

AGENDA
TECHNICAL PANEL
1526 Building - 4th Floor - Hearing Room 4D
1526 K Street
Lincoln, Nebraska
Friday, October 30, 2020
9:00 a.m. CT

***** NOTE MEETING LOCATION *****

- 9:00 a.m. 1. Roll call; meeting notice; Open Meetings Act information.
2. **Approval of June 9, 2020 meeting minutes.*** (*Attachment 2*)
3. Projects.
- a. Enterprise project status dashboard. Andy Weekly. (*Attachment 3-a*)
 - b. Update on Dept. of Health and Human Services projects. Dan Gartin.
 - i. **Recommend closure of the Medicaid Eligibility & Enrollment System project.***
 - ii. **Recommend designating the Integrated Eligibility, Enrollment and Benefits Management project as an enterprise project.***
4. Technical standards and guidelines.
- a. **Request for Waiver 20-01, Nebraska Dept. of Veterans' Affairs.***
(*Attachment 4-a*)
5. **Recommendations to the commission on project proposals submitted as part of the 2021-2023 biennial budget process.*** (*Attachment 5*)
6. Work group updates; other business.
- 12:00 p.m. 7. Adjourn.

*** Indicates an action item.**

The Technical Panel will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order and timing of items and may elect to take action on any of the items listed. If you need interpreter services or other reasonable accommodations, please contact the Technical Panel at 402-471-3560 at least five days prior to the meeting to coordinate arrangements.

Meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on August 21, 2020. The agenda was posted to the NITC website on October 28, 2020.

[Nebraska Open Meetings Act](#) | [Technical Panel Meeting Documents](#)

[AUDIO CONFERENCING INFORMATION ON THE FOLLOWING PAGE.]

PUBLIC PARTICIPATION AUDIO CONFERENCING INFORMATION

To listen to the Technical Panel meeting, use the following phone number and code:

Conference Access Number: (888) 820-1398

Attendee Code: 4290391#

Please mute your phone after connecting to the call.

Attachment 2

TECHNICAL PANEL
Meeting by Videoconferencing
Tuesday, June 9, 2020, 9:00 a.m.
MINUTES

MEMBERS PRESENT:

Ed Toner, Chief Information Officer, State of Nebraska
Bret Blackman, University of Nebraska, ITS
Ling Ling Sun, Nebraska Educational Telecommunications
Jeremy Sydik, University of Nebraska

MEMBERS ABSENT: Kirk Langer, Chair, Lincoln Public Schools

ROLL CALL; MEETING NOTICE; OPEN MEETINGS ACT INFORMATION

Mr. Toner called the meeting to order at 9:00 a.m. Roll call was taken. A quorum was present via videoconferencing. The meeting was conducted by videoconferencing pursuant to Neb. Exec. Order No. 20-24 (May 19, 2020). The meeting notice was posted to the NITC website and the Nebraska Public Meeting Calendar on April 8, 2020. The agenda was posted to the NITC website on June 5, 2020. A copy of the Nebraska Open Meetings Act was linked to the agenda.

APPROVAL OF DECEMBER 10, 2019 MEETING MINUTES

Ms. Sun moved to approve the December 10, 2019 meeting minutes. Roll call vote: Sydik-Yes, Toner-Yes, Blackman-Yes and Sun-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

PROJECTS; ENTERPRISE PROJECT STATUS DASHBOARD

Andy Weekly, OCIO Project Manager

Mr. Weekly provided an update on the status of the enterprise projects. Due to COVID-19 some of the projects have been on hold. Members discussed the Department of Health and Human Services' projects and the restructuring of those projects.

TECHNICAL STANDARDS AND GUIDELINES

Proposal 16. Amend the accessibility policy.

Mr. Sydik introduced the proposal. Members discussed the proposal. It was noted that given the ongoing discussions relating to updating the technology access contract clause, it may be better to address this issue at a later date to avoid confusion.

Mr. Sydik moved to indefinitely postpone Proposal 16. Roll call vote: Blackman-Yes, Sun-Yes, Toner-Yes and Sydik-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

Proposal 17. Revise the agency information technology plan form.

Mr. Toner introduced the proposal. Members discussed the form, including adding accessibility software to section 1.2.1.

Ms. Sun moved to recommend approval of Proposal 17 with the changes discussed. Roll call vote: Sydik-Yes, Toner-Yes, Sun-Yes, and Blackman-Yes. Results: Yes-4, No-0, Abstained-No. Motion carried.

WORK GROUP UPDATES; OTHER BUSINESS

There were no work group updates.

ADJOURNMENT

Mr. Blackman moved to adjourn. All were in favor. Motion carried.

The meeting was adjourned at 9:38 a.m.

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

Attachment 3-a

Projects Status Dashboard

October 2020

Enterprise Projects - Current

Agency/Entity	Project	NITC Designated
Department of Health and Human Services	New Medicaid Management Information System (MMIS)	07/08/2009
Nebraska Council of Regions	Nebraska Regional Interoperability Network	03/15/2010
Department of Health and Human Services	Medicaid Eligibility & Enrollment System	10/28/2014
Office of the CIO	Centrex Replacement	07/12/2018

Note: Status is self-reported by the agency

Project Storyboard: Centrex Conversion

Project Manager	Kortus, Julie	Status Report Date	10/21/20
Project Type	Major Project	Status	Approved
Stage	Build	Progress	Started
Total Estimated Cost	\$2,800,000.00	Estimate to Complete	
Actual Cost To Date			


Project Dates		
	Start	Finish
Plan	10/10/17	11/30/20
Baseline	10/10/17	11/30/20
Days Late	0	0




Status Report Indicators		
Overall		
Schedule		
Scope		
Cost and Effort		

Project Description	Key Accomplishments
To secure the most cost efficient Hosted Voice Over Internet Protocol Telephony (VOIP) Services. This solution will replace the State’s Centrex service throughout the State of Nebraska. The purpose of the project is to provide phone service that includes the most up-to-date VOIP features and functionality as a hosted service with equipment ownership, maintenance and service remaining with the Contractor.	Dept. of Transportation ported 500 lines on August 31, 2020 Smaller DHHS sites have submitted orders









Status Report Update	Upcoming Activities
As of August, the project is 39% complete, with several installs scheduled. Updated numbers will be provided to the NITC for their November meeting. The team continues to go through the list of remaining numbers being billed by Windstream to confirm which ones are staying Centrex, which ones are being double billed, and which ones have yet to port.	We received a template with over 300 lines from DHHS. The order will be submitted to Allo next week. Approximately 220 of these lines are currently not needed and will be ported and reserved for future use.











Current Issues					More Issues...	
Issue			Priority	Status	Target Resolution	Owner
Rates				Work in Progress	6/30/20	Kortus, Julie

Current Risks							More Risks...	
Risk	Probability	Impact	Priority	Status	Target Resolution	Owner		
Bandwidth at Sites				Work in Progress	6/30/20	Kortus, Julie		

Project Storyboard: Medicaid Eligibility & Enrollment System

Project Manager		Gartin, Dan	Status Report Date	11/6/19	Project Dates			Status Report Indicators		
Project Type			Status	Approved		Start	Finish	Overall		
Stage		Build	Progress	Started	Plan	6/1/18	4/30/22	Schedule		
Total Estimated Cost		\$81,200,000.00	Estimate to Complete	77.98%	Baseline	6/1/18	4/30/22	Scope		
Actual Cost To Date		\$63,318,485.00			Days Late	0	0	Cost and Effort		
Project Description					Key Accomplishments					
<p>The Affordable Care Act (ACA) included numerous provisions with significant information systems impacts. One of the requirements was to change how Medicaid Eligibility was determined and implement the changes effective 10/1/2014. As a result of the lack of time available to implement a long-term solution, the Department of Health and Human Services implemented a short-term solution in the current environment to meet initial due dates and requirements. This solution did not meet all Federal technical requirements for enhanced Federal funding but was approved on the assumption that a long-term solution would be procured. An RFP was developed and procurement has been completed with Wipro selected as the Systems Integrator for the IBM/Curam software.</p>					<p>Gartner completed these deliverables:</p> <p>A set of Imperatives and Drivers that established the purposes and intent for EES. An Assessment of the EES Project governance, execution and outcomes. An Alternatives Analysis of options to move forward. A recommendation on how to move forward, with a roadmap of actionable steps.</p> <p>Executive review of these outputs with DHHS, OCIO and IS&T leaders occurred in September, 2019.</p>					
Status Report Update					Upcoming Activities					
<p>In 2014, the contract for an Eligibility and Enrollment System (EES) was awarded to the SI, Wipro Inc., using the IBM Cúram software product. The EES project’s budget was approximately \$80 million leveraging enhanced FFP of 90% Federal and 10% State dollars. The SI began in the summer of 2014.</p> <p>The anticipated Return on Investment was not achieved, including:</p> <ul style="list-style-type: none">More complete and timely analyticsClient benefits, such as real time eligibility determinationsBringing MLTC into Federal compliance with updated technologies <p>Throughout the SI development efforts, concerns were raised about the quality of deliverables, significant lack documentation, slippage in schedule and major concerns of budget expended without tangible results.</p> <p>Following a review of the EES project conducted between October and December 2018, State executive leadership agreed to terminate the SI contract and seek a new partner.</p> <p>Before procuring a new partner, however, the State asked Gartner, Inc. to review the then current state of EES, conduct an alternatives analysis, and identify strategies for moving forward with the DHHS integrated eligibility initiative.</p> <p>Gartner spent four months analyzing the project, reviewing processes, governance, software, and documentation while conducting interviews with more than 100 DHHS staff and contractors, including leaders in DHHS, the OCIO and IS&T.</p> <p>Gartner's recommendation was to go to market with a new procurement for an Integrated Eligibility and Enrollment Benefits Management (IE&E BM) system built from a framework of shared components that include:</p> <p>Modern development tools and frameworks, business rules and process management systems, integration middleware, user experience/engagement and data mgmt. software.</p>					<p>The newly branded Integrated Eligibility and Enrollment / Benefits Management project (IE&E / BM) is anticipated to begin procurement in Q3 of SFY20.</p> <p>Significant investment in DHHS Enterprise Project Management Office (EPMO) processes, Architectural standards and procedures, data governance and management and Organizational Change Management processes will happen in parallel to this activity, setting foundations that will improve the potential for success in a new project.</p>					

Project Storyboard: Medicaid Management Information System Replacement Project (MMIS)

