


November 15, 2020

Report to the Governor & Legislature

Recommendations on Technology
Investments for the 2021-2023 Biennium



Nebraska Information
Technology Commission



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Introduction

This report contains the Nebraska Information Technology Commission’s recommendations on technology investments for the 2021-2023 biennium. It is submitted pursuant to the commission’s statutory responsibility to “make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel ...” NEB. REV. STAT. § 86-516(8).

This report contains the following sections:

- **Section 1** is a prioritized list of projects.
- **Section 2** includes the summary sheets for each of the projects.

A copy of this report and the full text of all of the project proposals are posted at: <https://nitc.nebraska.gov/commission/reports/reports.html>. The project review process is described in detail in NITC § 1-202.

SECTION 1: NITC Recommendations - Project Prioritization

Category	Description
Mandate	Required by law, regulation, or other authority.
Tier 1	Highly Recommended. Mission critical project for the agency or the state.
Tier 2	Recommended. Project with high strategic importance for the agency or the state.
Tier 3	Other. Project with strategic importance for the agency or the state; but, in general, has an overall lower priority than the Tier 1 and Tier 2 projects.
Insufficient Information	Insufficient information to make a recommendation.

Project #	Agency	Project Title	FY2022	FY2023	Total Project Cost*
Mandate					
None					
Tier 1					
09-01	SECRETARY OF STATE	Rules & Regulations Electronic Solution	\$920,000	\$184,500	\$1,844,500
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
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
Tier 2					
09-02	SECRETARY OF STATE	Notary Public Filing System	\$706,000	\$109,500	\$1,255,500
Tier 3					

Project #	Agency	Project Title	FY2022	FY2023	Total Project Cost*
None					
Insufficient Information					
46-01	DEPT OF CORRECTIONAL SERVICES	Electronic Health Records		\$744,736	\$842,161

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

SECTION 2: Project Summary Sheets

Summary Sheet Contents:

- Summary of Request
- Financial Summary
- Proposal Score
- Reviewer Comments
- Technical Panel Comments
- Advisory Council Comments
- NITC Comments
- Agency Response to Reviewer Comments (if any)

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: Tier 1

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. If 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 it 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

Weaknesses:

Project Justification / Business Case Review Score = 25/25

Strengths: eliminate technical debt, errors, manual process

Weaknesses:

Technical Impact Review Score = 20/20

Strengths: Proven technology

Weaknesses: Stakeholder buyin

Preliminary Plan for Implementation Review Score = 10/10

Strengths:

Weaknesses:

Risk Assessment Review Score = 7/10

Strengths:

Weaknesses: Workflow documentation and agreement

Financial Analysis and Budget Review Score = 20/20

Strengths:

Weaknesses:

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 exhausted. 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 provide 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 be 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

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.

Review Score = 10/10

09 - Secretary of State

Proposal Name: Rules & Regulations Electronic Solution

NITC ID: 09-01



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

Does the project: (a) create efficiencies and/or (b) reduce or eliminate risks? Yes

Is the proposed technology appropriate for the project? Yes

Can the technical elements be accomplished within the proposed timeframe and budget? Yes

Tier Recommendation: Tier 1

Comments:

NITC COMMENTS

Tier 1

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: Tier 2

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 needs 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

Does the project: (a) create efficiencies and/or (b) reduce or eliminate risks? Yes

Is the proposed technology appropriate for the project? Yes

Can the technical elements be accomplished within the proposed timeframe and budget? Unknown

Tier Recommendation: Tier 2

Comments:

09 - Secretary of State

Proposal Name: Notary Public Filing System

NITC ID: 09-02



NITC COMMENTS

Tier 2

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.

Weaknesses:

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.

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.

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.

Weaknesses:

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.

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.

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: Tier 1

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 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 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 of 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

Does the project: (a) create efficiencies and/or (b) reduce or eliminate risks? Yes

Is the proposed technology appropriate for the project? Yes

Can the technical elements be accomplished within the proposed timeframe and budget? Yes

Tier Recommendation: Tier 1

Comments:

NITC COMMENTS

Tier 1

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: Tier 1

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 a 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.

Weaknesses:

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

Weaknesses:

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

Weaknesses:

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

Weaknesses:

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 to 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.

Weaknesses:

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.

