

**NEBRASKA STATE RECORDS BOARD
MEETING: January 23, 2008**

The Executive Building, Lower Level
501 South 14th Street
Lincoln, NE
January 23, 2008
9:00 A.M.

AFFIDAVIT OF PUBLICATION

State of Nebraska }
LANCASTER COUNTY, } ss.

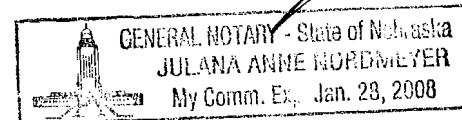
NOTICE OF PUBLIC MEETING
Notice is hereby given of a public meeting of the Nebraska State Records Board on Wednesday, January 23, 2008 at 9:00 AM in The Executive Building at 521 S. 14th Street, Lower Level Conference room, Lincoln, Nebraska. The agenda is available at the Office of the Secretary of State for public inspection during regular business hours.
#4813297 1x Dec. 21

The undersigned, being first duly sworn, deposes and says that she/he is a Clerk of the Lincoln Journal Star, legal newspaper printed, published and having a general circulation in the County of Lancaster and State of Nebraska, and that the attached printed notice was published in said newspaper one successive time(s) the first insertion having been on the 21ST day of December A.D., 2007 ~~and thereafter on~~ _____, 20____ and that said newspaper is the legal newspaper under the statutes of the State of Nebraska. The above facts are within my personal knowledge and are further verified by my personal inspection of each notice in each of said issues.

[Signature]

Subscribed in my presence and sworn to before me this _____ day of DEC 21, 2007

[Signature] _____ Notary Public
Printer's Fee, \$ _____



4813297

NEBRASKA STATE RECORDS BOARD AGENDA

The Executive Building, Lower Level

501 South 14th Street

Lincoln, NE

January 23, 2008 – 9:00 A.M.

1. CALL TO ORDER, ROLL CALL

2. ANNOUNCEMENT OF NEBRASKA OPEN MEETING ACT

The Act and reproducible written materials to be discussed at the open meeting are located in the back of the meeting room.

3. NOTICE OF HEARING

Public notice of the meeting was given by posting notice in the Lincoln Journal Star on December 21, 2007, on the State of Nebraska's online public meeting calendar; and keeping a current copy of the agenda in the Secretary of State's office, listing the date, time and location of the meeting.

4. ADOPTION OF AGENDA

- a. **Action Item:** Approval of Agenda

5. APPROVAL OF MINUTES

- a. **Action Item:** Approval of November 14, 2007 meeting minutes

6. PUBLIC COMMENT

7. CHAIRMAN'S REPORT

- a. Signed Interagency Agreement between the NE State Records Board and Valley County and Addendum one on December 4, 2007, for network management services
- b. Signed Addendum five between the NE State Records Board and the NE Supreme Court on January 7, 2008.
- c. Ne.gov Contract Renewal Notification letter signed on November 16, 2007
- d. **Action Item:** Independent Contractor
- e. **Action Item:** 2009 Network contract RFI/RFP timelines and assignments

8. SUBCOMMITTEE REPORTS

- a. **Action Item:** Finances Review Subcommittee
- b. **Action Item:** Technical Review Committee Recommendations
- c. Board Training Subcommittee

9. GRANT APPLICATIONS

- a. **Action item: (LOCAL GRANT)** City of Bellevue – City of Bellevue Information Access Project
– \$10,000
- b. **Action Item: (STATE AGENCY GRANT)** NE Library Commission – Nebraska Memories on the Road - \$2,300.
- c. **Action item: (STATE AGENCY GRANT)** State Treasurer - NebraskaSpending.com Project – \$50,000

10. GENERAL COUNSEL'S REPORT

- a. **Action item:** Chairman's Authority to sign Agreements and Addenda
- b. State/Local Grant Status Report
- c. Reinvested Revenue Report
- d. **Action item:** NSRB - Cash Fund Balance

11. NEBRASKA.GOV REPORTS

- a. General Manager's Report
- b. **Action Item:** Project Priority Report
- c. **Action Item:** Approve new Project Manager Natalie Bacon
- d. **Action Item:** Business Plan 2008

12. CONTRACTOR'S REPORT

- a. NSRB Report

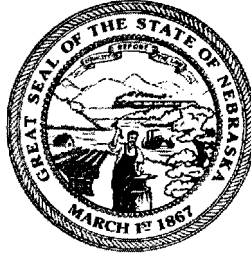
13. DATE FOR NEXT MEETING

Wednesday, April 30, 2008, Room 1507, State Capitol, Lincoln, NE

14. ADJOURNMENT

- a. **Action Item:** Move to adjourn

Prepared 01/17/2008



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of November 14, 2007

The meeting was called to order by Chairman John A. Gale at 9:00 A.M. on November 14, 2007, in Room 1507 of the State Capitol, Lincoln, Nebraska.

A Roll Call was taken. The following Board members were present:

John A. Gale, Secretary of State, State Records Administrator and Chairman;
Jerry Catlett, representing the Banking Industry;
John Curry, representing the Insurance Industry;
Brenda Decker, representing the Director of Administrative Services;
Leslie Donley, representing the Attorney General;
Mike Foley, State Auditor;
Tom Freimuth, representing the Legal Profession;
Lauren Hill, representing the Governor;
Timothy Loewenstein, Representing the General Public;
Shane Osborn, State Treasurer;
Laureen Riedesel, representing Libraries

Excused:

Mike Edgecombe, representing the Media

Chairman Gale announced that in accordance with the Nebraska Open Meetings Act, reproducible written materials to be discussed at the open meeting are located in the back of the meeting room. Also, a copy of the Nebraska Open Meetings Act is located in the back of the meeting room.

Chairman Gale announced public notice of the meeting was given by posting notice in the Lincoln Journal Star newspaper on October 12, 2007, the state's website calendar and a copy of the Notice and Affidavit of Publication by the printer is to be included in the Board records. A current copy of the agenda has been kept in the Secretary of State's office listing the date, time and location of the meeting.

Ms. Decker moved to adopt the agenda; motion seconded by Mr. Foley.

Voting For:	Catlett	Curry	Decker	Donley	Foley
	Freimuth	Gale	Hill	Loewenstein	Osborn
	Riedesel				

Voting Against: None

Absent: Edgecombe

The motion carried.

