edge device standards for educational entities seeking to connect to Network Nebraska in order to comply with the provisions of LB 1208 (2006).Neb. Rev. Stat. 86-5,100 and 86-520.01.

Approximately 100 other high schools have 100 Mbps or greater local connections that may opt to connect to Network Nebraska for reasons of statewide data exchange. This standard contains new equipment and existing equipment standards that would also apply to their edge device installation.

2.2 Objective

The objective of this standard is to prescribe the acceptable routing and switching device attributes that can be deployed at the local sites of Network Nebraska--Education in order to achieve a multipurpose, converged network, capable of traffic prioritization and shaping, that performs reliably and ensures an expected quality of service.

The Specifications specifications for purchase of new equipment affects those Network Nebraska--Education entities that will be upgrading existing fiber circuits and purchasing new edge devices for connecting connection to Network Nebraska--Education. in the 2007-2009 time frame.

The Specifications specifications for existing equipment affects those entities that may have already upgraded to IP networking over high bandwidth circuits, have recently purchased or upgraded their edge equipment, and are connecting to Network Nebraska--Education. in the 2007-2009 time frame.

3.0   Definitions

3.1 IP

Internet Protocol. Packet-based protocol for delivering data across networks.

3.2 IPv6

Internet Protocol version 6 is an upgrade to IP version 4. While IPv4 allows 32 bits for an Internet Protocol address, and can therefore support 2^{32} (4,294,967,296) addresses, IPv6 uses 128-bit addresses, so the new address space supports 2^{128} (approximately 340 undecillion or 3.4×10^{38}) addresses.

3.2 3 Mbps
Megabits per second. A unit of measure of data of 1,000,000 bits per second.

3.3 4 Network Nebraska
Network Nebraska is the term used to describe the statewide multipurpose telecommunications backbone and all of its associated service offerings and support. Network Nebraska is made possible through a consortium of public entities working together to provide a scalable, reliable and affordable infrastructure capable of carrying a spectrum of services and applications. Network Nebraska shall meet the demand of state agencies, local governments, and educational entities. Network Nebraska—Education is the sub-network managed to serve the needs of public and nonpublic K-12 education, and public and nonpublic higher education.

3.4 5 QoS
Quality of Service. The ability to define a level of performance in a data communications system.

3.5 6 router
A device or setup that finds the best route between any two networks using IP addressing, even if there are several networks to traverse. Like bridges, remote sites can be connected using routers over dedicated or switched lines to create wide area networks.

3.6 7 SSH
Secure Shell (SSH client) is a program for logging into a remote machine and for executing commands on a remote machine. It is intended to replace rlogin and rsh, and provide secure encrypted communications between two untrusted hosts over an insecure network.

3.7 8 switch
A mechanical or solid state device that opens and closes circuits, changes operating parameters or selects paths for circuits on a space or time division basis.

3.8 9 VLAN
Virtual Local Area Network. Virtual LANs (VLANs) can be viewed as a group of devices on different physical LAN segments which can communicate with each other as if they were all on the same physical LAN segment.

4.0   Applicability

4.1 State Government Agencies
This standard applies to all state government agencies, boards, and commissions.

4.2 Other Entities
This standard applies to entities electing to connect to Network Nebraska--Education.

4.3 ExemptionWaivers
Exemptions may be granted by the NITC Technical Panel upon request by an agency or other entity.Entities seeking a waiver of this standard should follow the process described in NITC Waiver Policy 1-103: http://www.nitc.nebraska.gov/standards/1-103.html

4.3.1 Exemption Process
Any agency or other entity may request an exemption from this standard by submitting a "Request for Exemption" to the NITC Technical Panel. Requests should state the reason for the exemption. Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be submitted to the Office of the NITC via e-mail or letter (Office of the NITC, 521 S. 14th Street, Suite 301, Lincoln, NE 68508). The NITC Technical Panel will consider the request and grant or deny the exemption. A denial of an exemption by the NITC Technical Panel may be appealed to the NITC.

5.0 Responsibility

5.1 NITC
The NITC shall be responsible for adopting minimum technical standards, guidelines, and architectures upon recommendation by the technical panel. (N.R.S. 86-516 §6)

5.2 *Network Nebraska* Operational entities
The Collaborative Aggregation Partnership, composed of the University of Nebraska Computer Services Network, the Department of Administrative Services--Division of Communications, and Nebraska Educational Telecommunications, will be responsible for sharing the responsibilities of the network operations portion of *Network Nebraska*. The responsibility for identification and mitigation of non-compliant entities with respect to the Network Edge Device Standard resides with the Collaborative Aggregation Partnership.