Project Manager		Gartin, Dan	Status Report Date	7/30/20	Project Dates			Status Report Indicators		
Project Type		Major Project	Status	Approved	Start			Overall		
Stage		Test	Progress	Started	Finish			Schedule		
Total Estimated Cost		\$113,600,000.00	Estimate to Complete	15.29%	Plan	7/1/14	11/16/20	Scope		
Actual Cost To Date		\$17,363,786.07			Baseline	7/1/14	11/16/20	Cost and Effort		
Project Description					Key Accomplishments					
Medicaid and Long-Term Care (MLTC) has undertaken a strategic transformation toward a vision for a Medicaid enterprise that is fundamentally data-driven. This project supports the programmatic shift by giving the stakeholders access to claims and clinical data and appropriate analytic tools. This project of building a comprehensive data management and analytics (DMA) platform is aligned with the CMS modular approach to building system and operational capabilities. The current system consisting of legacy MMIS and Truven DW/DSS has several limitations that warrant the need to re-engineer the data management and analytical operations. The DMA system is envisioned to be the core repository for the State to address all its information and data needs.					The program took 85% of functionality into production in a soft-launch, as planned, on 06/01/20. This allows for a five month parallel processing window with existing systems to ensure a smooth full go-live on 11/02/20.					
					The program placed code into production, as planned on 07/15/20, necessary to support Medicaid expansion efforts of the Heritage Health Adult program.					
					The program has completed certification evidence documents necessary to demonstrate achievement of program objectives so that the Centers for Medicare and Medicaid Services (CMS) can certify the system for operation.					
					The program has completed development of the final code releases, due 09/01/20, for user elected system enhancements and final reporting. Testing is on-going for these upcoming releases.					
Status Report Update					Upcoming Activities					
The project to develop and implement a Data Management and Analytics (DMA) system application, called Health Inter Active (HIA), is on schedule with no significant risks unmitigated. It is on time and on budget. The goals and objectives of the new system are to develop or modernize the following functionality for the Division of Medicaid and Long-Term Care (MLTC):					On 09/01/20, the program will complete its last code releases for go-live.					
1. Establish a Medicaid enterprise data warehouse that includes:					On 09/14/20, the program will have it's last scheduled defect release.					
a. Management and Reporting Subsystem (MARS) <Management Administrative Reporting, such as payments made and source of funds>					On 09/23/20, the program will have the second of three planned CMS inspections or certification, called an "R2", or review two, event					
b. Decision support system (DSS)					On 11/02/20, the program will have it's formal go-live. The system will then have six months of post production stabilization and operations before CMS will conduct the final certification event, "R3", or review 3.					
c. Ad-hoc queries and reporting										
d. Federal reporting (CMS 64, 37, etc.) <e.g. CMS 64 is a quarterly statement of expenditures, CMS 37 establishes necessary funding in upcoming quarters>										
e. Managed Care Organization (MCO) quality (including performance measures) reporting, which is a predicate to how these organizations are paid / reimbursed.										
f. MCO encounter data processing including various MCO data (e.g. claims, authorizations, etc.)										
2. Establish or modernize these functions in MLTC Program integrity										
a. SURS <A Surveillance and Utilization Review Subsystem, to analyze post-payment data for multiple claims at a time to identify suspicious provider billing patterns>										
b. A Fraud and Abuse Detection System (FADS)										
c. A Case management system <investigative case management or ICM>										
3. Reporting and analytics <such as, for example, patient focused episodes of care that defines gaps in care or care not in accordance to standards of care>										

Project Storyboard: Nebraska Regional Interoperability Network (NRIN)

Project Manager		Krogman, Sue	Status Report Date	8/6/20	Project Dates			Status Report Indicators		
Project Type		Major Project	Status	Approved		Start	Finish	Overall	<div></div>	<div></div>
Stage		Build	Progress	Started	Plan	10/1/10	8/31/21	Schedule	<div></div>	<div></div>
Total Estimated Cost		\$12,500,000.00	Estimate to Complete	83.24%	Baseline	10/1/10	8/31/21	Scope	<div></div>	<div></div>
Actual Cost To Date		\$10,405,204.00			Days Late	0	0	Cost and Effort	<div></div>	<div></div>
Project Description					Key Accomplishments					
<p>The Nebraska Regional Interoperability Network (NRIN) is a project that will connect a majority of the Public Safety Access Points (PSAP) across the State by means of a point to point microwave system. The network will be a true, secure means of transferring data, video and voice. Speed and stability are major expectations; therefore there is a required redundant technology base of no less than 100 mbps with 99.999% availability for each site. It is hoped that the network will be used as the main transfer mechanism for currently in-place items, thus imposing a cost-saving to local government. All equipment purchased for this project is compatible with the networking equipment of the OCIO.</p>					<p>The Broken Bow “ring” has been completed. The South Central new tower in Harlan County is finished and installation of NRIN equipment will begin in the next couple of weeks.</p>					
Status Report Update					Upcoming Activities					
<p>The Broken Bow “ring” has been completed. This is a big advantage for the Broken Bow/Taylor shared 911 system. The ring will aid in their redundancy as they work together to regionalize their systems. The South Central new tower in Harlan County is finished and installation of NRIN equipment will begin in the next couple of weeks. The engineers are working to by-pass a windmill farm in Dixon County. This has caused a slow down in the build-out in that area. I am attending board meetings in West Point and Wayne to discuss options for utilizing the capabilities in their areas. All in all this has been a great 3 months!</p>										
Issues by Priority		Risks by Priority		Current Issues						
				No matching records were found						

Attachment 4-a

Request for Waiver

Nebraska Department of Veterans Affairs (NDVA)

Faris Pirali, IT Lead, 402-314-0635

Article 3. Access Control

8-303. Identification and authorization.

- (1) – Unique ID
- (3) – Shared IDs

Article 5. System Security

8-504. Minimum workstation configuration.

- (9) – Shared Logon Accounts are forbidden

NDVA has a quarterly review board comprised of volunteers and local officials who review NDVA rules, policies and patient records. Current rules would require all board members have an access account with the requirement to reset passwords quarterly.

NDVA is requesting a restricted account with no email access and only used for authenticating to the Stone and the Laptop. The documents for the review board will be uploaded prior to the meeting to a ShareFile location and email invites will be sent to the board members. Board members will access their personal email account through the internet to access the ShareFile email invite. All board members will logon with the same restricted account for the duration of the Review Board. The account will be activated and de-activated prior to and after the board meets by the board coordinator. Files on ShareFile will be removed from the shared location at the conclusion of the Review Board by the board coordinator.

Additional Controls:

- USB ports on the laptops are disabled.
- Review waiver and need after two years.

Since these board members are not State employees and will not need an email account and only meets quarterly it is not practical for the personal accounts to be created and manage the passwords by each board member. By restricting the access to just the single share board members are only accessing the documents for the review board.

Attachment 5

Technical Panel
of the
Nebraska Information Technology Commission

**2021-2023 Biennial Budget
Information Technology Project Proposals
Summary Sheets**

Project #	Agency	Project Title	FY2022	FY2023	Total†
09-01	SECRETARY OF STATE	Rules & Regulations Electronic Solution	\$ 920,000	\$ 184,500	\$ 1,844,500
09-02	SECRETARY OF STATE	Notary Public Filing System	\$ 706,000	\$ 109,500	\$ 1,255,500
09-03	SECRETARY OF STATE	Election Night Reporting / Candidate Module System	\$ 356,000	\$ 19,500	\$ 455,500
35-01	LIQUOR CONTROL COMMISSION	Centralized Alcohol Management Project	\$ 3,957,577	\$ 324,980	\$ 4,607,537
46-01	DEPT OF CORRECTIONAL SERVICES	Electronic Health Records	\$ -	\$ 744,736	\$ 842,161
47-01	EDUCATIONAL TELECOMMUNICATIONS COMM	Radio Transmission project	\$ 385,000	\$ 240,000	\$ 625,000
47-03	EDUCATIONAL TELECOMMUNICATIONS COMM	Facility Routing	\$ -	\$ 500,000	\$ 500,000
54-01	STATE HISTORICAL SOCIETY	Improve Digital Access	\$ 304,000	\$ 83,000	\$ 387,000

Notes:

† Total may include prior year or future planned costs in addition to biennial budget request amounts.

(Full text of each project proposal: http://nitc.nebraska.gov/commission/project_proposals/2021-2023.html)

09 - Secretary of State

Proposal Name: Rules & Regulations Electronic Solution

NITC ID: 09-01



PROJECT DETAILS

Project Contact: David Wilson

Agency: 09 - Secretary of State

NITC Tier Alignment:

Agency Priority: 1

SUMMARY OF REQUEST

The proposed project is to adopt an electronic solution for the drafting, promulgation, review, approval, filing, and publishing of the Nebraska Administrative Code. We are looking for an out-of-the box solution that provides a rule drafting platform, electronic submission of the necessary documents for promulgating a rule to the necessary reviewers, electronic filing with the Secretary of State, and automatic publication to the Secretary of State's website. Additionally, the system will maintain archived versions of the rules and provide enhanced search capabilities for current and superseded rules. It will also provide online notification and tracking of all proposed rules that are pending.

The proposed project is to adopt an electronic solution for the drafting, promulgation, review, approval, filing, and publishing of the Nebraska Administrative Code.

When an agency amends a rule, adopts a new rule, or repeals a current rule, they must first publish a draft of the proposed rule and hold a hearing for public comment. Then, the rule is submitted for review and approval by the Attorney General and the Governor. Once approved, it is filed with the Secretary of State and becomes effective five days after filing giving it the force and effect of law. The Secretary of State must publish the rule on his or her website for the public. The proposed solution for the project would begin at the drafting stage of the rule process and continue through to the publication, distribution, and, ultimately, archiving of the rule (should be superseded).

We are looking for an out-of-the box solution that provides a rule drafting platform, electronic submission of the necessary documents for promulgating a rule to the necessary reviewers, electronic filing with the Secretary of State, and automatic publication to the Secretary of State's website. Additionally, the system will maintain archived versions of the rules and provide enhanced search capabilities for current and superseded rules. It will also provide online notification and tracking of all proposed rules that are pending.

It is the duty of the Secretary of State to compile, index, and publish the Nebraska Administrative Code, to computerize the Code to ease revision and research of the Code, to post a current copy of the existing rules on his or her website, and to distribute copies of the Code to all interested parties. These solutions will better help the Secretary of State meet these statutory duties by providing a way to maintain consistent formatting, reduce filing errors, and maintain a comprehensive digital library of all rule-making documents and records. The solutions will make the rule adoption process easier and more efficient for all parties and give the public a more thorough, easy-to-use online library of the Nebraska Administrative Code.

FINANCIAL SUMMARY

09 - Secretary of State

Proposal Name: Rules & Regulations Electronic Solution

NITC ID: 09-01



Expenditures

	Fiscal Year 2022	Fiscal Year 2023	Total
Contractual Services:	\$0.00	\$0.00	\$0.00
Telecommunications:	\$0.00	\$0.00	\$0.00
Training:	\$0.00	\$0.00	\$0.00
Project Costs:	\$15,000.00	\$0.00	\$15,000.00
Capital Expenditures:	\$905,000.00	\$184,500.00	\$1,089,500.00
Total Estimated Costs:	\$920,000.00	\$184,500.00	\$1,104,500.00

Comments: 740,000 is requested in future years

Funding

	Fiscal Year 2022	Fiscal Year 2023	Total
General Fund:	\$0.00	\$0.00	\$0.00
Cash Fund:	\$920,000.00	\$184,500.00	\$1,104,500.00
Federal Fund:	\$0.00	\$0.00	\$0.00
Revolving Fund:	\$0.00	\$0.00	\$0.00
Other Fund:	\$0.00	\$0.00	\$0.00
Total Requested Funding:	\$920,000.00	\$184,500.00	\$1,104,500.00

Comments: This project will be funded through Cash Funds.

PROPOSAL SCORE

		reviewer1	reviewer2	reviewer3	Average
Average	Goals, Objectives and Projected Outcomes (15)	13	15	14	14
	Project Justification / Business Case (25)	22	25	23	23
	Technical Impact (20)	17	20	16	18
	Preliminary Plan for Implementation (10)	9	10	8	9
	Risk Assessment (10)	9	7	10	9
	Financial Analysis and Budget (20)	18	20	18	19
	Total Score	88	97	89	91

REVIEWER COMMENTS

Goals, Objectives and Projected Outcomes

Review Score = 15/15

Strengths: Consistent process, eliminate manual work, eliminate paperwork

Weaknessess:

Project Justification / Business Case

Review Score = 25/25

Strengths: eliminate technical debt, errors, manual process

Weaknessess:

Technical Impact

Review Score = 20/20

Strengths: Proven technology

Weaknessess: Stakeholder buyin

Preliminary Plan for Implementation

Review Score = 10/10

Strengths:

Weaknessess:

Risk Assessment

Review Score = 7/10

Strengths:

Weaknessess: Workflow documentation and agreement

Financial Analysis and Budget

Review Score = 20/20

Strengths:

Weaknessess:

09 - Secretary of State

Proposal Name: Rules & Regulations Electronic Solution

NITC ID: 09-01



Goals, Objectives and Projected Outcomes

Strengths: Clearly stated, clearly defined.