Chairman Gale indicated a correction be made in the August 1, 2007 meeting minutes. After review of the meeting recording and the Goals Subcommittee Report distributed to the Board, on page 2, regarding the discussion of the 'Contract Renewal Subcommittee', the word 'Renewal' should be changed to 'Review'. Mr. Loewenstein moved to approve the August 1, 2007 meeting minutes as amended; motion seconded by Ms. Riedesel.

Voting For:	Catlett	Curry	Decker	Donley	Foley
	Freimuth	Gale	Hill	Loewenstein	Osborn
	Riedesel				

Voting Against: None

Absent: Edgecombe

The motion carried.

Ms. Donley requested another change be made to the August 1, 2007 meeting minutes. The minutes showed Ms. Donley as both voting and absent on page 5 and page 6. She requested the minutes be changed to reflect her action as 'absent' on the votes for approval of the Cash Fund Balance Report, the hiring and placement of Brent Allen Hoffman as Nebraska.gov's General Manager and the approval of the Nebraska.gov Project Priority Report. Ms. Hill moved to approve the August 1, 2007 meeting minutes as amended; motion seconded by Ms. Donley.

Voting For:	Catlett	Curry	Decker	Donley	Foley
	Freimuth	Gale	Hill	Loewenstein	Osborn
	Riedesel				

Voting Against: None

Absent: Edgecombe

The motion carried.

Chairman Gale moved to agenda item 6, Public Comment. He asked the members of the audience if anyone wished to come forward to provide public comment on any of the agenda items. No audience member indicated a desire to come forward.

Chairman Gale reported the Interagency Agreement between the NE State Records Board and Saunders County for network management services has been signed. Mr. Brent Hoffman, General Manager of Nebraska.gov, explained the agreement.

Chairman Gale reported Addendum One to the Saunders County Agreement, Addendum One to the Athletic Commission Agreement, and Addendum One to the Motor Vehicle Industry Licensing Board have been signed. Mr. Brent Hoffman, General Manager of Nebraska.gov, explained the addendums.

Chairman Gale reported Board members John Curry and Mike Edgecombe have been reappointed to the State Records Board by Governor Heineman. Their terms will expire July 16, 2010.

Chairman Gale reported on the Goals Subcommittees. He thanked Mr. Freimuth for his work as Chair of the Performance Review Subcommittee and Treasurer Osborn for his work as the Chair of the Contract Review Subcommittee. After this meeting he requested work begin on the Finances Review Subcommittee chaired by Mr. Catlett and the Board Training Subcommittee chaired by Ms. Riedesel,

encouraging them to contact him and his staff for support. He requested the Board members pay particular attention to the Open Meetings Act when convening and reporting in their groups.

Ron Moravec, General Counsel, reminded the Board of the \$25,000 cap placed on each State or Local grant, and the \$200,000 cap per year placed on State and Local Agency grants overall. He explained a motion by the Board would be necessary to change the caps. A discussion was had about the history of grants awarded, the importance of technology-based grants, how the Board has previously turned down salary requests and requests for document scanning.

Cathy Danahy, Executive Director, introduced the Local grant application from the Hall County Register of Deeds for a Numerical Index Book Scanning Project in the amount of \$2,352.00. Mr. Curry indicated supplementing ongoing operations via salaries has historically been denied by this Board when considering approval of these grants. No testimony was given by the Register of Deed's office. After further discussion, Mr. Freimuth moved to deny the grant; seconded by Ms. Riedesel.

Voting For:	Catlett	Curry	Decker	Donley	Foley
	Freimuth	Gale	Hill	Loewenstein	Osborn
	Riedesel				
Voting Against:	None				
Absent:	Edgecombe				

The motion carried.

Mr. Curry requested clarification on what criteria should be used to judge grant applications. The matter was discussed. Chairman Gale requested Ron Moravec and Cathy Danahy prepare a one page document outlining the criteria for judging applications and report back at the next Board meeting.

Ms. Danahy introduced the Local Agency Grant Application from the Douglas/Sarpy County Map Scanning Cooperative for the Historic Aerial and Map Preservation Project in the amount of \$25,000. Mr. Michael Schonlau, Douglas County GIS Coordinator, explained the project and answered questions. Mr. Curry suggested they break down what the money requested is for and return with a new application. Mr. Curry motioned to deny the grant; seconded by Mr. Lowenstein.

Voting For:	Catlett	Curry	Decker	Foley	Freimuth
	Gale	Hill	Loewenstein	Osborn	Riedesel
Voting Against:	Donley				
Absent:	Edgecombe				

The motion carried.

Chairman Gale called a recess at 10:30 A.M.

Chairman Gale reconvened the meeting at 10:40 A.M.

Ms. Danahy introduced the Local Agency Grant Application from the Adams County Register of Deeds for Digitizing of Adams County Records for \$25,000.00. Ms. Jan Johnson, Register of Deeds and Mr. Ron Kucera, IT Coordinator, explained the request. Ms. Donley moved to approve the grant; seconded by Mr. Curry. Discussion of the application took place. Mr. Catlett moved to amend the motion, to approve \$7,500.00 for the deed sifter upgrade through Terra Scan only and deny the additional \$17,500 request for converting microfilm to digital images; seconded by Mr. Freimuth.

Voting For: Catlett Curry Decker Foley Freimuth
 Gale Hill Loewenstein Osborn Riedesel

Voting Against: Donley

Absent: Edgecombe

The motion carried.

A vote was taken to approve the grant (\$7,500 for the deed sifter software) as amended.

Voting For: Catlett Curry Decker Foley Freimuth
 Gale Hill Loewenstein Osborn Riedesel

Voting Against: Donley

Absent: Edgecombe

The motion carried.