Weaknesses:

Goals, Objectives and Projected Outcomes

Review Score = 13/15

Strengths: Good description of project and expected goals

Weaknesses: 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.

Weaknesses: 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.

Weaknesses: 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.

Weaknesses: 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

Does the project: (a) create efficiencies and/or (b) reduce or eliminate risks? Yes

Is the proposed technology appropriate for the project? Yes

Can the technical elements be accomplished within the proposed timeframe and budget? Yes

Tier Recommendation: Tier 1

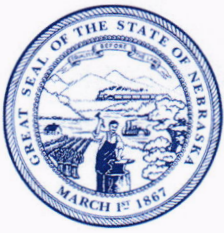
Comments:

NITC COMMENTS

Tier 1

AGENCY RESPONSE (OPTIONAL)

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



Pete Ricketts
Governor

STATE OF NEBRASKA
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:

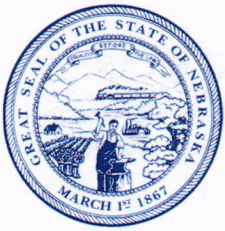
The Nebraska Liquor Control Commission would like to address all “weaknesses” comments of the reviewers.

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.

Janice M. Wiebusch
Commissioner

Bruce Bailey
Chairman

Harry Hoch
Commissioner 30



Pete Ricketts
Governor

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

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: Insufficient Information

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

Strengths: Goals are appropriate.

Weaknesses:

Review Score = 12/15

Project Justification / Business Case

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.

Review Score = 18/25

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

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?

Review Score = 14/20

Preliminary Plan for Implementation

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.

Review Score = 6/10

Risk Assessment

Strengths: Many risks were analyzed.

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

Review Score = 7/10

Financial Analysis and Budget

Strengths:

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

Review Score = 15/20

Goals, Objectives and Projected Outcomes

Strengths: Well written outcomes of the project.

Weaknesses:

Review Score = 12/15

Project Justification / Business Case

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.

Review Score = 17/25

Technical Impact

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.

Review Score = 13/20

Preliminary Plan for Implementation

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.

Review Score = 6/10

Risk Assessment

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.

Review Score = 6/10

Financial Analysis and Budget

Review Score = 13/20

46 - Department of Correctional Services

Proposal Name: Electronic Health Records

NITC ID: 46-01



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

Does the project: (a) create efficiencies and/or (b) reduce or eliminate risks? Unknown

Is the proposed technology appropriate for the project? Unknown

Can the technical elements be accomplished within the proposed timeframe and budget? Unknown

Tier Recommendation: Insufficient Information

Comments: Insufficient information for tier recommendation

NITC COMMENTS

Insufficient information

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: 47 - Nebraska Educational Telecommunications Commission
NITC Tier Alignment: Tier 1

Agency Priority: 1

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. Also under Capital Construction Projects of this Budget System.

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

Strengths: increase reliability and reduce operating costs

Weaknesses:

Review Score = 15/15

Project Justification / Business Case

Strengths: funds are available

Weaknesses:

Review Score = 25/25

Technical Impact

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

Weaknesses:

Review Score = 20/20

Preliminary Plan for Implementation

Strengths:

Weaknesses:

Review Score = 10/10

Risk Assessment

Strengths: Very little risk

Weaknesses:

Review Score = 10/10

Financial Analysis and Budget

Strengths:

Weaknesses:

Review Score = 20/20

Goals, Objectives and Projected Outcomes

Strengths: Clearly identified goals and objectives.

Weaknesses:

Review Score = 15/15

Project Justification / Business Case

Strengths:

Weaknesses:

Review Score = 25/25

Technical Impact

Strengths:

Weaknesses:

Review Score = 20/20

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

Goals, Objectives and Projected Outcomes

Strengths:

Weaknesses:

Review Score = 15/15

Project Justification / Business Case

Strengths:

Weaknesses:

Review Score = 25/25

Technical Impact

Strengths:

Weaknesses:

Review Score = 20/20

47 - Nebraska Educational Telecommunications Commission

Proposal Name: Radio Transmission project

NITC ID: 47-01



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

Does the project: (a) create efficiencies and/or (b) reduce or eliminate risks? Yes

Is the proposed technology appropriate for the project? Yes

Can the technical elements be accomplished within the proposed timeframe and budget? Yes

Tier Recommendation: Tier 1

Comments:

NITC COMMENTS

Tier 1

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: Tier 1

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	\$500,000.00	\$500,000.00
Total Estimated Costs:	\$0.00	\$500,000.00	\$500,000.00

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	\$500,000.00	\$500,000.00
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:	\$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

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

Weaknesses:

Review Score = 15/15

Project Justification / Business Case

Strengths: Part of NET long term infrastructure refresh plan.