5.3 Equipment Reporting
An education-related political subdivision shall provide notice in writing, as required by guidelines established by the University of Nebraska and the Chief Information Officer for participation in Network Nebraska, to the distance education director of the Educational Service Unit Coordinating Council, the University of Nebraska, and the Chief Information Officer prior to the use of any new or additional equipment that will impact the use of Network Nebraska by such education-related political subdivision or other education-related political subdivisions. (http://www.networknebraska.net/equipment.shtml) (N.R.S. 86-520.01)

October 31, 2011

MEMO TO: Mr. Rick Becker
                     NITC Administrative Manager

FROM: Tom Jensen, Chief Administrator
                     Nebraska Department of Agriculture

SUBJECT: Request for Exemption to NITC Standard

The Nebraska Department of Agriculture (NDA) requests a waiver to the NITC Identity and Access Management Standard for State Government Agencies. The specifics of our request are found in the attached.

NDA is currently in the process of upgrading our existing Nebraska Animal Health Permit System (NAHPS). This system allows NDA to have notification of the movement of animals with heightened disease risk prior to their movement into Nebraska, a statutory requirement. It also allows veterinarians issuing the Certificate of Veterinary Inspection (CVI) to verify all State of Nebraska animal import requirements have been met, prior to the movement of animals.

The upgrade will provide a web-based portal, allowing private veterinarians web-based access to the import system 24 hours a day, 7 days a week, 365 days a year. Currently, these veterinarians must call into our offices to obtain a pre-entry permit. The current system is a manual system, requiring veterinarians to call into NDA headquarters and answer questions from staff before being issued the permit. It is particularly problematical during off hours, when this communication must be made through an answering service. The web-based interface will speed up the process, ensuring that the veterinarian receives the needed permit while NDA receives the necessary information to fulfill statutory requirements. The only exception to the 24 hours a day, 7 days a week, 365 days a year will be regular, scheduled maintenance and, as needed, emergency maintenance.

Thank you for your consideration of this request. Please contact me if you have any questions.

Attachment

Request for Waiver - Nebraska Information Technology Commission (NITC)

Agency Information:

Agency Name:
Agency Name: Nebraska Department of Agriculture (NDA)

Contact People:
Jeff Wild, Investigations Program Manager
301 Centennial Mall South, 4th Floor
Lincoln, NE 68509
(402) 471-6879

Steve Gramlich, Feed and Imports Program Manager
301 Centennial Mall South, 4th Floor
Lincoln, NE 68509
(402) 471-6845

Title of the NITC Standards and Guidelines:
Identity and Access Management Standard for State Government Agencies

Description of the Problem or Issue:

1.   The current project to upgrade the existing Nebraska Animal Health Permit System (NAHPS) to accommodate Web Import Permit Processing was negotiated based on the availability of funds. ERC Computing Services, LLC (ERC) is providing a scaled solution to complete this upgrade within the provided budget. If major components of the existing NAHPS have to be re-engineered to browser-based, in-house components, then the cost of the upgrade will at least double in total cost, which would be a significant financial hardship to the agency.

2.   Conversion to a total browser-based module system could also result in the possible loss of existing NAHPS functionality, such as direct scanning of critical documents which are used to support the permitting process. The current scanning modules are integrated into the existing modules, so users can simply activate a record and then scan the associated document(s) with a single-button operation. Although centralized scanning could be used, it would require several steps to complete the same operation, including the need for the user to leave their desk to go to the central copy machine/scanner, scanning the document, and then returning to their desk to rename and attach the document to the associated record. In addition, the existing scanning equipment could be rendered useless, which would add to the cost of the project.

3.	ERC is committed to providing a secure web solution which is consistent with the State's IT Standards and Guidelines, as set down by the NITC. ERC guarantees that it will ensure that all possible precautions will be taken to protect Nebraska information. ERC has an Information Systems Audit and Control Association (ISACA), Certified Information Systems Auditor (CISA), Ed Rybicki, on staff to ensure that the provided web solution meets these standards.

Description of the agency's preferred solution, including a listing of the specific requirements for which a waiver is requested:

Security and Login Credentials Differences

The upgrade to NAHPS uses two security systems for the two components: Windows and Web. The Windows component uses the same security that has been in place since the system's inception and is grandfathered in under existing rules and standards. The web component uses the Microsoft .Net v2.0 framework security classes and data structures. The security classes are part of the base libraries used as a framework for the web components and were the basis for current project plan and budget.