Ms. Danahy introduced the State Agency Grant Application from the State Treasurer for NebraskaSpending.com in the amount of \$50,000.00. Treasurer Shane Osborn explained the request and answered questions. Ms. Meagan Lyons, one of the project developers from Aijalon, testified. Mr. Freimuth motioned to deny the grant; seconded by Ms. Decker. Discussion resumed. Mr. Freimuth withdrew his original motion to deny the grant; agreed by the second, Ms. Decker. Mr. Foley said he was skeptical of the cost projection of \$50,000, in light of what we now know about other states and stated the Board needed to think about this some more and a lot more research needs to be done. He indicated that with more time, the Board would be able to make a better decision in January. Ms. Hill said she wanted to verify that the Department of Administrative Services can get the information needed for this program to the State Treasurer and at no cost. Chairman Gale said Mr. Catlett's Finances Review Subcommittee will be discussing whether or not to expand the lid (\$25,000) per grant and maybe by the January, 2008 meeting the lid restriction of \$25,000 can be discussed. After further discussion, Mr. Foley moved to table the consideration of the grant application until the January, 2008 Board meeting; seconded by Mr. Curry. He indicated that with more time, the Board would be able to make a better decision in January.

Voting For: Catlett Curry Decker Foley Freimuth
 Gale Hill Loewenstein Riedesel

Voting Against: Donley

Abstain: Osborn

Absent: Edgecombe

The motion carried

Ms. Danahy introduced the State Agency Grant Application from the Liquor Control Commission for the Online Excise Tax Reporting & Payment System in the amount of \$25,000.00. Mr. Hobie Rupe, Agency Director, explained the request and answered questions. Mr. Catlett motioned to approve the grant; seconded by Mr. Osborn.

Voting For: Catlett Curry Decker Donley Foley
 Freimuth Gale Hill Loewenstein Osborn
 Riedesel

Voting Against: None
 Absent: Edgecombe

The motion carried.

Mr. Moravec presented a report on the Nebraska.gov business relationship to the NE State Records Board; Agent/Employee – Independent Contractor and explained each item in the report. In his opinion, the existing contract the NSRB has with Nebraska Interactive, Inc. (NII) is one of Independent Contractor.

Chairman Gale explained that the change in the funding formula by the Board for the Department of Motor Vehicles (DMV) proposed addenda 7 and 8 concerned DMV. The convenience fee issue is what moved his office to prepare the report. VISA has said NII is a state agency. There has been no resolution to date. Treasurer Osborn said an Attorney General’s Opinion from 1998 states the State Treasurer is the only office who has authority to deposit money in a bank. He stated this funding method does not follow VISA’s guidelines.

Chairman Gale moved to items 10. b. and 10. c. Mr. Moravec presented the Department of Motor Vehicles Addenda 7 and 8. Ms. Beverly Neth, Director, Department of Motor Vehicles, explained the Addenda 7 and 8 regarding the message plate and drivers license reinstatement programs and the fee transaction function using dollar cost averaging. She indicated the addenda will not be signed as written. She said she believes she has statutory authority to move forward without the Board’s approval.

Mr. Foley asked what other states are doing. Mr. Curry indicated he would like to see another opinion. Chairman Gale again asked if Nebraska.gov was an Independent Contractor, and if so, exempt from the VISA contract. Treasurer Osborn said the VISA rules say a convenience fee may not be charged by a merchant and only be charged by the merchant that provides the goods and services to the cardholder. Convenience fees may not be charged by a third party.

Mr. Freimuth left the meeting at 1:15 P.M.

Brent Hoffman, General Manager, Nebraska.gov, testified. He said NII is an independent contractor of the State Records Board. Mr. Hoffman said the current funding methodology is used constantly in other NII states. Treasurer Osborn disagreed. He said charging tiered percentage fees are not allowed and prohibited under both contracts. Chairman Gale asked for a show of hands to place this on the January, 2008 agenda. A majority show of hands was confirmed.

Chairman Gale called a recess at 1:35 P.M.

Chairman Gale reconvened the meeting at 2:35 P.M. Mr. Freimuth returned to the meeting.

Mr. Moravec resumed the discussion of the Department of Motor Vehicles, Nebraska Interactive, LLC, and the NE State Records Board Agreement for the bulk sale of batched DMV records. He indicated a change was made on page 8 of the agreement by Beverly Neth and Brent Hoffman: item X: Termination, number 1. Item 1. originally read “NSRB’s failure to require an indemnity agreement with NI” was changed to “NSRB’s failure to require an indemnification and /or hold harmless provision with NI”. Ms. Neth answered questions. Mr. Loewenstein moved to approve the agreement; seconded by Ms. Hill.

Voting For: Catlett Curry Decker Donley Foley
 Freimuth Gale Hill Loewenstein Osborn
 Riedesel

Voting Against: None

Absent: Edgecombe

The motion carried.

Mr. Moravec presented the Grant Status Report and the Reinvested Revenue Report. He presented the Cash Fund Balance report. Mr. Catlett moved to approve the Cash Fund Balance Report; seconded by Mr. Freimuth.

Voting For:	Catlett	Curry	Decker	Donley	Foley
	Freimuth	Gale	Hill	Loewenstein	Osborn
	Riedesel				

Voting Against: None

Absent: Edgecombe

The motion carried.

Brent Hoffman, General Manager, Nebraska.gov, presented an executive summary of the General Manager's Report. He also presented the Project Priority Report for approval. Ms. Donley moved to approve the Project Priority Report; seconded by Ms. Riedesel.

Voting For:	Catlett	Curry	Decker	Donley	Foley
	Freimuth	Gale	Hill	Loewenstein	Osborn
	Riedesel				

Voting Against: None

Absent: Edgecombe

The motion carried

Mr. Hoffman presented the Business Plan for 2008. He also presented a list of on-line services by Nebraska.gov and a Project Partnership folder which will be presented to all customers.

Mr. Bidrowski gave the Independent Contractor's Report.

Chairman Gale opened discussion on the decision to extend or give notice to cancel the network contract with Nebraska.gov. The discussion included the Nebraska.gov customer satisfaction survey prepared by Mr. Freimuth, Chair of the Contract Performance Subcommittee and a contract review report prepared by Mr. Osborn, Chair of the Contract Review Subcommittee. Mr. Moravec explained the following timeline for the contract renewal: The current contract is set to expire on January 31, 2009. If the Board were to approve an extension of the current contract, it would commence on February 1, 2009 and terminate on January 31, 2010. The Board discussed the pros and cons of extending the contract for one year or giving notice to terminate in one year. Mr. Curry moved to extend the contract by one year; seconded by Ms. Donley. After further discussion, a vote was taken.