Weaknesses:

Review Score = 25/25

Technical Impact

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

Weaknesses:

Review Score = 20/20

Preliminary Plan for Implementation

Strengths:

Weaknesses:

Review Score = 10/10

Risk Assessment

Strengths: best of breed

Weaknesses:

Review Score = 10/10

Financial Analysis and Budget

Strengths:

Weaknesses:

Review Score = 20/20

Goals, Objectives and Projected Outcomes

Strengths:

Weaknesses:

Review Score = 15/15

Project Justification / Business Case

Strengths:

Weaknesses:

Review Score = 25/25

Technical Impact

Strengths:

Weaknesses:

Review Score = 20/20

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

Goals, Objectives and Projected Outcomes

Strengths:

Weaknesses:

Review Score = 15/15

Project Justification / Business Case

Strengths:

Weaknesses:

Review Score = 25/25

Technical Impact

Strengths:

Weaknesses:

Review Score = 20/20

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

Does the project: (a) create efficiencies and/or (b) reduce or eliminate risks? Yes

Is the proposed technology appropriate for the project? Yes

Can the technical elements be accomplished within the proposed timeframe and budget? Yes

Tier Recommendation: Tier 1

Comments:

NITC COMMENTS

Tier 1

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: Tier 1

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

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

Weaknesses:

Review Score = 12/15

Project Justification / Business Case

Strengths: Digital access

Review Score = 20/25

54 - State Historical Society

Proposal Name: Improve Digital Access

NITC ID: 54-01



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 he supporting documents mention upgrading desktop software and possible mobile collection needs, but doesn't describe any type of visualization that might be helpful with this 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 Archived 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 implements

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 with in 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.

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.

54 - State Historical Society

Proposal Name: Improve Digital Access

NITC ID: 54-01



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

Does the project: (a) create efficiencies and/or (b) reduce or eliminate risks? Yes

Is the proposed technology appropriate for the project? Yes

Can the technical elements be accomplished within the proposed timeframe and budget? Yes

Tier Recommendation: Tier 1

Comments:

NITC COMMENTS

Tier 1

AGENCY RESPONSE (OPTIONAL)

See attachment [54-01_agencyresponse.pdf] for agency response

	FY 22	FY23	
History Nebraska			
Computers	5,000.00	5,000.00	coded to 532200 personal computing equipment
Preservica on going	46,000.00	46,000.00	Application for the archiving and preserving our digital collection as well as making the data available to the public (giving them access)
Preservica one time	27,000.00		Account cost of acquisition and cost of data migration
Redpath one time	104,000.00		Account cost of acquisition, cost of data migration
CMR sales force on going	22,000.00	22,000.00	History Nebraska's internal tool to manages the connection to how the people are accessing and communicating with our agency (social media, membership, events, purchases of photos, documents, etc.)
Purchase software for Archive Space	20,000.00		Account cost of acquisition, cost of data migration
Migration/archive space one time cost	20,000.00		A cloud based tool to provide management application for managing and providing web access to archives, manuscripts and digital objects.
Archive Space on going	10,000.00	10,000.00	Cost of on-going licenses
GIS future project	50,000.00		GIS-System for historical and archeological resource surveys. This system will provide consistent, accurate online access to information that currently can only be access in our agencies Archeology office.
	299,000.00	78,000.00	person, using multiple platforms
Received in current budget	(40,000.00)	(40,000.00)	15K & 25K for CRM and Preservica
FINANCIAL SUMMARY			
Expenditures			
Contractual Services:	78,000.00	78,000.00	
Telecommunications:	-		
Training:	11,000.00		60 hours of training both for GIS and Redpath (salesforce) removed from project costs
Project Costs:	215,000.00	5,000.00	
Capital Expenditures:	-		
Total Estimated Costs:	304,000.00	83,000.00	