Weaknesses: "out of the box" solutions require customization to meet specific State needs

Review Score = 13/15

Project Justification / Business Case

Strengths: Clearly stated, clearly identified value and tangible benefits from seeking a new system.

Weaknesses:

Review Score = 22/25

Technical Impact

Strengths: Well thought out, and technically sound.

Weaknesses: Again, out of the box will require possibly extensive customization so that should be kept in mind....cost estimates could be impacted negatively based upon ease of "adjustments" and customization.

Review Score = 17/20

Preliminary Plan for Implementation

Strengths: Clearly stated plan.

Weaknesses: Aggressive timeline, but hopefully reasonable.

Review Score = 9/10

Risk Assessment

Strengths: Good Risk Assessment overall.

Weaknesses:

Review Score = 9/10

Financial Analysis and Budget

Strengths: Clear and concise information provided. Easy to understand, and well planned out across years.

Weaknesses:

Review Score = 18/20

Goals, Objectives and Projected Outcomes

Strengths: The goals for the project are clear and the need is considerable to both achieve operational efficiency and agency effectiveness. The goals as laid out represent a win for all stakeholders.

Weaknesses: There is no specific mention of an evaluation plan or nod to change management. The value of moving forward is clear, however, buy-in is not automatic.

Review Score = 14/15

Project Justification / Business Case

Strengths: Needs are clearly articulated, benefits and beneficiaries are evident, and efforts to build a solution have been exhaust Moving forward with a vetted selection/procurement process should result in achieving the stated goals.

Weaknesses: The rationale provides very scant information about the technology under consideration. The needs are not in dispute, however, those needs existed 8 years ago and the selected technology failed to meet them. It seems appropriate to prov a little more information about the technology under consideration.

Review Score = 23/25

Technical Impact

Strengths: The technical impact, if the selected solution matches needs, is clearly advantageous and appropriate. Replacing the current homegrown environment with a COTS (Commercial Off The Shelf) purpose built solution will reap operational benefits and much easier to secure. The information security concerns of the current environment alone make the successful completion of this project imperative.

Weaknesses: COTS solutions rarely meet all process needs precisely leaving the implementers to change processes or make some form of modifications to the solution. In the case of the former, change management is critical and in the case of the latter, the flexibility of the solution is paramount. There is not enough information provided to know where the "out of the box" solutions under consideration have any type of configurable process automation capabilities. In my experience, no matter how "cut and dry" the process, conforming an IT solution to meet the process demands means either process changes or the software accommodates and usually it means both.

Review Score = 16/20

Preliminary Plan for Implementation

Strengths: The selection process is clear and there is recognition of the many stakeholders involved. The timeline appears realistic with the caveats of training and migration/preparation of data.

Weaknesses: Preparation/training of users and ongoing support of those users and the system itself is not fleshed out to any level of specificity. The plan, as articulated, is long on the what (solution) and short on the how (implementation). The reviewer is exercising a bit of faith that the selection process and involvement of OCIO resources will result in a more fleshed out implementation plan.

Review Score = 8/10

Risk Assessment

Review Score = 10/10

09 - Secretary of State

Proposal Name: Rules & Regulations Electronic Solution

NITC ID: 09-01



Strengths: The risks are realistically documented and the past experience of trying to build a system should yield considerable benefits both in the selection and implementation process.

Weaknesses:

Financial Analysis and Budget

Review Score = 18/20

Strengths: The procurement, implementation and maintenance costs have been considered and are, ostensibly, realistic for the solutions under consideration.

Weaknesses: Without more information about the solutions under consideration it is impossible to determine whether the budget figures represent a value.

TECHNICAL PANEL COMMENTS

NITC COMMENTS

AGENCY RESPONSE (OPTIONAL)

See attachment [09-01_agencyresponse.pdf] for agency response

Goals, Objectives, and Projected Outcomes

Weaknesses:

1. "out of the box" solutions require customization to meet specific State needs
2. There is no specific mention of an evaluation plan or nod to change management. The value of moving forward is clear, however, buy-in is not automatic.

Response:

We understand that any out-of-the-box solution will require customization on our end but having a solution that is already built and just requires adjustment to fit our needs will be a more efficient and effective approach than building our own custom solution again.

We have seen demonstrations of two solutions and those solutions already meet most of our needs for this project. Additionally, the solutions as demonstrated were configurable and customizable so they should be able to meet our needs fully.

We currently have a team consisting of the Division Manager, Chief Information Office, Controller, and Chief Deputy/General Counsel evaluating potential solutions for feasibility, cost-effectiveness, and whether they sufficiently meet our needs. Both solutions previewed were determined by this team to be worth further examination as viable options.

This team will also be able to evaluate each solution and determine the changes it will need to be implemented in this state compared to its off-the-shelf version.

Buy-in from other agencies and necessary parties has been achieved before on an electronic solution. All parties involved in the rule making process see a need for this upgrade.

Project Justification/Business Case

Weaknesses:

1. The rationale provides very scant information about the technology under consideration. The needs are not in dispute, however, those needs existed 8 years ago and the selected technology failed to meet them. It seems appropriate to provide a little more information about the technology under consideration.

Response:

Both solutions are web-based systems. We are planning to have the systems and data hosted by the OCIO using existing State infrastructure.

Technical Impact

Weaknesses:

1. Again, out of the box will require possibly extensive customization so that should be kept in mind....cost estimates could be impacted negatively based upon ease of "adjustments" and customization.
2. Stakeholder buy-in

3. COTS solutions rarely meet all process needs precisely leaving the implementers to change processes or make some form of modifications to the solution. In the case of the former, change management is critical and in the case of the latter, the flexibility of the solution is paramount. There is not enough information provided to know where the "out of the box" solutions under consideration have any type of configurable process automation capabilities. In my experience, no matter how "cut and dry" the process, conforming an IT solution to meet the process demands means either process changes or the software accommodates and usually it means both.

Response:

Generally, see response to Goals, Objectives, and Projected Outcomes.

Being aware of our limited budget and cost overruns if changes are needed and having learned from past mistakes, we will plan to have a clear and concise summary of our regulation process needs for the developers on day one. Additionally, we will have as much done in-house prior to the development as possible.

Preliminary Plan for Implementation – 9/10

Weaknesses:

1. Aggressive timeline, but hopefully reasonable.
2. Preparation/training of users and ongoing support of those users and the system itself is not fleshed out to any level of specificity. The plan, as articulated, is long on the what (solution) and short on the how (implementation). The reviewer is exercising a bit of faith that the selection process and involvement of OCIO resources will result in a more fleshed out implementation plan.

Response:

The timeline may be aggressive but we have wanted to transition to a fully electronic solution for almost ten years. We have experience with our prior attempt so we should be able to plan for the transition better than if this was our first attempt.

At this time, without knowing which solution provider we are going to utilize, the implementation plan will necessarily be more abstract than if we have chosen a solution provider. However, both solutions under consideration will require our current files to be converted to usable, searchable text files and we can begin that process. Additionally, we can have the regulation workflow, statutory requirements, and general policies/procedures of the regulation process set forth for whomever is developing the solution. After a solution is chosen, we can begin training our staff and the involved parties.

Risk Assessment – 9/10

Weaknesses:

1. Workflow documentation and agreement

Response:

We can have the regulation workflow fully mapped out before a solution provider is even chosen. Much of that work was done previously in our first attempt at an electronic solution.

Financial Analysis and Budget

Weaknesses:

1. Without more information about the solutions under consideration it is impossible to determine whether the budget figures represent a value.

Response:

We obtained budget estimates from the two solution providers that have given us demonstrations. Our estimates were based upon the provided information.

09 - Secretary of State

Proposal Name: Notary Public Filing System

NITC ID: 09-02



PROJECT DETAILS

Project Contact: Jodie Williams

Agency: 09 - Secretary of State

NITC Tier Alignment:

Agency Priority: 2

SUMMARY OF REQUEST

The purpose of this project is to replace our existing custom notary software utilized by the Business Services Division of the Secretary of State's Office with an out-of-the box notary application/solution that can be minimally modified to meet operational needs. The current notary public system is over 10 years old and extensive enhancements are needed to meet the operation need of the office.

The purpose of this project is to replace our existing custom notary software utilized by the Business Services Division of the Secretary of State's Office with an out-of-the box notary application/solution that can be minimally modified to meet operational needs.

The existing notary public system is used to file and generate notary documents within the Secretary of State's Office, track payments, and reporting. These documents include Apostilles, Authentications, Certificates of Authority and Certificates and Tests for Notaries Public, Electronic Notaries Public and Online Notaries Public pursuant to Neb. Rev. Stat. §§ 64-101 through 64-418.

The existing notary public system is over 10 years old and extensive enhancements are needed to meet the operation needs of the office to capture payments linked to the payer for numerous different notary related documents, maintain images of documents, allow for ad hoc reports, allow applicants access to online applications and testing as well as an educational course. The system also needs to contain editable templates for correspondence and certificates and maintain the produced documents. Finally, the system needs to allow for an import of historical data and images from the current systems.

FINANCIAL SUMMARY

Expenditures

	Fiscal Year 2022	Fiscal Year 2023	Total
Contractual Services:	\$0.00	\$0.00	\$0.00
Telecommunications:	\$0.00	\$0.00	\$0.00
Training:	\$0.00	\$0.00	\$0.00
Project Costs:	\$0.00	\$0.00	\$0.00
Capital Expenditures:	\$706,000.00	\$109,500.00	\$815,500.00
Total Estimated Costs:	\$706,000.00	\$109,500.00	\$815,500.00

Comments: \$440,000 will be requested in future years.

Funding

	Fiscal Year 2022	Fiscal Year 2023	Total
General Fund:	\$0.00	\$0.00	\$0.00
Cash Fund:	\$706,000.00	\$109,500.00	\$815,500.00
Federal Fund:	\$0.00	\$0.00	\$0.00
Revolving Fund:	\$0.00	\$0.00	\$0.00
Other Fund:	\$0.00	\$0.00	\$0.00
Total Requested Funding:	\$706,000.00	\$109,500.00	\$815,500.00

Comments: This project will be funded through Cash Funds.

PROPOSAL SCORE

09 - Secretary of State

Proposal Name: Notary Public Filing System

NITC ID: 09-02



		reviewer1	reviewer2	reviewer3	Average
Average	Goals, Objectives and Projected Outcomes (15)	13	13	14	13
	Project Justification / Business Case (25)	20	21	20	20
	Technical Impact (20)	15	17	15	16
	Preliminary Plan for Implementation (10)	7	7	6	7
	Risk Assessment (10)	7	5	7	6
	Financial Analysis and Budget (20)	13	14	16	14
	Total Score	75	77	78	77

REVIEWER COMMENTS

Goals, Objectives and Projected Outcomes

Review Score = 13/15

Strengths: The proposal lists requirements that the product must meet, goals for the project, and outcomes.