Voting For:	Catlett	Curry	Decker	Donley	Freimuth
	Gale	Hill	Loewenstein	Riedesel	

Voting Against: Foley Osborn

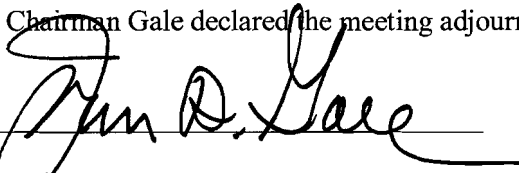
Absent: Edgecombe

The motion carried

The date of the next State Records Board meeting will be Wednesday, January 23, 2007 at 9:00 A.M. at the Executive Building, Lower Level, located at 501 South 14th Street, Lincoln, NE.

Mr. Curry moved to adjourn the meeting.

Chairman Gale declared the meeting adjourned at 4:35 PM.



John A. Gale
Chairman
State Records Board

INTERAGENCY AGREEMENT
between
VALLEY COUNTY
and the
NEBRASKA STATE RECORDS BOARD

This Interagency Agreement is made by and between Valley County (hereinafter "Valley County"), and the Nebraska State Records Board (hereinafter "Nebraska State Records Board: or "NSRB"), to provide access to Valley County's electronic data files on Nebraska.gov, an electronic data service operated by the Nebraska State Records Board for the State of Nebraska through a contractual arrangement with a private network manager.

WHEREAS, Valley County maintains certain electronic data in computer databases, which data is available to the general public under certain circumstances; and

WHEREAS, Valley County currently has data residing on the state mainframe computer and/or on its internal Local Area Network which is public and of interest to the public; and

WHEREAS, NSRB desires to have access to Valley County's data records at both locations, if data records are available at both locations, for the purpose of providing such access to Nebraska citizens and businesses who subscribe to Nebraska.gov; and

WHEREAS, it is also contemplated by the parties that provision of electronic access through Nebraska.gov will provide a material benefit to Valley County, to Nebraska citizens and businesses, will improve access to information and will decrease the need for Valley County personnel to be involved in giving out this information by telephone or in person;

NOW THEREFORE, in consideration of the mutual conditions, covenants and promises contained in this Agreement, the parties agree as follows:

SECTION 1: Statement of Purpose

The purpose of this Agreement is to define circumstances, responsibilities, and compensation relating to providing Nebraska.gov with on-line computer access to certain data records at Valley County's discretion, maintained in electronic form by Valley County.

SECTION 2: Terms of agreement

This Agreement shall be in full force and effect for a period of one year after the date it is fully signed. Thereafter, this Agreement shall continue for successive monthly periods upon the same terms, provisions and conditions as provided herein excepting that at either party's option, this Agreement may be terminated at any time after the original term of this Agreement, upon thirty (30) days advance written notice to the other party.

SECTION 3: Definition of Terms

1. Data records – facts maintained in electronic form for communication or processing.
2. Nebraska.gov subscribers – individuals or organizations who use Nebraska.gov for computer-assisted research.
3. Client department – a Valley County section or unit serviced by Valley County's internal computer section, and whose data files are available to external agencies.
4. Public Record Data – data records which are considered public records under state or federal law.

SECTION 4: Valley County Responsibilities

1. Client departments will:
 - a. When requested, help in interpreting the meaning of data, provide input on display screen designs when consulted, and cooperate with Nebraska.gov in placing data records onto Nebraska.gov as permitted by Valley County, but only if desired by Nebraska.gov subscribers.
 - b. In the absence of a central Valley County data or computer department or service, perform those duties and responsibilities outlined in subparagraph 2 of SECTION 4.

2. The central Valley County data or computer department or service will:
 - a. When requested, help in interpreting the meaning of data, provide advice on display screen designs when consulted, and cooperate with Nebraska.gov in placing data records onto Nebraska.gov as permitted by Valley County.
 - b. Provide computer access to Valley County data records as permitted by Valley County, subject to interruption of service pursuant to SECTION 10.
 - c. Provide acceptable response time within limitations of budget constraints.
 - d. Provide reasonable levels of problem determination support to help isolate problems when requested, and if the problem resides on Valley County's end of the system, provide reasonable fixes or repairs.
 - e. Have final control and responsibility for security authorization of Nebraska.gov (in cooperation with any Client departments) in granting access to its data.

3. Valley County will:
 - a. Oversee the timely and effective performance of this Agreement from Valley County's perspective, and assist Nebraska.gov in resolving constructively any problems hereunder and any new issues that arise in connection therewith.
 - b. Provide reasonable levels of support to any central Valley County data or computer department or service; and to any Client department, in placing Valley County data records on-line with Nebraska.gov, to the extent permitted by Valley County, but only if desired by subscribers to Nebraska.gov.

SECTION 5: NSRB Responsibilities

1. NSRB agrees:
 - a. To recognize that authorized on-line access provides no right to possession or ownership of data records at any time.
 - b. To take all reasonable precautions to protect against unauthorized access to Valley County's data records.
 - c. To provide reasonable programming, software, hardware, and supplies necessary to establish electronic access to Valley County data records
 - d. To abide by Valley County's regulations which may now be in force or effect or which may in the future become effective.
 - e. To recognize there is no express or implied ownership of Valley County's equipment by the payment of any fee or charge to Valley County.
 - f. To provide reasonable reporting that accurately reflects usage associated with access to Valley County data records by Nebraska.gov subscribers.
 - g. To keep such records as are required to document usage associated with providing access to Valley County's electronic database and to provide Valley

County access to these records at reasonable times for auditing purposed if so requested by Valley County.

- h. To cooperate with Valley County and Client departments in placing data records onto Nebraska.gov as permitted by Valley County but only if desired by Nebraska.gov subscribers, including securing proper access from the appropriate authority for, and providing necessary security to, each type of data records desired.

SECTION 6: Billing, Payment and Rates for Services

NSRB shall cause the network manager to remit fees for Valley County data records accessed through Nebraska.gov as set forth in an addendum to this Agreement. Reimbursement to Valley County for specific items of information in the Valley County database shall be equal to statutory fees for such information where applicable. Payment shall be made to Valley County by the last working day of the month following the month in which access was electronically requested by Nebraska.gov subscribers. A summary page detailing fee generating transactions per month and the amount of payment by Nebraska.gov to Valley County will accompany payment.