The Microsoft .Net v2.0 security features, as implemented, include:

- Hashed password storage.

- Passwords can never be viewed, even by an administrator. Passwords can only be changed by security administrators, if lost or expired.

- Password policies like strength can be set by the system administrator and will follow the State's requirements.

- Users are in roles. Roles and users can be granted or denied specific capabilities within the application. Authenticated web users can only view information associated with their unique user id.

- The web component is used to access public information. The users are primarily veterinarians who work outside the government. Only registered users can access the web component. Almost all the users of the web component are outside the scope of the State government identity initiative. There is little benefit in using the same identity system. However, we can establish a policy where any government user will use the same user name to simplify accountability.

- The current Import Processing System has around 15,000 veterinarians included in its existing database. Attempting to issue individual credentials to these existing veterinarians would be a massive task. As veterinarians use the new system, their logins will be matched against the existing database. In addition, the new system was designed to assist NDA with gathering veterinarian Federal

Accreditation numbers which will become a part of the two-level access authentication required to receive an animal import permit.

Data Access Controls

The NAHPS is designed to be a one-way, rules based system. NDA administrators determine who will receive a permit after logging into the system by establishing the processing rules for each possible combination of veterinarian requests, in accordance with existing State statutes. Hence, users are only allowed to enter data in predetermined fields after their credentials are established. After processing the entries, the system will assign a permit number to the veterinarian and will display this for their use. In addition, a PDF copy of the permit will be created for the user to download.

The only site searching allowed is for the user to be able to access links to existing State statute documents, which currently exist on the NDA web site. Administrators have been given a field to enter this link during rules creation.

Any additional information and justification showing good cause for the requested waiver:

A further justification for approving this request is that the existing NAHPS system was specifically designed to manage animal movement permits and has been doing so for almost six (6) years. This mature system does not have to undergo massive redesign or reprogramming to accommodate browser-based, web permit processing. ERC has already converted the existing file database to SQL to become compliant with industry standards for web processing. Adding a web processing component has simply become a major upgrade to allow this functionality and to do it in the most cost-effective manner.

Considering the state of the current economy for the State of Nebraska, the savings in upgrading the current NAHPS versus attempting to completely re-engineer the current system is considerable.

WaiverNITC_102811.doc

Nebraska Information
Technology Commission

STANDARDS AND GUIDELINES

Identity and Access Management Standard for State Government Agencies

Category	**Security Architecture**
Title	**Identity and Access Management Standard for State Government Agencies.**
Number	

Applicability	☑ **State Government Agencies, excluding** Higher Education; and agencies receiving an exemption pursuant to Section 4.2……............ **Standard** ☐ **State Government Agencies,** all ....**Not Applicable** ☐ **State Funded Entities -** All entities receiving state funding for matters covered by this document.................**Not Applicable** ☐ **Other: _____** ....**Not Applicable** **Definitions:** **Standard** - Adherence is required. Certain exceptions and conditions may appear in this document. **Guideline** - Adherence is voluntary.

Status	☑ Adopted ☐ Draft ☐ Other:_____
Dates	Date: March 15, 2005 Date Adopted by NITC: March 15, 2005 Other: To be reviewed annually by the Technical Panel.

1.0 Standard:

All state government web applications that require authentication and authorization of users will utilize the enterprise directory, known as Nebraska Directory Services.

2.0 Purpose and Objectives:

The purpose of this standard is to provide an enterprise solution for identity and access management capabilities to reduce security administration costs, ensure regulatory compliance, and increase operation efficiency and effectiveness. This standard focuses on web applications, because most if not all new applications will utilize web technology. To incorporate non-web applications into the Nebraska Directory Services would require additional cost and different policies to implement.

Objectives include:
- Build an identity-based portal that can integrate disparate applications, enable secure web access to applications and data, and enable users to access applications from their offices or remote locations.
- Implement a standardized, secure identify and access management architecture that provides centralized management with local administration of users, centralized user identity information, synchronized user identity information across multiple applications (where appropriate), and application-level authentication and authorization based on the unique identity of the user (as opposed to a shared logon ID).
- Use standards-based technology to ease application integration, provide for reuse of components and remain adaptable in the face of changing technology products.
- Ensure a solution that is scalable to meet the current and future needs of state agencies, their employees, clients and customers, and business partners.
- Meet federal security requirements for identity and access management, including HIPAA and NCIC security regulations.
- Provide a high level of security including the option of two-factor identification.

