

MEETING AGENDA

Technical Panel of the Nebraska Information Technology Commission

Tuesday, September 8, 2009
9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

AGENDA

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

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [July 14, 2009](#)
4. Project Reviews
 - Enterprise Project Reviews
 - Nebraska Department of Education - Statewide Online Assessment System - Pat Roschewski, Brent Gaswick, and John Moon
 - Retirement Systems - Fred Turner
 - Health and Human Services - MMIS - James Ohmberger
 - Nebraska State College System and University of Nebraska - Student Information System - Rory Weaver
 - OCIO - Public Safety Communications System - Mike Jeffres
 - Discussion: Enterprise Project Review Process
5. Standards and Guidelines
 - Set for 30-Day Comment Period*
 - [NITC 1-204](#): IT Procurement Review Policy (Revised)
 - [NITC 7-101](#): Acceptable Use Policy (Revised)
6. Regular Informational Items and Work Group Updates (as needed)
 - Accessibility of Information Technology Work Group - Horn
 - Learning Management System Standards Work Group - Langer
 - Security Architecture Work Group - Weakly
7. Other Business
8. Adjourn

* Denotes Action Item

(The Technical Panel will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

NITC and Technical Panel websites: <http://nitc.ne.gov/>

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

**TECHNICAL PANEL
of the
Nebraska Information Technology Commission**

Tuesday, July 14, 2009, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:

Walter Weir, CIO, University of Nebraska, Chair
Steve Henderson, Alt. for Brenda Decker, CIO, State of Nebraska
Christy Horn, University of Nebraska
Kirk Langer, Lincoln Public Schools
Michael Winkle, Nebraska Educational Telecommunications

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:05 a.m. A quorum was present to conduct official business. The meeting notice was posted to the NITC website and [Nebraska Public Meeting Calendar](#) on June 5, 2009. The agenda was posted to the NITC website on July 9, 2009. A copy of the Open Meetings Act was posted on the south wall of the meeting room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MAY 12, 2009 MINUTES

Mr. Winkle moved to approve the May 12, 2009 minutes as presented. Mr. Henderson seconded. Roll call vote: Henderson-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Results: Yes-4, No-0, Abstain-0. Motion carried.

PROJECT REVIEWS - HEALTH AND HUMAN SERVICES – MMIS

There was no report.

Rory Weaver, Project Director for NeSIS, will be available later in the meeting to provide a project report of the new SIS system.

Christy Horn arrived at the meeting.

STANDARDS AND GUIDELINES - SET FOR 30-DAY COMMENT PERIOD: [NITC 5-301: USE OF COMPUTER-BASED FAX SERVICES BY STATE GOVERNMENT AGENCIES](#) (Revised)*

Standard: State agencies needing computer-based fax services, including desktop and application based faxing, will use the "OCIO Internet Fax System" maintained and hosted by the Office of the CIO. This standard does not apply to the use of stand-alone fax machines connected directly to a telephone line. Purpose: The purpose of this standard is to provide state government agencies a technical solution for sending and receiving electronic faxes directly from computers.

Mr. Becker reported that was formerly a guideline. At their last meeting, the State Government Council voted unanimously to make this a standard.

Mr. Winkle moved to approve posting the office for the [NITC 5-301: Use of Computer-Based Fax Services By State Government Agencies](#) standard for the 30-day public comment. Mr. Henderson seconded. Roll call vote: Winkle-Yes, Weir-Yes, Langer-Yes, Horn-Yes, and Henderson-Yes. Results: Yes-5, No-0, Abstain-0. Motion carried.

STANDARDS AND GUIDELINES - REQUEST FOR WAIVER: [NEBRASKA COMMISSION ON PUBLIC ADVOCACY](#) - REQUEST FOR WAIVER FROM NITC 5-201 EMAIL POLICY FOR STATE GOVERNMENT AGENCIES

As indicated in their correspondence, their first justification for the waiver is as follows: "The Nebraska Commission on Public Advocacy is still performing the same duties that it was when the first waiver was approved, and that is, we continue to represent individual clients who are charged with very serious criminal offenses. In other words, we are representing criminal defendants who are being prosecuted by, and in the name of, the State of Nebraska."

The panel was concerned with justification number 5 as stated: "Our server that we presently use for our email is in house, in a secure location. It is backed up every evening 5 days a week, and the back up tapes are kept off premises in a locked and fire proof safe in my personal residence. The server is secured from the outside by a firewall with up to date software and hardware to protect the data and to prevent any breach."

Technical Panel discussed issue of security regarding the location of the offsite backup tapes and the need to set a time limit as was done with the previous waiver request. The Office of the CIO's Security Officer and the Policy Research Office have reviewed the request for waiver and have acknowledged the uniqueness of their agency. Mr. Becker stated that the Technical Panel can put conditions in the waiver if they wish to address security concerns.