Rates for services shall be set by Valley County, NSRB, and the Nebraska.gov Network Manager and may be adjusted from time to time to cover the entire cost of providing service to Nebraska.gov. Rates set shall continue in effect until modified by mutual Agreement of Valley County, NSRB and the Nebraska.gov Network Manager.

SECTION 7: Illegal Provisions

If any provision of this Agreement shall be declared to be illegal, void or unenforceable by a court of competent jurisdiction, the other provisions shall not be affected but shall remain in full force and effect.

SECTION 8: Termination

At Valley County's option, this Agreement may be terminated immediately upon the occurrence of any of the following:

1. NSRB's failure to indemnify Valley County pursuant to SECTION 9 of this Agreement.
2. NSRB's non-payment in violation of SECTION 6 of this Agreement.
3. NSRB's allowance of unauthorized access prohibited by this Agreement.
4. NSRB's material breach of any term, provision or condition of this Agreement.
5. Valley County's determination that resources devoted to providing access to Nebraska.gov are required by Valley County for its internal operation.

At either party's option, this Agreement may be terminated at any time after the original term of this Agreement upon thirty (30) days written notice to the other party.

SECTION 9: Indemnification and Hold Harmless Provisions

NSRB hereby relieves, releases, indemnifies and holds harmless Valley County, its officers, agents, employees, and departments, from liability for any and all damages resulting from incorrect or misinterpretation of data which occurs in transmission or as a result of any interface or coding performed by Nebraska.gov (but not from any liability which would otherwise accrue against Valley County by reason of inaccuracies or misinterpretations residing on Valley County's own data records) and for any other liability asserted against Valley County arising from Nebraska.gov's operations.

SECTION 10: Interruption of Service

Valley County shall use its best efforts to provide adequate and uninterrupted service under the terms of this Agreement. However, Valley County shall not be liable for interruption of service when the same shall be due to circumstances beyond the control of Valley County, its agents, servants, or employees, including but not limited to unanticipated equipment malfunction or periodic maintenance or update of the computer system or systems upon which such data records reside.

SECTION 11: Assignment

This Agreement may not be assigned by NSRB without the prior written consent of Valley County and any such assignment of this Agreement without such permission shall be null and void.

SECTION 12: Notices

All notices shall be in writing and shall be directed to the parties to this Agreement as shown below:

To NSRB: Mr. Brent Hoffman
Nebraska.gov
301 S. 13th Street, Suite 301
Lincoln, NE 68508

To Valley County Robert D. Sevenker
c/o County Clerk
Chairman of the Board of Supervisors for Valley County
125 S 15th Street
Ord, Nebraska 68862

SECTION 13: Data Records To Be Accessed

The data records to be accessed shall be set forth by separate addendum to this Agreement.

SECTION 14: Construction

This Agreement shall be construed in accordance with the laws of the State of Nebraska.

SECTION 15: Paragraph Headings

The paragraph headings are inserted in this Agreement for convenience only and shall not be used in interpreting this Agreement.

SECTION 16: Total Agreement

This Agreement constitutes the complete and exclusive statement of the Agreement between the parties hereto. No amendment, waiver or alteration of this Agreement shall be effective unless signed by an authorized officer of each of the parties to this Agreement. Neither Valley County nor NSRB shall be bound by any oral Agreement or representation.

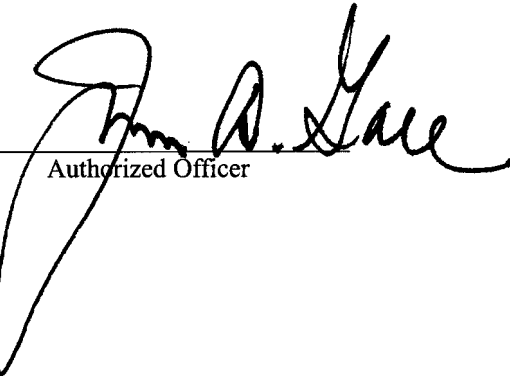
IN WITNESS TO THEIR Agreement TO ALL THE ABOVE AND FOREGOING, the parties hereto have executed this Agreement the day and year below written.

Valley County

by 
Authorized Officer

Date 10/30/07

NSRB
Nebraska State Records Board

by 
Authorized Officer

Date 12/4/07

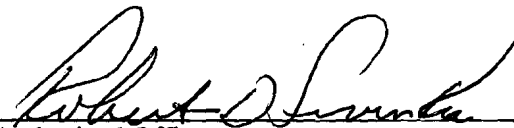
**Addendum One
to the
Interagency Agreement Between
Valley County
and
Nebraska State Records Board**

This Addendum One to the Interagency Agreement between Valley County and the Nebraska State Records Board sets forth certain services to be provided by Nebraska.gov (operated under the auspices and authority of the Nebraska State Records Board), prices to be charged for such Nebraska.gov services, and terms of payment for such Nebraska.gov services.

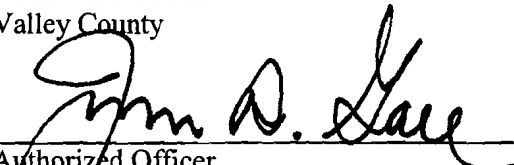
Project: Content maintenance/updating the Valley County Web Site as requested by the agency.

Price: \$50.00 per hour, with one-hour minimum charge per month. If no work is requested during a month, there is no minimum charge.

Terms: Nebraska.gov will submit a monthly invoice when there is a balance due from Valley County for work completed under this agreement. Terms of payment are net 45 days.

By: 
Authorized Officer
Valley County

Date: 10/30/07

By: 
Authorized Officer
Nebraska State Records Board

Date: 12/4/07

**Addendum Five
to the
Interagency Agreement Between
Nebraska Supreme Court
and
Nebraska State Records Board**

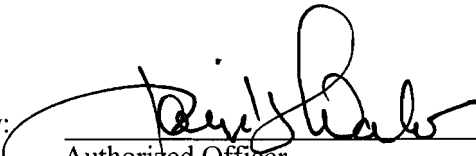
This Addendum Five to the Interagency Agreement between the Nebraska Supreme Court (NSC) and the Nebraska State Records Board sets forth certain services to be provided by Nebraska.gov (operated under the auspices and authority of the Nebraska State Records Board), prices to be charged for such Nebraska.gov services, and terms of payment for such Nebraska.gov services.