3.0 Definitions:

3.1 Authentication – The process of uniquely identifying an individual. Authentication ensures that the individual is who he or she claims to be, but says nothing about the access rights of the individual.

3.2 Authorization – The process of giving individuals access to system objects based on their identity which allows them to add, update, delete or view information for a web application.

3.3 Identify and Access Management – Enterprise Identity Management is a system of technologies, business practices, laws and policies that manages common identification of user objects; reduce the costs while enhancing the quality of government services; protects the integrity of state resources; and safeguards the privacy of the individual.

3.4 LDAP – LDAP (Lightweight Directory Access Protocol) is an Internet protocol that applications use to look up user information from a server, such as Novell's eDirectory.

3.5 Web Applications – Web server based applications that are accessed using a web browser. This definition includes custom developed systems and third party software systems.

4.0 Applicability

4.1 State Government Agencies

This standard applies to all state government agencies, boards, and commissions, except Higher Education and those agencies receiving an exemption under Section 4.2.

4.1.1 State Agencies, Boards, and Commissions

All new web applications requiring authentication and authorization of individuals must comply with the standard listed in Section 1.0. All existing web applications requiring authentication and authorization must convert to the standard listed in Section 1.0 as soon as fiscally prudent or upon an upgrade to the web application, whichever comes first, unless the application is exempt.

4.2 Exemption

Exemptions may be granted by the Technical Panel of the NITC upon request by an agency.

4.2.1 Exemption Process

Any agency may request an exemption from this standard by submitting a "Request for Exemption" to the Technical Panel of the NITC. Requests should state the reason for the exemption. Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be submitted to the Office of the CIO via e-mail or letter (Office of the CIO, 521 S 14th Street, Suite 301, Lincoln, NE 68508). The Technical Panel will consider the request and grant or deny the exemption. A denial of an exemption by the Technical Panel may be appealed to the NITC.

5.0 Responsibility

5.1 IMServices

IMServices will incorporate the needed hardware and software into their infrastructure to provide the following:
- LDAP directory for user /entity objects.
- Role-based authentication and authorization to the enterprise LDAP directory and applicable applications for registered users.
- Business/disaster recovery.
- Authentication methods available:
    - User ID and password
    - Two-factor authentication
    - X.509 certificates

5.2 State Agencies, Boards and Commissions

Agencies, Boards and Commissions will carry out the following responsibilities:

- Web applications requiring authentication and authorization must comply with the standard listed in Section 1.0.
- Require this standard be referenced in all RFPs (Requests for Purchase) for web applications covered by this standard.

5.3 State Government Council Directory Services Workgroup

The State Government Council's Directory Services Workgroup will provide ongoing advice and direction, including but not limited to:
- Policies for implementation;
- Benchmarks and service level agreements;
- Funding options.

6.0 Related Policies, Standards and Guidelines

- NITC Information Security Management Policy – January 23, 2001
- NITC Access Control Policy – January 23, 2001
- NITC Network Security Policy – January 23, 2001
- State Government Council's Directory Services Workgroup Phase I recommendation – July 30, 2003

IT Project Proposal Report - Detail
Agency: 085 - PUBLIC EMPLOYEES RETIREMENT SYSTEM
Budget Cycle: 2012 Deficit　　　　　Version: AF - AGENCY FINAL REQUEST

IT Project : Transfer NPERS Infrastructure to OCIO

General Section

Contact Name :	Fred Turner	**E-mail :**	Fred.Turner@Nebraska.Gov	**Agency Priority :**	
Address :	1221 N. Street, Suite 325 P.O. Box	**Telephone :**	402 471 7076	**NITC Priority :**	
City :	Lincoln			**NITC Score :**	
State :	Nebraska	**Zip :**	68509-		

Expenditures

IT Project Costs	Total	Prior Exp	FY10 Appr/Reappr	FY12 Request	FY13 Request	Future Add
Contractual Services						
Design	0	0	0	0	0	0
Programming	0	0	0	0	0	0
Project Management	0	0	0	0	0	0
Data Conversion	0	0	0	0	0	0
Other	0	0	0	0	0	0
Subtotal Contractual Services	0	0	0	0	0	0
Telecommunications						
Data	0	0	0	0	0	0
Video	0	0	0	0	0	0
Voice	0	0	0	0	0	0
Wireless	0	0	0	0	0	0
Subtotal Telecommunications	0	0	0	0	0	0
Training						
Technical Staff	0	0	0	0	0	0
End-user Staff	0	0	0	0	0	0
Subtotal Training	0	0	0	0	0	0