Weaknesses:

Project Justification / Business Case

Review Score = 20/25

Strengths: The proposal comprehensively explains the justification for the project and provides listed measurable benefits to the State and external customers. While the primary explanation seems to be that the application is ten years old, I see the benefits of upgrading the system. Older legacy applications such as this tend to use unsecured protocols and introduce unnecessary cyber risk. Leveraging technology to provide enhanced services should be encouraged.

Weaknesses:

Technical Impact

Review Score = 15/20

Strengths: The proposal addresses technical elements, possible security concerns while providing measurable goals from a technical aspect.

Weaknesses: While the proposal addresses technical and security concerns, it does not address the sustainability of the project technology as it applies to upgrade servers as OS software goes end of life and maintaining vendor support

Preliminary Plan for Implementation

Review Score = 7/10

Strengths: Written clearly

Weaknesses: No specific milestones have been determined other than the RFP timeline and goal contract date.

Risk Assessment

Review Score = 7/10

Strengths:

Weaknesses: I don't see how the public having to use the existing system for a little while longer if project deadlines aren't met is a risk. It's the existing system that SOS has been using for 10 years.

Financial Analysis and Budget

Review Score = 13/20

Strengths: A budget analysis was provided in the documentation.

Weaknesses: The budget analysis did not account for Personnel costs from the SOS or OCIO aspect. The budget also did not cover training and data conversion.

Goals, Objectives and Projected Outcomes

Review Score = 13/15

Strengths:

Weaknesses:

Project Justification / Business Case

Review Score = 21/25

Strengths:

Weaknesses:

Technical Impact

Review Score = 17/20

Strengths:

Weaknesses:

Preliminary Plan for Implementation

Review Score = 7/10

Strengths:

Weaknesses:

09 - Secretary of State

Proposal Name: Notary Public Filing System

NITC ID: 09-02



Risk Assessment

Strengths:

Weaknesses:

Review Score = 5/10

Financial Analysis and Budget

Strengths:

Weaknesses:

Review Score = 14/20

Goals, Objectives and Projected Outcomes

Strengths: The goals and objectives are well documented in general terms.

Weaknesses: There is no implementation evaluation spelled out.

Review Score = 14/15

Project Justification / Business Case

Strengths: The benefits and beneficiaries of those that will use the solution are plain. Further, the value of moving off the current environment from a sustainability and information security perspective is manifest.

Weaknesses: This project appears to be rather early on and that may account for the brevity of the available information. That said, it is hard to know whether the costs are appropriate or whether the staff are in place to successfully implement the solution.

Review Score = 20/25

Technical Impact

Strengths: It is evident that the current system is insufficient to meet needs, presents its own information security challenges and lacks an environment to move from "loosely-coupled/file-based" integrations to programmatic/system interfaces. Role-based access for authorization is critical.

Weaknesses: The need for API interfaces without any clarity as to who will create those is a substantial concern to the extent that such interfaces are critical to achieving the desired outcomes. Additionally, role-based access is important, however, unless it is achieved via the identity management/SSO environment, it means managing it on the adopted system. There is insufficient information to understand how the role-based access will be achieved and whether it is part of the overall identity infrastructure.

Review Score = 15/20

Preliminary Plan for Implementation

Strengths: The stakeholder list is manifest and there appears to be sufficient leadership and expertise to implement the desirable solution.

Weaknesses: The deliverables, training, evaluation and ongoing support are entirely general. The project appears to be in the early stages, however, without more information even a preliminary plan is difficult to evaluate.

Review Score = 6/10

Risk Assessment

Strengths: An RFP process to both discover and describe is critical to the solution selection process and appears to be in place. Further, there is recognition of current shortcomings that must be addressed.

Weaknesses: It is difficult with the information available to currently evaluate the degree to which risks have been assessed. It is clear that existing risks must be overcome and that is an important start, however, the lack of articulated change management strategies that will be put in place belies a comprehensive understanding of project risk.

Review Score = 7/10

Financial Analysis and Budget

Strengths: Procurement, implementation and maintenance costs are enumerated and these are based on a review of current solutions in use by other states.

Weaknesses: There is not sufficient information to know whether the documented costs represent a reasonable value. Further, the degree to which API integration appears to be needed is concerning given there is no mention of who and how those will be built. In other words, the cost of building needed interfaces is unknown.

Review Score = 16/20

TECHNICAL PANEL COMMENTS

NITC COMMENTS

09 - Secretary of State

Proposal Name: Notary Public Filing System

NITC ID: 09-02



AGENCY RESPONSE (OPTIONAL)

See attachment [09-02_agencyresponse.pdf] for agency response

Goals, Objectives and Projected Outcomes

Strengths:

The proposal lists requirements that the product must meet, goals for the project, and outcomes. The goals and objectives are well documented in general terms.

Weaknessess:

There is no implementation evaluation spelled out.

SOS Response:

Additional implementation detail has been added to Preliminary Plan for Implementation section below.

Project Justification / Business Case

Strengths:

The proposal comprehensively explains the justification for the project and provides listed measurable benefits to the State and external customers. While the primary explanation seems to be that the application is ten years old, I see the benefits of upgrading the system. Older legacy applications such as this tend to use unsecured protocols and introduce unnecessary cyber risk. Leveraging technology to provide enhanced services should be encouraged.

The benefits and beneficiaries of those that will use the solution are plain. Further, the value of moving off the current environment from a sustainability and information security perspective is manifest.

Weaknessess:

This project appears to be rather early on and that may account for the brevity of the available information. That said, it is hard to know whether the costs are appropriate or whether the staff are in place to successfully implement the solution.

SOS Response:

The cost provided in the proposal was based on receiving estimates from known vendors. The Notary Public Program has approximately 28,000 notaries public, handles documents for a high volume of individuals who have their application denied or fail tests (these individuals are not included in the 28,000; data is not

available for this information as the current system does not hold that information and the time to manually check years of documents to retrieve the data is not cost-effective), and generates approximately \$260,000 a year in revenue. The volume of applications and tests received is enormous and delays the timeliness of processing all of the information currently done by hand and manually entered in the current system. Documents for the work are scanned and stored outside of the current system.

The SOS office is well equipped to carry out the project successfully with a CIO who has worked with SOS IT RFPs, a Deputy Director who has worked with IT RFPs at DHHS and with IT system enhancements with the SOS office, as well as staff with the program expertise (2 staff have over 35 years of experience with the SOS office and 2 other staff with over 14 years). The Deputy Director is committed to seeing this project through and will reallocate resources as needed within the office as there are 16 staff in the office that can share in the office workload to free up the staff with notary public and IT experience to work on the project through fruition. Many of the same staff participated in a large IT project to implement a new business services filing system in 2017 and the expertise gained from that project will be useful with this project.

Technical Impact

Strengths:

The proposal addresses technical elements, possible security concerns while providing measurable goals from a technical aspect.

It is evident that the current system is insufficient to meet needs, presents its own information security challenges and lacks an environment to move from "loosely-coupled/file-based" integrations to programmatic/system interfaces. Role-based access for authorization is critical.

Weaknesses:

While the proposal addresses technical and security concerns, it does not address the sustainability of the project technology as it applies to upgrade servers as OS software goes end of life and maintaining vendor support.

The need for API interfaces without any clarity as to who will create those is a substantial concern to the extent that such interfaces are critical to achieving the desired outcomes. Additionally, role-based access is important, however, unless it is achieved via the identity management/SSO environment, it means managing it

on the adopted system. There is insufficient information to understand how the role-based access will be achieved and whether it is part of the overall identity infrastructure.

SOS Response:

It is planned to have the OCIO provide servers that will host the new application and data using the existing State infrastructure. Those servers will need to be kept updated and servers upgraded when OS software goes end of life. The vendor hosting the new application will be responsible for API interfaces. The RFP will be written with the intent of the vendor taking the responsibility to create and test the APIs but until the RFP cycle is complete it is unknown if the selected vendor will have the online platform for the testing and applications or if Nebraska Interactive (NI) will (if the proposals received do not have the piece of the project we have already been in discussion with NI about creating an online application and test with our current system).

Preliminary Plan for Implementation

Strengths:

Written clearly

The stakeholder list is manifest and there appears to be sufficient leadership and expertise to implement the desirable solution.

Weaknessess:

No specific milestones have been determined other than the RFP timeline and goal contract date.

The deliverables, training, evaluation and ongoing support are entirely general. The project appears to be in the early stages, however, without more information even a preliminary plan is difficult to evaluate.

SOS Response:

The system concept has already been determined. The remaining milestones will include the following: development of business requirements, RFP development, vendor selection, contract established; requirements review with vendor/functional specifications documents completion, preliminary design review, system testing, operational product deployed, data migration and ongoing maintenance. The final implementation schedule will be agreed upon by the vendor and SOS.

Risk Assessment

Strengths:

An RFP process to both discover and describe is critical to the solution selection process and

appears to be in place. Further, there is recognition of current shortcomings that must be addressed.

Weaknessess: I don't see how the public having to use the existing system for a little while longer if project deadlines aren't met is a risk. It's the existing system that SOS has been using for 10 years.

It is difficult with the information available to currently evaluate the degree to which risks have been assessed. It is clear that existing risks must be overcome and that is an important start, however, the lack of articulated change management strategies that will be put in place belies a comprehensive understanding of project risk.

SOS Response:

The existing system is not accessible to the public so the public is limited to mailing in documentation and payments, subject to the delays in mail and manually processing the applications. The lack of data available from the system limits the ability of the SOS office to look at trends and identify issues to improve the accuracy and efficiency of the program.

Risks related to the project have been broken down in to 3 categories; risks continuing on the current system, risks in implementing a new system and risks in maintaining the new system. The risks in using the system were articulated in the proposal while the risks related to the implementation and maintenance were not addressed in the proposal. The risks related to implementing the system are the lack of success by the vendor in implementing the new system in its entirety, potential problems once the system goes live and the successful migration of existing data. The risk associated with the ongoing maintenance would involve difficulties implementing fixes or enhancements to the system as well as ongoing viability of the vendor. The plan is to address most if not all of the risk concerns through the RFP and contract process, including a retainage as well as involving staff with the expertise needed to develop the business requirements, work with the vendor to incorporate the business requirements and test the system during development.

Financial Analysis and Budget

Strengths:

A budget analysis was provided in the documentation.

Procurement, implementation and maintenance costs are enumerated and these are based on a review of current solutions in use by other states.

Weaknesses:

The budget analysis did not account for Personnel costs from the SOS or OCIO aspect. The budget also did not cover training and data conversion.

There is not sufficient information to know whether the documented costs represent a reasonable value. Further, the degree to which API integration appears to be needed is concerning given there is no mention of who and how those will be built. In other words, the cost of building needed interfaces is unknown.

SOS response:

Personnel costs for the SOS were not accounted for as not additional costs will be involved. All staff involved will do the work of the project through their current roles with the SOS. The OCIO costs, for migration of data and hosting fees were included. Additional information on the API was added in the Technical impact section. An estimate for the API cost was not separated out as it is anticipated it will be part of the costs for purchasing the software from a vendor.

09 - Secretary of State

Proposal Name: Election Night Reporting / Candidate Module System

NITC ID: 09-03



PROJECT DETAILS

Project Contact: Wayne Bena

Agency: 09 - Secretary of State

NITC Tier Alignment:

Agency Priority: 3

SUMMARY OF REQUEST

The proposed project is to replace our existing Election Night Reporting (ENR) and Candidate filing system (Candidate Module) utilized by the Elections Division. The replacement of this system will be done with federal Help America Vote Act (HAVA) funds as is part of our ongoing plan to utilize these federal funds to modernize election IT infrastructure in Nebraska. Our contract for the existing ENR/Candidate Module system expires during the next biennium. Due to the need for increased system security and functionality, we are seeking to implement a new or significantly upgraded solution.