Project: Court case eFiling

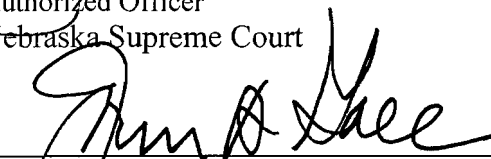
Price: The development and maintenance of this application will be funded through a transactional revenue model. Pricing is as follows:

Filing Type	End User Fee	Fee Paid to Court of filing	Nebraska.gov Portal Fee – paid by AOC
Original Court Case Filings	Variable based on statutory amounts	Entire statutory amount paid by user	\$1.00
Subsequent Court Case Filings with Statutory Fee	Variable based on statutory amounts	Entire statutory amount paid by user	\$1.00
Subsequent Court Case Filings without Statutory Fee	\$0.00	\$0.00	\$0.00

Terms: Nebraska.gov will process the total of all transactions via ACH. These funds will be deposited in accounts belonging to individual Nebraska county and district courts, on behalf of the Nebraska Administrative Office of the Courts. Nebraska.gov will submit an invoice to the Administrative Office of the Courts for the total amount of the Nebraska.gov Portal fees accrued at the close of each month. Terms of payment are net 45 days.

By: 
 Authorized Officer
 Nebraska Supreme Court

Date: 1-3-08

By: 
 Authorized Officer
 Nebraska State Records Board

Date: 1-7-08

NEBRASKA STATE RECORDS BOARD

November 16, 2007

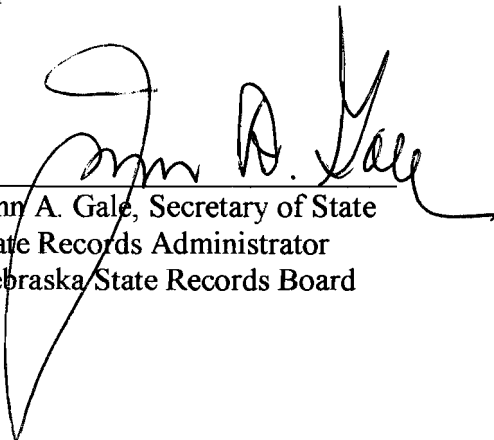
Mr. Brent A. Hoffman
President, Nebraska Interactive, Inc.
301 South 13th Street, Suite 301
Lincoln, Nebraska 68508

RE: CONTRACT RENEWAL NOTIFICATION
Nebraska State Records Board (Board)
Service Contract Number NIS-5934 (04)
February 1, 2004 through January 31, 2007
Nebraska Interactive, Inc., Vendor

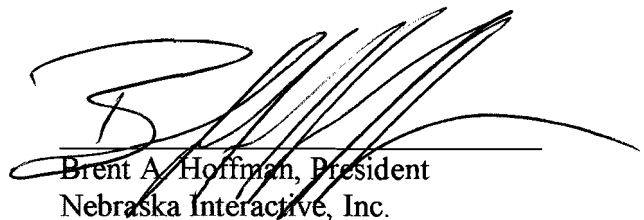
Dear Mr. Hoffman:

Upon Motion duly made, seconded and passed by the Board at its regular quarterly meeting on November 14, 2007, and pursuant to paragraph 29 of the above described service contract, this is official notification from the Board to Nebraska Interactive, Inc., that the Board is renewing the contract described above for one additional term of 1 year. The current contract renewal, granted on January 26, 2006, expires on January 31, 2009. The contract renewal granted on November 14, 2007 shall commence on February 1, 2009 and terminate on January 31, 2010.

On January 31, 2010 the master service contract described above and all extensions shall expire.



John A. Gale, Secretary of State
State Records Administrator
Nebraska State Records Board



Brent A. Hoffman, President
Nebraska Interactive, Inc.

RFI/RFP Process – NSRB Network Manager Process 2008 – 2010 – Timeline

A. Request for Information (RFI) Timeline 2008

Chair and NSRB staff shall:

1. Perform the following functions: (January/February 2008)
 - a. Start in mid-January 2008 analyzing the previous RFP process.
 - b. Analyze the current state of technology utilized by NE.GOV.
 - c. Analyze the current state of Federal and State Laws that apply. (REALID?)
 - d. Analyze the payment structure currently utilized; discuss if that is still an option or are other methods needed.
2. Compose a Request for Information (RFI) (March 2008 – April 2008)
 - a. Review by NSRB on April 30, 2008.
 - b. Refine RFI as needed.
3. Release RFI to the public (May 2008)
4. Receive and analyze the RFI responses (June, July & August 2008)
5. Present findings to the NSRB. (August 2008)
6. NSRB creates RFP Design Committee

B. Request for Proposal (RFP) Timeline 2008

Chair and NSRB staff and RFP Design Committee shall:

1. Review previous RFP in conjunction with 2008 RFI responses. (September 2008)
2. Start composition of RFP (October – November 2008)
3. Review with NSRB (October – November 2008)
4. Make changes to RFP (November 2008)
5. Review and vote by full NSRB (December 2008)
6. Release RFP to Public Bidding Process (January 2009)

C. Request for Proposal (RFP) Timeline 2009 – 2010

Chair and NSRB staff shall perform the following:

1. Vendors submit Written Questions (1 month after RFP Release date – February 2009)
2. Mandatory Pre-Proposal Conference (1 week – March 2009)
3. Last Day for vendors to Submit Written Questions after Pre-Proposal Conference (1 week – March 2009)
4. State Responds to Pre-Proposal Questions (2 weeks – March 2009) - Posting of new Addenda and/or Amendments; allow for questions
5. Last Day to Submit Written Questions – Addenda/Amendments (1 week – April 2009)
6. State Responds to Addenda/Amendment Questions (2 weeks – April 2009)
7. Last Day to Submit Letter of Intent to Bid (May 1, 2009).