IT Project Proposal Report - Detail
Agency: 085 - PUBLIC EMPLOYEES RETIREMENT SYSTEM
Budget Cycle: 2012 Deficit   Version: AF - AGENCY FINAL REQUEST

Expenditures

IT Project Costs	Total	Prior Exp	FY10 Appr/Reappr	FY12 Request	FY13 Request	Future Add
Other Operating Costs						
Personnnel Cost	0	0	0	0	0	0
Supplies & Materials	0	0	0	0	0	0
Travel	0	0	0	0	0	0
Other	0	0	0	0	0	0
Subtotal Other Operating Costs	0	0	0	0	0	0
Capital Expenditures						
Hardware	0	0	0	0	0	0
Software	0	0	0	0	0	0
Network	0	0	0	0	0	0
Other	0	0	0	0	0	0
Subtotal Capital Expenditures	0	0	0	0	0	0
TOTAL PROJECT COST	0	0	0	0	0	0

Funding

Fund Type	Total	Prior Exp	FY10 Appr/Reappr	FY12 Request	FY13 Request	Future Add
General Fund	0	0	0	0	0	0
Cash Fund	0	0	0	0	0	0
Federal Fund	0	0	0	0	0	0
Revolving Fund	0	0	0	0	0	0
Other Fund	0	0	0	0	0	0
TOTAL FUNDING	**0**	**0**	**0**	**0**	**0**	**0**
VARIANCE	**0**	**0**	**0**	**0**	**0**	**0**

IT Project: Transfer NPERS Infrastructure to OCIO

EXECUTIVE SUMMARY:

The transfer of the Nebraska Public Employees Retirement Systems (NPERS) infrastructure to the Office of the OCIO is driven by economies and efficiencies gained in moving to a virtual environment, increased capability for disaster recovery and relocating NPERS offices from Great Western to the Assurity Building (formerly Woodmen building) in the fall 2012 or spring 2013.

GOALS, OBJECTIVES, AND OUTCOMES (15 PTS):

Project description : Existing servers will be virtualized and traditional equipment replacement costs, maintenance and upgrade costs, will be eliminated. Existing cooling, monitoring and fire suppression equipment costs will also be eliminated. Relocation and virtualization of this equipment at the OCIO will allow NPERS IT Infrastructure and Support personnel to focus on software management and reduce their time focused on hardware management. Relocate the existing NPERS infrastructure to the OCIO. NPERS has no option to build a new server room in their targeted new location, the Assurity Building, now owned by the State.

This move will eliminate an existing server room at NPERS along with costs associated with cooling, fire suppression, servers and equipment. The move will require that all NPERS backup tapes be converted to a backup format used by the OCIO.

PROJECT JUSTIFICATION / BUSINESS CASE (25 PTS):

4.   Provide the project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g.   additional services for customers). The project will accommodate the physical move of the Retirement Agency from its current location to the Assurity/Woodmen building. Analyzing a cost comparison between NPERS vs. OCIO hosting, an approximate $4000 savings in operating costs is projected by the 2018-2019 budget period.

5.   Describe other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected. Explain the   implications of doing nothing and why this option is not acceptable.
Moving NPERS from Great Western to the Assurity/Woodmen Building requires a change in the location of our infrastructure. Doing nothing is not an option. Additionally, NPERS will not be permitted to create a server room in the Woodmen building thus relocating the infrastructure to the OCIO makes good business sense for now and any future moves the agency might face..

6. If the project is the result of a state or federal mandate, please specify the mandate being addressed.

 NPERS is working with the State Building Division to move the agency from the Great Western Building to the Assurity/Woodmen   building.

TECHNICAL IMPACT (20 PTS):

Describe how the project enhances, changes or replaces present technology systems, or implements a new technology system. Describe the technical elements of the project, including hardware, software, and communications requirements. Describe the strengths and weaknesses of the proposed solution.

This project moves NPERS infrastructure from its existing location at 1221 N Street, Suite 325, to the OCIO 501 building first floor server room. Additionally, this will involve the virtualization of 20 NPERS servers, 3 of which will be retired due to OCIO hosting services going forwarded. Tape media backup will be eliminated and backup data will be converted to a format compatible with OCIO data backup requirements. Communication between the OCIO and the NPERS agency located in the Assurity Building will occur across the State's backbone. Disaster recovery communication will occur through an internet connection between the OCIO and a disaster recovery offsite location.

8. Address the following issues with respect to the proposed technology:
    *   Describe the reliability, security and scalability (future needs for growth or adaptation) of the technology.