The proposed project is to replace our existing Election Night Reporting (ENR) and Candidate filing system (Candidate Module) utilized by the Elections Division of the Secretary of State's Office (SOS). The replacement of this system will be done with federal Help America Vote Act (HAVA) funds and is part of our ongoing plan to utilize these federal funds to modernize election IT infrastructure in Nebraska. Our contract for the existing ENR/Candidate Module system expires during the next biennium. Due to the need for increased system security and functionality, we are seeking to implement a new or upgraded solution.

The ENR system is used to enter and post election night results for races that file with the Secretary of State by all 93 Nebraska counties on our website. The Candidate Module allows input of candidate information for these same races. Both pieces of functionality are currently provided by one vendor. Once the data is entered for a given election, the data is electronically transferred to a subsequent vendor for ballot layout, printing and programming for specific voting equipment. This system also produces the official report of the Nebraska Board of State Canvassers.

The new/upgraded solution needs to automate tasks to improve staff efficiency, improve audit logs for security, utilize two-factor authentication (2FA) for secure user access, provide the option for local-level results and update the look and feel of the public-facing results website to a modern and easy-to-navigate website. The new system will be more efficient for users at the state and county levels. It will also make it easier for the public to view results for statewide elections.

FINANCIAL SUMMARY

Expenditures

	Fiscal Year 2022	Fiscal Year 2023	Total
Contractual Services:	\$0.00	\$0.00	\$0.00
Telecommunications:	\$0.00	\$0.00	\$0.00
Training:	\$0.00	\$0.00	\$0.00
Project Costs:	\$0.00	\$0.00	\$0.00
Capital Expenditures:	\$356,000.00	\$19,500.00	\$375,500.00
Total Estimated Costs:	\$356,000.00	\$19,500.00	\$375,500.00

Comments: \$80,000 will be requested in additional years.

Funding

	Fiscal Year 2022	Fiscal Year 2023	Total
General Fund:	\$0.00	\$19,500.00	\$19,500.00
Cash Fund:	\$0.00	\$0.00	\$0.00
Federal Fund:	\$356,000.00	\$0.00	\$356,000.00
Revolving Fund:	\$0.00	\$0.00	\$0.00
Other Fund:	\$0.00	\$0.00	\$0.00
Total Requested Funding:	\$356,000.00	\$19,500.00	\$375,500.00

Comments: The initial project costs will be funded through Federal Funds.

PROPOSAL SCORE

09 - Secretary of State

Proposal Name: Election Night Reporting / Candidate Module System

NITC ID: 09-03



		reviewer1	reviewer2	reviewer3	Average
Average	Goals, Objectives and Projected Outcomes (15)	10	14	14	13
	Project Justification / Business Case (25)	16	20	23	20
	Technical Impact (20)	13	19	18	17
	Preliminary Plan for Implementation (10)	7	8	9	8
	Risk Assessment (10)	7	7	9	8
	Financial Analysis and Budget (20)	18	19	19	19
	Total Score	71	87	92	83

REVIEWER COMMENTS

Goals, Objectives and Projected Outcomes

Review Score = 10/15

Strengths: Brief concise description of what is needed.

Weaknesses: Some of the requirements are not application related, such as 2FA this is an authentication requirement. This deals with how you access the application, not how the application functions. The program could be functioning correctly, the 2FA concern would relate to how the application is hosted.

Project Justification / Business Case

Review Score = 16/25

Strengths: ?, nothing new in this section.

Weaknesses: Emphasis on the age of the application, 10 years, seems to be the overriding concern. Improvements in hosting requirements could provide the security and controls (2FA) being requested. It seems that the age of the application is the single concern and age and security are directly related. Many "old" applications are still secure.

Technical Impact

Review Score = 13/20

Strengths:

Weaknesses: With the enhanced features, such as storing past election data, candidate information, subdivision contact information and email addresses the administration of this program data will require frequent updates to stay current. The more data you collect increases the time that SOS will need to spend in the system making updates.

Preliminary Plan for Implementation

Review Score = 7/10

Strengths:

Weaknesses: vague descriptions on how implementation goals will be achieved.

Risk Assessment

Review Score = 7/10

Strengths: SOS can describe at a high level what they want.

Weaknesses: Without clear documented expectations and dedicated staff to support the vendor during implementation that risk having incomplete requirements or limited functionality.

Financial Analysis and Budget

Review Score = 18/20

Strengths: I assume costs are based in a working example of this solution or quotes from vendors.

Weaknesses: If cost exceed estimates how will that be addressed. A partial implementation could introduce unknown risk to the application.

Goals, Objectives and Projected Outcomes

Review Score = 14/15

Strengths: project goals, objectives, and expected outcome are clear. system testing is addressed and it is part of agency IT plan

Weaknesses:

Project Justification / Business Case

Review Score = 20/25

Strengths: Justification is clear, addressed both tangible and intangible benefits. Targeting existing solutions already worked in other states will increase project success rate.

Weaknesses: looks like the project is still in its early planning stage. aware of existing solutions but have not complete evaluation of the existing solutions.

Technical Impact

Review Score = 19/20

Strengths: desired requirements, functionalities and conformity to standards are all clearly defined.

Weaknesses:

09 - Secretary of State

Proposal Name: Election Night Reporting / Candidate Module System

NITC ID: 09-03



Preliminary Plan for Implementation

Strengths: agency has a clear direction on the solution for implementation.

Weaknesses:

Review Score = 8/10

Risk Assessment

Strengths: many risks are well thought out.

Weaknesses: manage evaluation of existing solutions and vendor selection within defined timeline should be taken into consideration accordingly.

Review Score = 7/10

Financial Analysis and Budget

Strengths: supported by federal funding.

Weaknesses:

Review Score = 19/20

Goals, Objectives and Projected Outcomes

Strengths:

Weaknesses:

Review Score = 14/15

Project Justification / Business Case

Strengths:

Weaknesses:

Review Score = 23/25

Technical Impact

Strengths:

Weaknesses:

Review Score = 18/20

Preliminary Plan for Implementation

Strengths:

Weaknesses:

Review Score = 9/10

Risk Assessment

Strengths:

Weaknesses:

Review Score = 9/10

Financial Analysis and Budget

Strengths:

Weaknesses:

Review Score = 19/20

TECHNICAL PANEL COMMENTS

NITC COMMENTS

AGENCY RESPONSE (OPTIONAL)

See attachment [09-03_agencyresponse.pdf] for agency response

Reviewer 1

Goals, Objectives and Projected Outcomes Review Score = 10/15

Weaknesses: Some of the requirements are not application related, such as 2FA this is an authentication requirement. This deals with how you access the application, not how the application functions. The program could be functioning correctly, the 2FA concern would relate to how the application is hosted.

Response

The listing of 2FA was to stay consistent with current security measures implemented in other elections systems. We want to ensure that any new system can accommodate 2FA.

Project Justification / Business Case Review Score = 16/25

Weaknesses: Emphasis on the age of the application, 10 years, seems to be the overriding concern. Improvements in hosting requirements could provide the security and controls (2FA) being requested. It seems that the age of the application is the single concern and age and security are directly related. Many "old" applications are still secure.

Response

We agree that older applications can be secure. In this case, the system is 10 years old and the contract for the system cannot be further extended or renewed. Due to our funding source (federal funds) and the cost of the system, we believe that it is prudent and necessary to obtain a new contract for this system through a competitive bidding process or other approved procurement process.

Technical Impact Review Score = 13/20

Weaknesses: With the enhanced features, such as storing past election data, candidate information, subdivision contact information and email addresses the administration of this program data will require frequent updates to stay current. The more data you collect increases the time that SOS will need to spend in the system making updates.

Response

Our office has already been collecting this data and we have had to spend a significant amount of time doing data entry. Having the old data stored makes it easier so we don't have to enter all of the same data again, only updated information. The less data entry we have to recreate, the less room for error and the less time it takes.

Preliminary Plan for Implementation Review Score = 7/10

Strengths:

Weaknesses: vague descriptions on how implementation goals will be achieved.

Response

Implementation of goals will be achieved by defining the goal as much as possible, knowing who is involved, setting due dates of what we want to accomplish and identifying if any constraints exist. Being able to monitor and know when a goal is complete will be tracked by the vendor and SOS staff.

Risk Assessment Review Score = 7/10

Weaknesses: Without clear documented expectations and dedicated staff to support the vendor during implementation that risk of having incomplete requirements or limited functionality.

Response

The goal is to have this project completed in time for the start of the filing period of the 2024 election cycle. The same dedicated SOS staff that completed the 93 county replacement of existing ballot counting and ADA ballot marking equipment this past year will be used for this project.

Financial Analysis and Budget Review Score = 18/20

Weaknesses: If cost exceed estimates how will that be addressed. A partial implementation could introduce unknown risk to the application.

Response

When planning for this project we received estimates from several vendors and the cost included for the project is based upon the estimates plus a small margin for overages. If costs exceed estimates, we have additional funds within our grant that we can shift from other projects.

Reviewer 2**Goals, Objectives and Projected Outcomes** Review Score = 14/15

Strengths: project goals, objectives, and expected outcome are clear. system testing is addressed, and it is part of agency IT plan.

Weaknesses:

No response needed

Project Justification / Business Case Review Score = 20/25

Weaknesses: looks like the project is still in its early planning stage. aware of existing solutions but have not complete evaluation of the existing solutions

Response

The Secretary of State's office has done research on multiple vendors and will continue to do so throughout this process. A complete evaluation will be done when we know funds have been secured.

Technical Impact Review Score = 19/20

Weaknesses:

No Response needed

Preliminary Plan for Implementation Review Score = 8/10

Weaknesses:

No response needed

Risk Assessment Review Score = 7/10

Weaknesses: manage evaluation of existing solutions and vendor selection within defined timeline should be taken into consideration accordingly.

Response

We agree. The timeline for this project includes time for vendor selection and has been projected out so there is enough time to procure and implement a solution prior to the 2024 election.

Financial Analysis and Budget Review Score = 19/20

Strengths: supported by federal funding.

Weaknesses:

No response needed

Reviewer 3 did not provide written comments but gave us 92/100

35 - Liquor Control Commission

Proposal Name: Centralized Alcohol Management Project

NITC ID: 35-01



PROJECT DETAILS

Project Contact: LeAnna Prange

Agency: 35 - Liquor Control Commission

NITC Tier Alignment:

Agency Priority: 1

SUMMARY OF REQUEST

The Nebraska Liquor Control Commission (NLCC) is seeking to receive funding for a Centralized Alcohol Management Project (C.A.M.P.). The CAMP project would replace all tax processing systems with a single solution that provides centralized revenue management and processes, licensing management and processes, and a robust web interface for its taxpayers, stakeholders and staff. Attached is a Needs Analysis prepared by the State of Nebraska OCIO.

An excerpt of the Needs Analysis is as follows: "the Office of the Chief Information Officer (OCIO) have reviewed all of the information regarding their current processes, workflows, applications, and data. We are amazed at what the LCC has done over the past 30-years to keep up with the changing statutes and regulations, and a steadily increasing volume. LCC has hit their peak, and they are starting on the downhill slide -- the paper processes, multiple systems and a 30+ year old computer system will no longer support the needs of the agency and their customers." "The more realistic path for the LCC is to review and purchase one of the existing COTS systems available." "The OCIO believes the purchase of a system that would encompass all operations needed by the LCC would be in excess of \$1 million."