Network Manager Evaluation Committee shall perform the following functions:

1. Proposal Opening (May 22, 2009)
2. Review by DAS Materiel for Mandatory Requirement Compliance (May 25, 2009)
3. Initial Evaluation Period (May 26 - June 22, 2009)
4. Selection of three highest scoring vendors for further presentations
5. Oral Interviews/Presentations and/or Demonstrations (July 6th – July 17, 2009)
6. Make recommendation to NSRB

D. NSRB shall perform the following functions:

1. Post Letter of Intent to Award Contract (July 31, 2009)
2. Prepare responses to any bid protest; timeframe 10 days Post Letter of Intent (August 2009)
3. Contract Award – September 1, 2009
4. Contractor Start Date – February 1, 2010

Nebraska State Records Board

Finances Subcommittee

Subcommittee Recommendations

January 17, 2008

On December 18, 2007 at 9:00 a.m. the Finances Subcommittee of the Nebraska State Records Board (Board) met in room 343 of the State Capitol Building. Notice of the meeting had been posted on the Nebraska public meeting calendar located on the Nebraska.Gov website.

All Subcommittee members were in attendance: Jerry Catlett, Chair; Laureen Riedesel, John Curry and Lauren Hill. Staff members in attendance were, Board Executive Director Cathy Danahy and Ron Moravec, general counsel.

The meeting agenda was reviewed and a discussion was had concerning the State Records Board grant process for state agencies and local governmental subdivisions.

The following recommendations by consensus are presented to the Board for consideration.

1. Costing and Pricing Breakdown.

The application should provide a price for the project. This price should be justified through a costing breakdown and budget using named line items matched against projected costings. Please include bids from and Vendors you are considering.

2. The September 30, 1999 Board motion, “to include a maximum total amount of \$200,000.00 per year to be expended on grants” be changed to a per fiscal year amount of \$250,000.00. The suggested change should state that the maximum per fiscal year amount includes both state agency and local governmental subdivision grant applications.

The Board motion to set the maximum local governmental subdivision grant at its current level of \$25,000.00 for collaborative projects, and \$ 10,000.00 for single jurisdiction/agency projects. (This practice is currently followed but without Board motion).

The maximum state agency grant remain at \$25,000.00 as set by the Board at its September, 1999 meeting.

(Possible motions: I move that the Board increase the maximum total amount that may be awarded as grants to state agencies and/or local governmental subdivisions during each Board fiscal year to \$250,000.00.

I move that the Board establish the maximum local governmental subdivision grant award to be \$25,000.00 for collaborative projects, and \$10,000.00 for a single jurisdiction/agency project.).

3. A state agency or local governmental subdivision grant application should, in addition to the information currently required, contain an explanation of the purpose of and set forth the requirements for a Board grant. (**See attached *State Records Board grants memorandum of 9/16/99, and Local Government Grant Proposal – Grant Criteria***).

(Possible motion: I move that the Board authorize the Chair and Board staff to develop a memorandum of explanation to be included in all grant applications that, in addition to the information currently required in an application, sets forth the purpose of a Board grant and the basic requirements/criteria by which the grant will be reviewed.).

4. The Board adopt a policy that gives Board staff the authority to return a grant application that is incomplete, saving time for the applicant and the Board.

(Possible motion: I move that the Board authorize staff of the Board to reject and return to a grant applicant an application that is incomplete, setting forth the area(s) in the application that is/are incomplete and allowing the applicant the opportunity to correct the incomplete application and resubmit for Board review.).

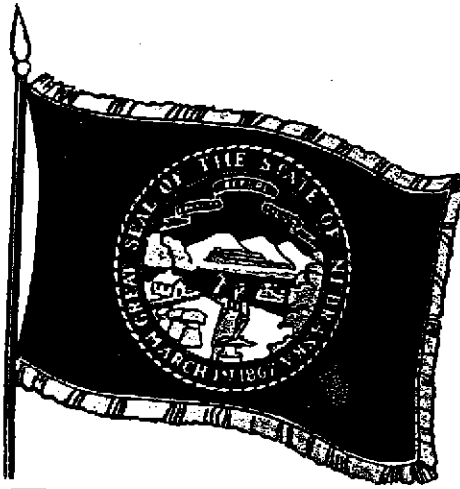
5. The Board authorize the Chair to consent one time, without prior approval from the Board, to a requested grant completion deadline extension of up to six months. Requests for more than a six month extension should be heard by the Board. Subsequent completion extension requests should be heard by the Board. This will stress to the grantee the importance of completing the grant project in a timely fashion or risk the possible loss of awarded but unexpended grant funds.

(Possible motion: I move that the Board authorize the Chair to consent one time, without prior approval from the Board, to a requested grant completion deadline extension of up to six months. Further, subsequent completion deadline extension requests or initial requests of more than six months shall be heard by the Board.).

SCOTT MOORE
SECRETARY OF STATE

SUITE 2300 CAPITOL BUILDING
LINCOLN NEBRASKA 68509-4608
PHONE (402) 471-2554
FAX (402) 471-3237
sosadmin@sos.state.ne.us

TAB 2 d).



STATE OF NEBRASKA

TO: State Agency Directors
FROM: Scott Moore, Chairman, Nebraska State Records Board
RE: State Records Board Grants
DATE: 9/16/99

The Nebraska State Records Board is pleased to announce that the Board is sponsoring a grant program for one time funding of small projects aimed at improving electronic access to state government information. State agencies wishing to apply for these grants should first contact [Nebrask@ Online](mailto:Nebrask@Online) to establish feasibility and scope of the project and then fill out the attached grant application.

Projects requesting funding must meet criteria #1 (in addition, criteria #2-5 will be considered when reviewing funding requests):

- 1) Enhance the delivery of state agency services and improve access to those services.
- 2) Improve the efficiency of agency operations.
- 3) Facilitate collaboration among State agencies.
- 4) Facilitate collaboration between State agencies and other public institutions.
- 5) Support public/private partnerships in the delivery of public services.

Proposals should document the anticipated impact upon the agency in terms of operation and budget. Proposals should also address why Records Management Cash funding is needed for the project and how the service will be sustained once the funds are expended. Proposals related to fee-based services should describe what impact, if any, the fee may have upon rebuilding the State Records Cash Fund, and, if approved, must follow the hearing procedure for establishing fee based services established in the Records Management Act. Proposals should document if legislative approval is required for the project.

Grant applications will be taken on an as received basis and reviewed by the Board at their quarterly meetings.

Feel free to contact Greg Lemon in my office (glemon@mail.state.ne.us; 471-8606) if you have further questions about the process.