        This hardware migration and conversion will provide NPERS a reliable, secure and scalable platform that will replace and improve the existing infrastructure as well as provide the required flexibility should additional agency physical moves take place.
    *   Address conformity with applicable NITC technical standards and guidelines (available at http://nitc.ne.gov/standards/) and generally accepted industry standards.

        The existing NPERS infrastructure was built in conformity with NITC technical standards and guidelines and the transition of this environment to the OCIO will conform to those standards and guidelines.
    *   Address the compatibility with existing institutional and/or statewide infrastructure.

        This migration, working in conjunction with the OCIO, will meet existing institutional and statewide infrastructure guidelines.

PRELIMINARY PLAN FOR IMPLEMENTATION (10 PTS):

9. Describe the preliminary plans for implementing the project. Identify project sponsor(s) and examine stakeholder acceptance. Describe the project team, including their roles, responsibilities, and experience.

The project is segmented by physical-to-virtual migration, backup migration and file store migration. Planning for all three phases begins by mid September 2011 and continues until January 2012. Testing commences in February 2012 with OCIO hosting officially beginning in March of 2012. A migration schedule begins in April 2012 for the physical-to-virtual migration, backup and tape conversion as well as file store migration. Cutover to the OCIO is to be completed by mid July, 20121.

The project team is headed by Chad Schlotfeld, IT Infrastructure and Support Lead and is supported by Dean Gress, IT Infrastructure and Support Analyst. Both are NPERS IT resources. OCIO resources will also participate in the project as required.

10. List the major milestones and/or deliverables and provide a timeline for completing each.
See attached.

11. Describe the training and staff development requirements.
None at this time.

12. Describe the ongoing support requirements.
NPERS Infrastructure and Support personnel will continue to be responsible for NPERS software and the identification and resolution of any known hardware/connection issues with NPERS infrastructure hosted by the OCIO.

Attachments:

MigrationTimeline Milestones.xlsx

RISK ASSESSMENT (10 PTS):

13. Describe possible barriers and risks related to the project and the relative importance of each.

Risk	Risk Level	Risk Plan
Delay in obtaining hardware/software resources from the OCIO	H	Possibly delay agency physical move
Assurity Building availability delayed as promised.	L	Project can be implemented as planned with connection from OCIO to Great Western building.
Unforeseen connections issues	M	Call upon OCIO infrastructure resources (and Saber resources) as needed

14. Identify strategies which have been developed to minimize risks.

NPERS is working closely with the OCIO well in advance of our target date communicating our needs clearly through meetings (as required) and emails.

NPERS is meeting regularly with State Building Division personnel coordinating space requirements and availability date of the new facility (Assurity Building).

FINANCIAL ANALYSIS AND BUDGET (20 PTS):

15. Financial Information

See "Server Hosting Comparison Spreadsheet" below for OCIO hosting costs projected to FY 2018-2019. Additionally, see Deficit Spending Request Summary noting that item number 1, Migration of NPERS Servers, contains the OCIO hosting costs for FY 2012-2013.

Attachments:

ServerHostingComparison (2).xlsx

Deficit Spending Request Summary Budget Request.docx

2011-12 Major Migration Schedule

	Physical-to-Virtual Migration	**Backup Migration**	**File Store Migration**
Jun-11			
Jul-11			
Aug-11			
Sep-11	Planning	Planning	Planning
Oct-11	Planning	Planning	Planning
Nov-11	Planning	Planning	Planning
Dec-11	Planning	Planning	Planning
Jan-12	Planning	Testing	Planning
Feb-12	Testing	Testing	Planning
Mar-12	Testing	OCIO Protection Begins	Planning
Apr-12	Utility Server Migration	NPERS Backup Offline	Planning
May-12	ST/Dev Migration	Tape Conversion	Testing
Jun-12	UAT Migration	Tape Conversion	Testing
Jul-12	PRD Migration	Tape Conversion	NAS Cutover
Aug-12			
Sep-12			