In 2019, the NLCC issued a total of 11,343 licenses yielding \$33 million dollars in revenue. To accomplish this, NLCC's 17 FTE use outdated technology (mainframe application, Microsoft suite applications, copiers, printers, etc.) to perform daily business operations, resulting in significant inefficiencies and an estimated 69 individual steps and 3.5 hours to process, approve and issue single liquor license. The CAMP aims to replace this aging system through the selection of a software system unique to the alcohol beverage licensing industry that provides one modern solution to streamline business operations, reduce timelines and enhance customer service.

NLCC has contracted with Gartner Inc to provide procurement assistance. With NLCC, Gartner Inc has defined the high-level scope for this system modernization effort which will be further refined as requirements are fully elaborated over the coming months. Gartner Inc has used this information, coupled with NLCC's current software costs (to include expenditures on support personnel), and number of system users to develop cost estimates for the proposed system implementation.

FINANCIAL SUMMARY

Expenditures

	Fiscal Year 2022	Fiscal Year 2023	Total
Contractual Services:	\$1,597,960.00	\$0.00	\$1,597,960.00
Telecommunications:	\$0.00	\$0.00	\$0.00
Training:	\$105,000.00	\$0.00	\$105,000.00
Project Costs:	\$846,273.00	\$324,980.00	\$1,171,253.00
Capital Expenditures:	\$1,408,344.00	\$0.00	\$1,408,344.00
Total Estimated Costs:	\$3,957,577.00	\$324,980.00	\$4,282,557.00

Comments: \$324,980 requested in additional years.

Funding

	Fiscal Year 2022	Fiscal Year 2023	Total
General Fund:	\$3,957,577.00	\$324,980.00	\$4,282,557.00
Cash Fund:	\$0.00	\$0.00	\$0.00
Federal Fund:	\$0.00	\$0.00	\$0.00
Revolving Fund:	\$0.00	\$0.00	\$0.00
Other Fund:	\$0.00	\$0.00	\$0.00
Total Requested Funding:	\$3,957,577.00	\$324,980.00	\$4,282,557.00

Comments: \$324,980 requested in additional years.

PROPOSAL SCORE

35 - Liquor Control Commission

Proposal Name: Centralized Alcohol Management Project

NITC ID: 35-01



		reviewer1	reviewer2	reviewer3	Average
Average	Goals, Objectives and Projected Outcomes (15)	14	13	14	14
	Project Justification / Business Case (25)	24	20	20	21
	Technical Impact (20)	18	18	19	18
	Preliminary Plan for Implementation (10)	9	8	8	8
	Risk Assessment (10)	8	9	8	8
	Financial Analysis and Budget (20)	19	18	18	18
	Total Score	92	86	87	88

REVIEWER COMMENTS

Goals, Objectives and Projected Outcomes

Review Score = 14/15

Strengths: Project Scope is well defined and well documented on this need. The use of Gardner to help with making good decisions is a plus in order to help with success of the project. OCIO inclusion is also a strength.

Weaknessess:

Project Justification / Business Case

Review Score = 24/25

Strengths: NLCC knows that the current system is old and unable to be updated. NLCC is leaning towards a COTS platform and has talked with neighboring states that have done a similar process

Weaknessess:

Technical Impact

Review Score = 18/20

Strengths: NLCC does a good job describing the need to integrate with other systems, such as payment processing, GIS and E1

Weaknessess:

Preliminary Plan for Implementation

Review Score = 9/10

Strengths: That NLCC has utilized Gardner and OCIO to help scope the project and do a needs analysis, is a strength. Kudos to them for taking the time to involve these entities

Weaknessess:

Risk Assessment

Review Score = 8/10

Strengths: NLCC, along with Gardner has done a good job identifying risks and a way to address the risks and develop solutions address them. I understand that a modernization process like this can be risky and fall behind and go over costs, yet I feel that the potential issues have been made aware is a good thing.

Weaknessess:

Financial Analysis and Budget

Review Score = 19/20

Strengths: NLCC has done a good job of breaking down the costs and also projecting out costs several years. They also highlight the potential savings by increasing efficiencies.

Weaknessess:

Goals, Objectives and Projected Outcomes

Review Score = 13/15

Strengths: Good description of project and expected goals

Weaknessess: Size of the project will make implementation challenging.

Project Justification / Business Case

Review Score = 20/25

Strengths: Documents work-arounds and multiple solutions being used today.

Weaknessess: Conversion of existing data sources to fit into a COTS solution will impact implementation.

Technical Impact

Review Score = 18/20

Strengths: COTS solution will replace multi-tool approach currently being used.

Weaknessess: Finding a COTS vendor who can meet all of the requirements will be critical to projects success.

Preliminary Plan for Implementation

Review Score = 8/10

Strengths: Recognition of methods to implement new system and impact to staff.

Weaknessess: Implementation vendor will be key factor to projects success.

Risk Assessment

Review Score = 9/10

35 - Liquor Control Commission

Proposal Name: Centralized Alcohol Management Project

NITC ID: 35-01



Strengths: Risk is being evaluated across all of the key areas that will impact the project.

Weaknesses: Small staff at NLCC, working to maintain day-to-day business and also supporting the vendor during conversion and implementation will be challenging.

Financial Analysis and Budget

Review Score = 18/20

Strengths: Realistic budget numbers based on projects in other states.

Weaknesses: Project cost could expand if implementation time frames are not met.

Goals, Objectives and Projected Outcomes

Review Score = 14/15

Strengths: goals, objectives and expected outcomes are well defined and supported by attached assessments.

Weaknesses:

Project Justification / Business Case

Review Score = 20/25

Strengths: tangible and intangible benefits are clear.

Weaknesses:

Technical Impact

Review Score = 19/20

Strengths: technical improvement to the system will be dramatic based on attached assessments.

Weaknesses:

Preliminary Plan for Implementation

Review Score = 8/10

Strengths: various factors are being taken into implementation considerations.

Weaknesses:

Risk Assessment

Review Score = 8/10

Strengths: Possible risks are well addressed in attached Garner assessment. agency contracted Gartner for procurement assistance will further reduce the risks level.

Weaknesses:

Financial Analysis and Budget

Review Score = 18/20

Strengths:

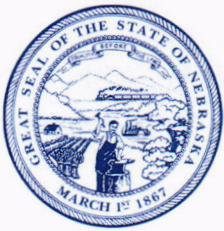
Weaknesses:

TECHNICAL PANEL COMMENTS

NITC COMMENTS

AGENCY RESPONSE (OPTIONAL)

See attachment [35-01_agencyresponse.pdf] for agency response



Pete Ricketts
Governor

NEBRASKA LIQUOR CONTROL COMMISSION

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October 23, 2020

NITC

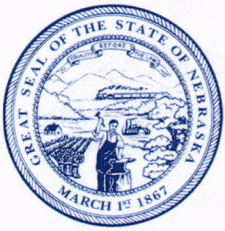
I.T. Proposal: Agency 35 – Liquor Control Commission – Centralized Alcohol Management Project

NITC ID: 35-01

RE: Agency Response to Reviewer Comments regarding weaknesses:

The Nebraska Liquor Control Commission would like to address all “weaknesses” comments of the reviewers.

1. “Size of Project will make implementation challenging”
 - a. Planning to implement the new system in phases will allow NLCC to minimize the risk associated with replacing the system all at once. Further, the readiness and preparation work that is currently being executed will help ensure success, particularly as it relates to project governance, requirements traceability, data quality and organizational change management.
2. “Conversion of existing data sources to fit into a COTS solution will impact implementation”
 - a. NLCC is committed to working with OCIO in advance of selecting a vendor to assess current data quality, define what data records need to be converted into the new system, and cleanse data for conversion. Doing the bulk of data work proactively will allow NLCC to avoid/decrease data conversion driven delays during the implementation.
3. “Finding a COTS vendor who can meet all requirements will be critical to the project’s success”
 - a. In developing NLCC’s technical and functional requirements for the new system, Gartner was able to flag requirements that are unique to NLCC and may be difficult to be meet with a COTS solution. This will ensure NLCC is able to properly evaluate a vendor’s ability to meet unique requirements and be prepared to change business process where appropriate to fit a COTS solution’s functionality and minimize the need for customizations.
4. “Implementation vendor will be key factor to projects success.”
 - a. Agreed. NLCC will work with Gartner to develop an RFP that requires vendors to describe their proposed approach to implementation. NLCC will leverage Gartner’s deep experience with implementation vendors to evaluate proposals and structure a contract/Statement of Work that ensures NLCC is positioned for a successful implementation.
5. “Small staff at NLCC, working to maintain day-to-day business and also supporting the vendor during conversion and implementation will be challenging.”
 - a. NLCC acknowledges this resource risk and it was also identified by Gartner. NLCC is working to define a resourcing plan to ensure current staff resources are able to fully participate in the implementation and NLCC day-to-day business functions continue to be met. In addition, third-party support and expertise will be provided by Gartner, who has worked in this capacity with many jurisdictions over the last decade.
6. “Project cost could expand if implementation time frames are not met.”
 - a. Agreed. Gartner has identified areas of weakness within NLCC that may put the organization at risk of a delayed implementation (i.e. data conversion, resourcing, governance, etc.). NLCC is committed to addressing these prior to implementation initiation to minimize risk of delays and cost overruns. While there are no guarantees that the project timeline and cost will not increase, NLCC feels confident that we are addressing the riskiest project elements that most commonly lead to delays and extra cost.



Pete Ricketts
Governor

35-01_agencyresponse.pdf
STATE OF NEBRASKA

NEBRASKA LIQUOR CONTROL COMMISSION

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October 23, 2020
NITC ID: 35-01
Page 2

The Liquor Control Commission appreciates the ability to respond to the weaknesses of the reviewers.

Respectfully,

Hobert B. Rupe
Executive Director

LeAnna Prange
Compliance Manager/I.T. Project Manager

Janice M. Wiebusch
Commissioner

Bruce Bailey
Chairman

Harry Hoch
Commissioner

46 - Department of Correctional Services

Proposal Name: Electronic Health Records

NITC ID: 46-01



PROJECT DETAILS

Project Contact: Ron TeBrink

Agency Priority: 1

Agency: 46 - Department of Correctional Services

NITC Tier Alignment:

SUMMARY OF REQUEST

A fully integrated Electronic Health Records (EHR) system is a strategic priority of the Nebraska Department of Corrections (NDCS) in order to provide the highest quality health care to the inmates in our custody in an efficient manner at a reasonable cost to the Nebraska taxpayer. It will provide a secure and complete Health Services Case File, which allows for improved tracking and continuity of care in the areas of Medical Services, Behavioral Health Services, Substance Use and Sex Offender Services and Programming, and Social Work Services from intake through reentry back into the community.

The Nebraska Department of Corrections, working with OCIO staff, plans to build a tailored and efficient EHR in-house that will expand on functionality currently in the existing Nebraska Inmate Case Management System (NICaMS) to include Health Services appointment/resource scheduling and electronic charting for key clinical data and medical history. The system will be utilized by NDCS staff, telemedicine staff, and external providers who have contracted services with the department. Security protocols will be put in place to ensure confidentiality to an inmate's private health data.