Mr. Henderson moved to approve the waiver conditioned upon the agency performing a security review of their email system with the State Information Security Officer and implementation of recommendations made by the SISO. The SISO is to report to the Technical Panel by October 14 on compliance with this condition. Mr. Langer seconded. Roll call vote: Horn-Yes, Henderson-Yes, Winkle-Yes, Weir-Yes, and Langer-Yes. Results: Yes-5, No-0, Abstain-0. Motion carried.

Mr. Becker will contact Mr. Weakly about the waiver conditions.

PROJECT REVIEWS - NEBRASKA STATE COLLEGE SYSTEM AND UNIVERSITY OF NEBRASKA - STUDENT INFORMATION SYSTEM

Rory Weaver, Project Manager

Technical Panel members received an electronic copy of the report prior to the meeting. The Human Resources and Finance modules went live on July 1. So far there have been no difficulties or issues. The next piece of the SAP implementation will be the budget execution. The State Colleges will implement the budget piece in August with the University of Nebraska implementation scheduled for October. The project holds meetings every Tuesday morning to review time lines, updates, etc. A website has been created for the project NeSISNebraska.edu site. The online application, a beta product, is under production. The production hardware is in place now in two locations running dual redundant fiber - University of Nebraska and University of Nebraska Medical Center. There are no critical decision points at this time. A major project issue is the University's Computing Services Network staffing. Tom Conroy, Office of the CIO, serves on steering committee and has been working with the project to determine the earned value per task. This will help the project determine the gaps, reasons why and plans to address the gaps.

Mr. Henderson reported that at the July NITC meeting, the Commission approved the 8 designated enterprise projects:

- DHHS, New Medicaid Management Information System (MMIS)
- University of Nebraska and State College System, Student Information System and SAP
- Secretary of State, Enterprise Content Management System
- DHHS, Access Nebraska
- Administrative Services, Human Resources Talent
- OCIO, Public Safety Wireless Project
- OCIO-University of Nebraska-NET Network Nebraska – LB 1208
- Department of Education, Statewide Online Assessment System

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group – Christy Horn. Ms. Horn stated that she will get the work group together when the new 508 regulations are released. They are scheduled to be out very soon. The work group will review the standards and policies.

Learning Management System Standards Work Group – Kirk Langer. Mr. Langer stated there was no progress to report. Mr. Weir stated that the University of Nebraska signed off with Blackboard and that there are some staff who are concerned about the cost.

Security Architecture Work Group – Brad Weakly. Mr. Weakly was not present to report but Mr. Henderson reported that there have been meetings with the Architecture Work Group to re-organize smaller work groups.

OTHER BUSINESS

August 14 is the first deadline for BTOP grants. Mr. Becker and Mr. Henderson wanted to alert the Technical Panel that they may be involved with reviews of projects applying for the first round of broadband funding from the Recovery Act.

ADJOURNMENT AND NEXT MEETING DATE

The next meeting of the NITC Technical Panel will be held at 9:00 a.m., August 11, 2009 at Varner Hall, 3835 Holdrege Street in Lincoln, Nebraska.

Ms. Horn moved to adjourned. Mr. Langer seconded. All were in favor. Motion carried by unanimous voice vote.

The meeting was adjourned at 10:07 a.m.

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

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

NITC 1-204 (Draft Revised)

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

1. Policy

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

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

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

1.2 Information for Reviews

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

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

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

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

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

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

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

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

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

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

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

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1.2.4 Documentation for Purchase of Servers.

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

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

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

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

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

1.3 Approval Timelines

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

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

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

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

1.4 List of Preapproved Items for Purchase

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

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

2. Purpose and Objectives

2.1 Statutory Requirements

2.1.1 Communications Equipment

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

2.1.2 All Other Information Management Items

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

2.2 Objectives

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

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

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

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

1120.17(2)]

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

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

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

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

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

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

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

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

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

3. Definitions

3.1 Communications

Section 81-1120.02 includes the following definitions:

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

3.2 Information Management Item

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

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

4. Related Documents

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

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

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

NITC 7-101 (DRAFT)

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 7-101 (Draft Revised)

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

1. Purpose and Intent

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

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

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

2. Acceptable Uses

The following are acceptable uses of the State Communications System.

2.1 For the conduct of state business.

2.2 For state government sponsored activities.

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

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

3. Remedial Action

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

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

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

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

4. Responsibility

4.1 Office of the CIO (OCIO)

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

4.2 Agencies and Affiliate Organizations

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

4.3 Users

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

5. Definitions

5.1 State Communications System

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

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

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