NPERS Hosting Cost Comparison

Item	2012-2013 NPERS Hosted	2012-2013 OCIO Hosted	2013-2014 NPERS Hosted	2013-2014 OCIO Hosted	2014-2015 NPERS Hosted	2014-2015 OCIO Hosted	2015-2016 NPERS Hosted	2015-2016 OCIO Hosted	2016-2017 NPERS Hosted	2016-2017 OCIO Hosted	2017-2018 NPERS Hosted	2017-2018 OCIO Hosted	2018-2019 NPERS Hosted	2018-2019 OCIO Hosted
Cooling[1]	$1,280	$0	$1,325	$0	$1,370	$0	$1,415	$0	$1,465	$0	$1,515	$0	$1,565	$0
Fire Suppression[2]	$130	$0	$135	$0	$140	$0	$145	$0	$150	$0	$155	$0	$160	$0
Servers & Equipment[3]	$35,765	$0	$36,975	$0	$200,370	$0	$0	$0	$0	$0	$42,230	$0	$43,660	$0
Virtual Servers[4]	$0	$28,450	$0	$29,525	$0	$30,654	$0	$31,810	$0	$33,020	$0	$34,275	$0	$35,580
SAN Storage[5]	$0	$4,100	$0	$4,665	$0	$5,085	$0	$5,305	$0	$6,035	$0	$6,865	$0	$7,805
NAS Storage[6]	$0	$1,025	$0	$1,165	$0	$1,325	$0	$1,510	$0	$1,715	$0	$1,950	$0	$2,220
Backups[7]	$4,810	$18,630	$4,915	$18,630	$5,020	$18,630	$5,125	$18,630	$5,235	$18,630	$5,345	$18,630	$5,460	$18,630
Antivirus[8]	$1,770	$1,440	$1,830	$1,490	$1,895	$1,540	$1,960	$1,590	$2,025	$1,645	$2,095	$1,700	$2,165	$1,755
Totals:	**$43,755**	**$53,645**	**$45,180**	**$55,475**	**$208,795**	**$57,234**	**$8,645**	**$58,845**	**$8,875**	**$61,045**	**$51,340**	**$63,420**	**$53,010**	**$65,990**
Total NPERS Hosted:	**$419,600**													
Total OCIO Hosted:	**$415,654**													

[1]NPERS cooling costs at Great Western include routine maintenance charges. The OCIO cooling cost is included in the rack space and virtual machine charge.

[2]NPERS fire suppression costs at Great Western include ongoing system maintenance and monitoring fees. The OCIO fire suppression cost is included in the rack space and virtual machine charge.

[3]NPERS servers/data center costs at Great Western for 2012-2014 include the maintenance renewals of all of the equipment. In 2014-2015 all of the equipment will need to be retired and replaced. In 2017-2019 the new equipment will have maintenance renewals each year. The OCIO servers/data center equipment costs are $0, because all NPERS software and data will reside on OCIO-owned equipment.

[4]NPERS virtual server costs at Great Western are $0, because all of NPERS servers are existing physical servers. OCIO virtual server costs will include the virtualization of 20 of the existing NPERS servers. 3 of the existing NPERS servers will be retired at this point, because they host services that will be provided by OCIO going forward.

[5]NPERS SAN storage costs at Great Western are $0, because all of NPERS' data is stored on existing physical servers and attached storage. OCIO SAN storage costs include the storage of all major NPERS SQL databases, as well as all imaging data, on the OCIO SAN. The current size of this data as of 4/2011 is approximately 1100GB. The future SAN costs take into account the 25% average annual growth rate of the NPERS SAN data and the 9% average annual cost decline of magnetic storage as reported by the US Bureau of Labor Statistics.

[6]NPERS NAS storage costs at Great West are $0, because all of NPERS' data is stored is stored on existing physical servers and attached storage. OCIO NAS storage costs include the storage of the file server data and the software distribution data. The current size of this data as of 4/2011 is approximately 550Gb. The future NAS costs take into account the 25% average annual growth rate of the NPERS NAS data and the 9% average annual cost decline of magnetic storage as reported by the US Bureau of Labor Statistics.

[7]NPERS backup costs at Great Western include tape media and renewal of Symantec Backup Exec. The backup hardware costs are included in the servers price line. The OCIO backups cost includes backup of all of NPERS data. The current size of the NPERS data is 2250GB and an average growth rate of 25% annually is estimated. Also accounted for is the 20% annual decline in tape media costs per Gb.

[8]NPERS antivirus costs at Great Western include renewal of Symantec Endpoint Protection. The antivirus software is installed on an existing multipurpose server that is included in the servers price line. The OCIO antivirus cost includes the OCIO managed antivirus solution.

Note: The cost estimates originate from both readily attainable price rates or, when price rates were not readily attainable, were extrapolated from earlier purchases. An inflation rate of 3.38% was used in several line items to estimate future costs of the items. Exceptions accounting for known divergences from the 3.38% inflation rate are noted in the spreadsheet footnotes. OCIO costs were based on the OCIO shared services rates for FY2010.