FINANCIAL SUMMARY

Expenditures			
	Fiscal Year 2022	Fiscal Year 2023	Total
Contractual Services:	\$744,736.00	\$0.00	\$744,736.00
Telecommunications:	\$0.00	\$0.00	\$0.00
Training:	\$0.00	\$0.00	\$0.00
Project Costs:	\$0.00	\$0.00	\$0.00
Capital Expenditures:	\$0.00	\$0.00	\$0.00
Total Estimated Costs:	\$744,736.00	\$0.00	\$744,736.00

Comments: \$97,425 from FY20/FY21

Funding			
	Fiscal Year 2022	Fiscal Year 2023	Total
General Fund:	\$744,736.00	\$0.00	\$744,736.00
Cash Fund:	\$0.00	\$0.00	\$0.00
Federal Fund:	\$0.00	\$0.00	\$0.00
Revolving Fund:	\$0.00	\$0.00	\$0.00
Other Fund:	\$0.00	\$0.00	\$0.00
Total Requested Funding:	\$744,736.00	\$0.00	\$744,736.00

Comments: \$97,425 from FY20/FY21

PROPOSAL SCORE

		reviewer1	reviewer2	reviewer3	Average
Average	Goals, Objectives and Projected Outcomes (15)	12	12	9	11
	Project Justification / Business Case (25)	18	17	23	19
	Technical Impact (20)	14	13	18	15
	Preliminary Plan for Implementation (10)	6	6	7	6
	Risk Assessment (10)	7	6	8	7
	Financial Analysis and Budget (20)	15	13	20	16
	Total Score	72	67	85	75

REVIEWER COMMENTS

46 - Department of Correctional Services

Proposal Name: Electronic Health Records

NITC ID: 46-01



Goals, Objectives and Projected Outcomes

Review Score = 12/15

Strengths: Goals are appropriate.

Weaknesses:

Project Justification / Business Case

Review Score = 18/25

Strengths: A VERY GOOD EHR implementation can reduce paperwork and improve workflow. However, many health care practices have found that using an EHR can take more time. It also takes a concerted effort to look at workflow redesign to see workflow benefits. Done well this is a strength. Done not so well, this is a weakness.

Reducing the cost by building a system in house is cited as a benefit as well as leveraging the existing system.

Weaknesses: A VERY GOOD EHR implementation can reduce paperwork and improve workflow. However, many health care practices have found that using an EHR can take more time. It also takes a concerted effort to look at workflow redesign to see workflow benefits. Done well this is a strength. Done not so well, this is a weakness.

It is hard to build a good EHR system which is easy for providers to use. Big EHR companies struggle with this. It is probably going to be challenging to build a good EHR system inhouse which is easy to use.

Technical Impact

Review Score = 14/20

Strengths: The strategy of expanding on the existing suite of application and current technical architecture minimizes the need to invest in additional hardware, software.

Weaknesses: Will this system utilize health IT interoperability standards?

Preliminary Plan for Implementation

Review Score = 6/10

Strengths: Includes Subject Matter Experts as part of team. Process includes opportunities for feedback from staff.

Weaknesses: May underestimate the importance of Subject Matter Experts and usability. Training and workflow analysis and redesign isn't included in the implementation plan. The implementation plan also doesn't include information about how information in the EHR will be populated. Some information should be populated from the existing system. Some information will likely have to be entered or imported. This will take time.

Risk Assessment

Review Score = 7/10

Strengths: Many risks were analyzed.

Weaknesses: Implementing an EHR is disruptive. Training and workflow analysis can help mitigate this risk.

Financial Analysis and Budget

Review Score = 15/20

Strengths:

Weaknesses: No budget for training and workflow analysis and redesign included.

Goals, Objectives and Projected Outcomes

Review Score = 12/15

Strengths: Well written outcomes of the project.

Weaknesses:

Project Justification / Business Case

Review Score = 17/25

Strengths: I understand and know the benefits that an EHR can provide both from patient care and efficiency standpoint.

Weaknesses: EHR can get very complex and convoluted with workflows and making features user friendly.

Technical Impact

Review Score = 13/20

Strengths: The ability to integrate existing data and systems.

Weaknesses: This section lacks detailed information regarding the technical elements of the build, implementation, and security of the project. There is going to be complicated workflows that will need to be addressed. There is no mention of health technology interoperability.

Preliminary Plan for Implementation

Review Score = 6/10

Strengths:

Weaknesses: I think the iteration cadence may be a little aggressive to effectively design, develop, and implement complex workflows risking running over budget and affecting implementation timeframes.

Risk Assessment

Review Score = 6/10

Strengths: On the right track with analysis, I would like to see more detailed information regarding risk mitigations

Weaknesses: I think that workflow analysis is going to be important and has the potential to be a significant risk.

46 - Department of Correctional Services

Proposal Name: Electronic Health Records

NITC ID: 46-01



Financial Analysis and Budget

Review Score = 13/20

Strengths: The contract with the OCIO is good.

Weaknesses: There are no cost estimates for training and the data conversion estimate seems a little low given the amount of data to be converted and the potential for complex workflows.

Goals, Objectives and Projected Outcomes

Review Score = 9/15

Strengths: Solid goal for improvement of services and portability/privacy of information and sensible outcome goals

Weaknesses: No real description of how goal achievement will be measured nor of its relationship to the broader IT plan.

Project Justification / Business Case

Review Score = 23/25

Strengths: Targets expert areas toward expertise and reduces administrative burden. Substantial cost reduction relative to external solutions.

Weaknesses: No discussion of relevant state or federal mandates.

Technical Impact

Review Score = 18/20

Strengths: Leverages existing architecture and expertise in a manner that should improve fit.

Weaknesses: It is strongly implied that existing infrastructure is sufficient to meet project needs - it would have been better to explicitly address this.

Preliminary Plan for Implementation

Review Score = 7/10

Strengths: I think for this project, like many others, an agile model is a strong fit to incorporate SME insight and feedback rapidly.

Weaknesses: The iteration cycle is well over twice as long as recommended for any agile approach. I notice that the timelines are generally in even increments and halving them would bring it much closer to industry recommendations. The implementation plan does not address training and support factors and requirements.

Risk Assessment

Review Score = 8/10

Strengths: Realistic assessment of goals and some mitigation

Weaknesses: Complication of interoperability with external systems seems like it might be somewhat underestimated in terms of impact.

Financial Analysis and Budget

Review Score = 20/20

Strengths:

Weaknesses:

TECHNICAL PANEL COMMENTS

NITC COMMENTS

AGENCY RESPONSE (OPTIONAL)

47 - Nebraska Educational Telecommunications Commission

Proposal Name: Radio Transmission project

NITC ID: 47-01



PROJECT DETAILS

Project Contact: Ling Ling Sun

Agency Priority: 1

Agency: 47 - Nebraska Educational Telecommunications Commission

NITC Tier Alignment:

SUMMARY OF REQUEST

The replacement of aging FM antenna systems and associated feed line has been ongoing and will conclude in FY 22-23. To reduce rising maintenance costs and to eliminate downtime, NET has received fund for KTNE FM antenna and transmission lines in FY2020 and for replacing KRNE FM antenna in FY 2021. The NET FM radio network shoulders the responsibility of being the State's primary relay for the state and federal Emergency Alert System. In order to ensure reliable and consistent state coverage, funds will be requested for transmission line replacement for KRNE and KMNE in FY2022 and transmission line and antenna for KXNE FM in FY2023.

Delaying the completion of this final phase any further would continue to increase off-air downtime at these sites and increase annual operating expenses for repairs, maintenance and supplies especially during harsh winter months. The project would begin the summer of 2021 and proceed through the fall (weather and tower crews permitting) at KRNE and KMNE. Work on the KXNE site would begin summer of 2022 and run through spring of 2023. Total costs for this project are estimated at \$625,000, split \$385,000 in FY2022 for KRNE/KMNE with the remaining \$240,000 in FY2023 for KXNE.

FINANCIAL SUMMARY

Expenditures			
	Fiscal Year 2022	Fiscal Year 2023	Total
Contractual Services:	\$0.00	\$0.00	\$0.00
Telecommunications:	\$0.00	\$0.00	\$0.00
Training:	\$0.00	\$0.00	\$0.00
Project Costs:	\$0.00	\$0.00	\$0.00
Capital Expenditures:	\$385,000.00	\$240,000.00	\$625,000.00
Total Estimated Costs:	\$385,000.00	\$240,000.00	\$625,000.00

Comments: Total Cost is estimated at \$625,000. \$385,000 in FY2022 and \$240,000 in FY2023.

Funding			
	Fiscal Year 2022	Fiscal Year 2023	Total
General Fund:	\$385,000.00	\$240,000.00	\$625,000.00
Cash Fund:	\$0.00	\$0.00	\$0.00
Federal Fund:	\$0.00	\$0.00	\$0.00
Revolving Fund:	\$0.00	\$0.00	\$0.00
Other Fund:	\$0.00	\$0.00	\$0.00
Total Requested Funding:	\$385,000.00	\$240,000.00	\$625,000.00

Comments:

PROPOSAL SCORE

		reviewer1	reviewer2	reviewer3	Average
Average	Goals, Objectives and Projected Outcomes (15)	15	15	15	15
	Project Justification / Business Case (25)	25	25	25	25
	Technical Impact (20)	20	20	20	20
	Preliminary Plan for Implementation (10)	10	10	10	10
	Risk Assessment (10)	10	10	10	10
	Financial Analysis and Budget (20)	20	20	20	20
	Total Score	100	100	100	100

47 - Nebraska Educational Telecommunications Commission

Proposal Name: Radio Transmission project

NITC ID: 47-01



REVIEWER COMMENTS

Goals, Objectives and Projected Outcomes

Review Score = 15/15

Strengths: increase reliability and reduce operating costs

Weaknessess:

Project Justification / Business Case

Review Score = 25/25

Strengths: funds are available

Weaknessess:

Technical Impact

Review Score = 20/20

Strengths: the most recent industry standard technology and hardware. It should take these systems beyond the next decade.

Weaknessess:

Preliminary Plan for Implementation

Review Score = 10/10

Strengths:

Weaknessess:

Risk Assessment

Review Score = 10/10

Strengths: Very little risk

Weaknessess:

Financial Analysis and Budget

Review Score = 20/20

Strengths:

Weaknessess:

Goals, Objectives and Projected Outcomes

Review Score = 15/15

Strengths: Clearly identified goals and objectives.

Weaknessess:

Project Justification / Business Case

Review Score = 25/25

Strengths:

Weaknessess:

Technical Impact

Review Score = 20/20

Strengths:

Weaknessess:

Preliminary Plan for Implementation

Review Score = 10/10

Strengths:

Weaknessess:

Risk Assessment

Review Score = 10/10

Strengths:

Weaknessess:

Financial Analysis and Budget

Review Score = 20/20

Strengths:

Weaknessess:

Goals, Objectives and Projected Outcomes

Review Score = 15/15

Strengths:

Weaknessess:

Project Justification / Business Case

Review Score = 25/25

Strengths:

Weaknessess:

Technical Impact

Review Score = 20/20

Strengths:

Weaknessess:

47 - Nebraska Educational Telecommunications Commission

Proposal Name: Radio Transmission project

NITC ID: 47-01



Preliminary Plan for Implementation

Strengths:

Weaknessess:

Review Score = 10/10

Risk Assessment

Strengths:

Weaknessess:

Review Score = 10/10

Financial Analysis and Budget

Strengths:

Weaknessess:

Review Score = 20/20

TECHNICAL PANEL COMMENTS

NITC COMMENTS

AGENCY RESPONSE (OPTIONAL)

47 - Nebraska Educational Telecommunications Commission

Proposal Name: Facility Routing

NITC ID: 47-03



PROJECT DETAILS

Project Contact: Ling Ling Sun

Agency Priority: 3

Agency: 47 - Nebraska Educational Telecommunications Commission

NITC Tier Alignment:

SUMMARY OF REQUEST

The NET Legacy Routing System was purchased and put in service in 2001. The system is well beyond support and there are no spares available. The current system cannot be upgraded and if it fails it will jeopardize all services for NET including radio, television and internet stream as the central point for all signal distribution. Moving to Media Over Managed Internet Protocol (IP) provides for a high speed IP network to support all media for today and the future replacing traditional legacy routing and distribution systems including the Venus Routing System. An all IP based facility can support all types of media transport including SD, HD, UHD, transport stream, RTMP, HLS, DASH, AES 67 Audio and any other future formats (such as ATSC 3.0 DASH/IF).