NPERS IT Deficit Spending Request Summary

This deficit spending request covers the approximate IT expenses for four items:

1.) **Migration of the NPERS servers** from NPERS to the OCIO Virtual Machine (VM) environment. This migration will provide economies in the elimination of hardware maintenance and replacement, backup tapes and management, and disaster recovery capability.

1.) Migration of servers from NPERS to OCIO   (1-Time Costs)

Physical-to-Virtual Migration

Virtual Machines	$9,000.00	Includes virtualization of 20 NPERS servers. 3 of the existing NPERS servers will be retired because hosting services are provided by OCIO going forward.
Storage	$750.00	Includes the storage of all major NPERS SQL databases plus imaging data. Current size is approximately 1100GB.
Sub-total	**$9,750.00**	

Backup Migration (Tapes)

Backups	$7,000.00	Includes backup all NPERS data. Current size is approximately 2250GB.
Sub-total	**$7,000.00**	

File Store Migration

Storage	$500.00	Includes the storage of file server data and software distribution data. Current size is approximately 550GB.
Sub-total	**$500.00**	

Total Migration Cost	**$17,250.00**

Project #	Agency	Project Title
85-01	Public Employees Retirement System	Transfer NPERS Infrastructure to OCIO

SUMMARY OF REQUEST (Executive Summary from the Proposal)
[Full text of all proposals are posted here: http://nitc.ne.gov/nitc/documents/2012_deficit/index.html]

The transfer of the Nebraska Public Employees Retirement Systems (NPERS) infrastructure to the Office of the OCIO is driven by economies and efficiencies gained in moving to a virtual environment, increased capability for disaster recovery and relocating NPERS offices from Great Western to the Assurity Building (formerly Woodmen building) in the fall 2012 or spring 2013.

FUNDING SUMMARY

NPERS IT Deficit Spending Request Summary

This deficit spending request covers the approximate IT expenses for four items:

1.) **Migration of the NPERS servers from NPERS to the OCIO Virtual Machine (VM) environment.** This migration will provide economies in the elimination of hardware maintenance and replacement, backup tapes and management, and disaster recovery capability.

1.) **Migration of servers from NPERS to OCIO**   (1-Time Costs)

Physical-to-Virtual Migration

Virtual Machines	$9,000.00	Includes virtualization of 20 NPERS servers. 3 of the existing NPERS servers will be retired because hosting services are provided by OCIO going forward.
Storage	$750.00	Includes the storage of all major NPERS SQL databases plus imaging data. Current size is approximately 1100GB.
Sub-total	$9,750.00	

Backup Migration (Tapes)

Backups	$7,000.00	Includes backup all NPERS data. Current size is approximately 2250GB.
Sub-total	$7,000.00	

File Store Migration

Storage	$500.00	Includes the storage of file server data and software distribution data. Current size is approximately 550GB.
Sub-total	$500.00	

Total Migration Cost	$17,250.00

PROJECT SCORE

Section	Review er 1	Review er 2	Review er 3	**Mean**	Maximum Possible
Goals, Objectives, and Projected Outcomes	15	15		15	15
Project Justification / Business Case	25	25		25	25
Technical Impact	20	20		20	20
Preliminary Plan for Implementation	8	10		9	10
Risk Assessment	10	8		9	10
Financial Analysis and Budget	20	20		20	20
			TOTAL	**98**	100

REVIEWER COMMENTS

Section	Strengths	Weaknesses
Goals, Objectives, and Projected Outcomes	- Goal makes absolute sense for all the reasons stated in the proposal - Promotes efficiencies, results in cost savings, takes advantage of agencies' strengths and potentials.	
Project Justification / Business Case	- Move to the OCIO appears to be the appropriate move. Cost savings should be realized	
Technical Impact	- All indications in the proposal appear to be both technically appropriate and doable.	
Preliminary Plan for Implementation	- Phased in three stage plan. Sound project team identified.	- There could be a need for some limited training in the area of communication between NPERS and OCIO in the area of help desk or outage conditions.
Risk Assessment	- Appropriate risks have been addressed	- Physical relocation brings many factors - some that are not in direct control of project managers - into play.
Financial Analysis and Budget	- Cost avoidance of $ 200,000 is a good financial reason to move to OCIO. All the costs on the data sheet appear reasonable - Cost savings in 2014/15 clearly demonstrate the strategic and financial benefits of the project.	

TECHNICAL PANEL COMMENTS

Technical Panel Checklist	Yes	No	Unknown	Technical Panel Comment
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?				