IP based architecture provides many benefits and is signal and data agnostic, redundant, resilient, infinitely scalable, reduced cabling and uses generic IT Hardware. NET requests funds to replace the Legacy Routing System to ensure serving Nebraskan with uninterrupted services. The project would begin the summer of 2021 with a proof of concept and would be funded 2022. The project would be completed by summer of 2023. Total costs for this project are estimated at \$500,000 including all hardware, software and professional services.

FINANCIAL SUMMARY

Expenditures

	Fiscal Year 2022	Fiscal Year 2023	Total
Contractual Services:	\$0.00	\$0.00	\$0.00
Telecommunications:	\$0.00	\$0.00	\$0.00
Training:	\$0.00	\$0.00	\$0.00
Project Costs:	\$0.00	\$0.00	\$0.00
Capital Expenditures:	\$0.00	\$0.00	\$0.00
Total Estimated Costs:	\$0.00	\$0.00	\$0.00

Comments: Total Cost is estimated at \$500,000 in FY2023. Also under Capital Construction Projects of this Budget System.

Funding

	Fiscal Year 2022	Fiscal Year 2023	Total
General Fund:	\$0.00	\$0.00	\$0.00
Cash Fund:	\$0.00	\$0.00	\$0.00
Federal Fund:	\$0.00	\$0.00	\$0.00
Revolving Fund:	\$0.00	\$0.00	\$0.00
Other Fund:	\$0.00	\$0.00	\$0.00
Total Requested Funding:	\$0.00	\$0.00	\$0.00

Comments:

PROPOSAL SCORE

		reviewer1	reviewer2	reviewer3	Average
Average	Goals, Objectives and Projected Outcomes (15)	15	15	15	15
	Project Justification / Business Case (25)	25	25	25	25
	Technical Impact (20)	20	20	20	20
	Preliminary Plan for Implementation (10)	10	10	10	10
	Risk Assessment (10)	10	10	10	10
	Financial Analysis and Budget (20)	20	20	20	20
	Total Score	100	100	100	100

47 - Nebraska Educational Telecommunications Commission

Proposal Name: Facility Routing

NITC ID: 47-03



REVIEWER COMMENTS

Goals, Objectives and Projected Outcomes

Review Score = 15/15

Strengths: common off the shelf IT hardware in order to keep up with technology shifts

Weaknessess:

Project Justification / Business Case

Review Score = 25/25

Strengths: Part of NET long term infrastructure refresh plan.

Weaknessess:

Technical Impact

Review Score = 20/20

Strengths: The replacement equipment is considered Industry Replacement Standard for this type of system.

Weaknessess:

Preliminary Plan for Implementation

Review Score = 10/10

Strengths:

Weaknessess:

Risk Assessment

Review Score = 10/10

Strengths: best of breed

Weaknessess:

Financial Analysis and Budget

Review Score = 20/20

Strengths:

Weaknessess:

Goals, Objectives and Projected Outcomes

Review Score = 15/15

Strengths:

Weaknessess:

Project Justification / Business Case

Review Score = 25/25

Strengths:

Weaknessess:

Technical Impact

Review Score = 20/20

Strengths:

Weaknessess:

Preliminary Plan for Implementation

Review Score = 10/10

Strengths:

Weaknessess:

Risk Assessment

Review Score = 10/10

Strengths:

Weaknessess:

Financial Analysis and Budget

Review Score = 20/20

Strengths:

Weaknessess:

Goals, Objectives and Projected Outcomes

Review Score = 15/15

Strengths:

Weaknessess:

Project Justification / Business Case

Review Score = 25/25

Strengths:

Weaknessess:

Technical Impact

Review Score = 20/20

Strengths:

Weaknessess:

47 - Nebraska Educational Telecommunications Commission

Proposal Name: Facility Routing

NITC ID: 47-03



Preliminary Plan for Implementation

Strengths:

Weaknesses:

Review Score = 10/10

Risk Assessment

Strengths:

Weaknesses:

Review Score = 10/10

Financial Analysis and Budget

Strengths:

Weaknesses:

Review Score = 20/20

TECHNICAL PANEL COMMENTS

NITC COMMENTS

AGENCY RESPONSE (OPTIONAL)

54 - State Historical Society

Proposal Name: Improve Digital Access

NITC ID: 54-01



PROJECT DETAILS

Project Contact: Jay Shaeffer

Agency: 54 - State Historical Society

NITC Tier Alignment:

Agency Priority: 1

SUMMARY OF REQUEST

History Nebraska's ongoing statutory responsibilities to collect, preserve, and make accessible historical resources (including digital born government records, GIS data, digitized photographs, manuscripts, artifacts). COVID-19 has dramatically increased demand for the agency's online materials. The agency has the ambitious goal of making additional one million digital objects available annually to meet both customer demand and comply with statutory requirements to preserve and provide access to these materials. The agency's request covers the additional investment in infrastructure, maintenance and support costs needed to accomplish these goals.

FINANCIAL SUMMARY

Expenditures

	Fiscal Year 2022	Fiscal Year 2023	Total
Contractual Services:	\$78,000.00	\$78,000.00	\$156,000.00
Telecommunications:	\$0.00	\$0.00	\$0.00
Training:	\$11,000.00	\$0.00	\$11,000.00
Project Costs:	\$215,000.00	\$5,000.00	\$220,000.00
Capital Expenditures:	\$0.00	\$0.00	\$0.00
Total Estimated Costs:	\$304,000.00	\$83,000.00	\$387,000.00

Comments: Costs for CRM-Salesforce, Preservica and Archives Space include cost of acquisition, cost of data migration, cost of licensing (two year), cost of training staff.

Funding

	Fiscal Year 2022	Fiscal Year 2023	Total
General Fund:	\$304,000.00	\$83,000.00	\$387,000.00
Cash Fund:	\$0.00	\$0.00	\$0.00
Federal Fund:	\$0.00	\$0.00	\$0.00
Revolving Fund:	\$0.00	\$0.00	\$0.00
Other Fund:	\$0.00	\$0.00	\$0.00
Total Requested Funding:	\$304,000.00	\$83,000.00	\$387,000.00

Comments:

PROPOSAL SCORE

		reviewer1	reviewer2	reviewer3	Average
Average	Goals, Objectives and Projected Outcomes (15)	12	11	14	12
	Project Justification / Business Case (25)	20	22	20	21
	Technical Impact (20)	16	15	17	16
	Preliminary Plan for Implementation (10)	8	8	3	6
	Risk Assessment (10)	8	8	5	7
	Financial Analysis and Budget (20)	15	17	1	11
	Total Score	79	81	60	73

REVIEWER COMMENTS

Goals, Objectives and Projected Outcomes

Review Score = 12/15

Strengths: Easy access and maintenance via cloud-based digital services

Weaknesses:

Project Justification / Business Case

Review Score = 20/25

54 - State Historical Society

Proposal Name: Improve Digital Access

NITC ID: 54-01



Strengths: Digital access

Weaknesses: Support and GIS cost not completely vetted

Technical Impact

Review Score = 16/20

Strengths: single source, online. Instead of having to visit multiple databases

Weaknesses: Bandwidth requirements

Preliminary Plan for Implementation

Review Score = 8/10

Strengths:

Weaknesses:

Risk Assessment

Review Score = 8/10

Strengths: compatible with our existing Preservica system

Weaknesses: UNL and the consortium may not support or maintain the system

Financial Analysis and Budget

Review Score = 15/20

Strengths:

Weaknesses: Financial analysis not complete

Goals, Objectives and Projected Outcomes

Review Score = 11/15

Strengths: History Nebraska does a good job identifying maintenance costs and upgrade costs for the SAAS component. It is clear that History Nebraska has identified outcomes and the audience on who this project will benefit. The supporting documentation describes the CRM, that is helping guide the plan.

Weaknesses: The IT-GIS part is very vague on what is to be developed. In the supporting documents mention upgrading desktop software and possible mobile collection needs, but doesn't describe any type of visualization that might be helpful with the project.

Project Justification / Business Case

Review Score = 22/25

Strengths: The need to preserve documents and artifacts is critical, especially since it is covered by statute

Weaknesses: None noticed upon reading

Technical Impact

Review Score = 15/20

Strengths: A cloud based solution to help the public with research is a good thing.

Weaknesses: I am confused with several comments in this section and there is no clear understanding. It involves where Archiv space is managed by a consortium and then later says if the consortium decides to discontinue use that History Nebraska will have to go it alone. How much of a risk or possibility is this?

Preliminary Plan for Implementation

Review Score = 8/10

Strengths: I don't see an issue with these being implemented

Weaknesses:

Risk Assessment

Review Score = 8/10

Strengths: That the discussion about the need for metadata be consistent. I did like that they mention needing to coordinate with the Secretary of State's office for metadata standardization. It is good that a potential work force was identified to help.

Weaknesses: Did History Nebraska consult with the appropriate resources or research to determine if there was a standardized GIS metadata standard? As mentioned above - what is the potential of the consortium and UNL withdrawing support

Financial Analysis and Budget

Review Score = 17/20

Strengths: A type of budget was submitted.

Weaknesses: Not clear on what the difference is between FY 22 and FY 23 and the changes. No breakdown between the 2 different tasks within the project - the User interface portion or the GIS portion

Goals, Objectives and Projected Outcomes

Review Score = 14/15

Strengths: On-mission and clearly timely.

54 - State Historical Society

Proposal Name: Improve Digital Access

NITC ID: 54-01



Weaknesses: Specifics of outcome measurement are thin.

An observation of the project as a whole but not incorporated into this score is that for a publicly available deliverable of this importance, there is little to no mention of enabling or maintaining accessibility for persons with disabilities in the final product, though many of the kinds of information being archived (photographs, maps, models) as well as the necessary interfaces are in most instances non-trivial to make accessible. It is a deep concern that the absence of this in the project description and budget could be reflective of absence in the product.

Project Justification / Business Case

Review Score = 20/25

Strengths: Clearly this project is necessary to meet mandates and provides strong benefit.

Weaknesses: Serious concerns are raised by the prospect of archive destruction if a licensing is not maintained, but I don't see anything in this project attempting to address the redundancy or data portability needs necessary to prevent this from being a permanent issue.

Technical Impact

Review Score = 17/20

Strengths: Use of an established system with consortium availability.

Weaknesses: How long is the current agreement with the consortium/UNL to provide access to the tool?

Have the digital platforms available been tested to meet and support applicable NITC standards and guidelines?

Is the metadata a standardized format applicable to other systems or specific to this specific product?

Preliminary Plan for Implementation

Review Score = 3/10

Strengths: No Comments

Weaknesses: Thin description of project team, no reference to process, acceptance, milestones or support requirements.

Risk Assessment

Review Score = 5/10

Strengths: Listed risks seem to be addressed reasonably

Weaknesses: The previously stated risk of archive destruction is not addressed here.

The access and liability risk of the previously commented accessibility questions might be relevant here if not otherwise addressed

Financial Analysis and Budget

Review Score = 1/20

Strengths:

Weaknesses: Lump sum budget gives no information to evaluate adequacy or reasonableness.

TECHNICAL PANEL COMMENTS

NITC COMMENTS

AGENCY RESPONSE (OPTIONAL)