**Nebraska State
Records Board**
440 So. 8th, Suite 210
Lincoln, NE 68508
(402) 471-2745

John Gale
Chairman



Local Government Grant Proposal-- Grant Criteria

The Nebraska State Records Board is pleased to announce that the Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The program is similar to the state agency grant program that has been available for a number of years.

Because the amount of money available for the grants is not great we are seeking ways to maximize the impact of the grants. One of our highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. The Board would also like to encourage applications which will have significant benefit in efficiencies for either the citizens utilizing the service, the subdivision providing the service, or both. Lastly the Board would also like to encourage uniformity in the look feel of web pages and services used so that citizens can easily navigate state and local government websites.

The grants may be used for the creation or enhancement electronic access and delivery of government services and data and not to fund ongoing operations. Collaborative projects may be awarded grants in amounts up to \$25,000; single jurisdiction projects have a \$10,000 limit. A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction application, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge. Local governments wishing to apply for these grants must fill out the attached grant application and return it to the address listed on the form.

Projects requesting funding must create or enhance the delivery of local government data and services in electronic format and improve access to those services. The following criteria will be considered when reviewing funding requests:

- 1) Does the project improve the efficiency of local government operations?
- 2) Does the project facilitate collaboration among local government agencies?
- 3) Does the project facilitate collaboration between local, state and federal agencies and other public institutions?
- 4) Does the project support public/private partnerships in the delivery of public services?

In addition grant recipients must adhere to the following requirements:

- 1) The project or service created or improved pursuant to the grant application must meet the state's technology access clause for providing equal access to services for persons with disabilities. . A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> (under accessibility architecture).
- 2) If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal and the one-stop online business registration system, which is under development. For further information about the Business Portal or online business registration system, contact Brenda Decker, State Chief Information Officer for the State of Nebraska (bdecker@notes.state.ne.us or 402.471.3717).

Proposals should document the anticipated impact upon the subdivision in terms of operation and budget.

Grant applications will be considered by the Board at their quarterly meetings. In order to be reviewed at the end of the quarter, the grant must be received by the beginning of the quarter (i.e. applications must be received by January 1, 2005, in order to be reviewed at the end of the first quarter of that year.)

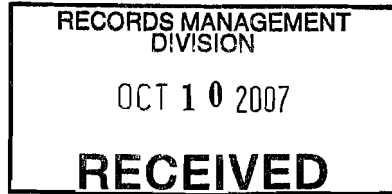
Feel free to contact Cathy Danahy (cathy.danahy@sos.ne.gov; 471-2745) if you have further questions about the process.

Technical Advisory Committee
to the
State Records Board

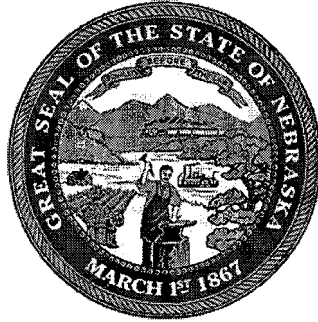
The Technical Advisory Committee (“Committee”) to the State Records Board (“Board”) discussed the grant review process and makes the following comments and recommendations:

1. The Committee’s view is that their role in the process is to review and provide comments and analysis on the technical elements of a grant application. The Committee does not comment or make recommendations on the merits of funding any grant applications.
2. The Committee recommends revising the Board’s grant application form to include additional budget information. More detailed budget information will better enable the Committee to determine if the technical elements have been adequately considered and addressed by the applicant.
3. The Committee recommends requiring that all grant recipients provide a report to the Board at the conclusion of their project, or portion of their project utilizing grant funds. These reports would document the successes and lessons learned from the various projects. Also, the Committee recommends that this information be posted on the Board’s website. The website could highlight successful grant requests and be a place to share Best Business Practices.

Nebraska State
Records Board
440 So. 8th St. Suite 210
Lincoln, NE 68508
(402) 471-2745



John Gale
Chairman



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Local Government Grant Application)

Cities and Counties desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information or services should complete this application and follow any procedures outlined in the application and any accompanying materials.

I. GRANT SUMMARY

1. Name of entity applying for grant City of Bellevue, Nebraska

2. Title of project City of Bellevue Information Accessibility Project

3. Brief Description of Project

The goal of the City of Bellevue's Information Accessibility Project is to take its collection of over 60,000 engineering drawings, maps and other documents and scan them into an electronic form. The result of this project will be a much more efficient way to serve the public and other government entities while allowing staff time to spend on other projects.

4. Grant request amount \$ 10,000 (\$25,000 limit for collaborative grants,
\$10,000 limit for single jurisdiction grants)

5. Will there be a fee for accessing records associated with this project? No

6. If yes, provide any statutory reference or authorization for the fee
Not Applicable

II. GRANT DETAIL

1. Please describe the project in detail (you may attach this description)

Description is attached Number 1

2. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

The project when completed will allow city employees to access engineering drawings and plans from their workstations and manipulate them as required. This will streamline the workflow and not having to search through files of drawings will save employees valuable time. This information will also be available on the city of Bellevue's website so federal agencies, contractors and the public will have quicker dissemination of needed information without actual contact with the Public Works office helping to ease office workload which will increase productivity.

3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date)

Implementation of this project would start immediately after approval with a completion date of no later than December 31, 2009.

4. Subdivision contribution to project (labor, equipment ect.)

Not Applicable

5. Is other funding available for this project (explain)?

No, This project has not been budgeted for this year and we have not found any other programs to fund this type of project.

6. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?

Due to the city's financial situation the project has been delayed for several years and no funding is foreseen in the future. With over 60,000 engineer drawings and other documents that continues to grow the amount of time it takes to access these files is immense. Many different departments will be able to access this information quickly which will help us serve contractors and citizens in a more timely fashion. The City of Bellevue employs an Engineering Technician who will perform the initial scanning and will be in charge of the day to day operations. This position is already budgeted and filled and any software or equipment updates will be included in the Public Works Budget.

7. Please describe how this project will enhance the delivery of government services or access to those services (you may attach a separate sheet if needed)

The Public Works office deals with sanitary sewer and storm water sewers. Contractors call on a daily basis looking for this information which we need to locate in files containing over 60K maps and drawings. This project will allow contractors to locate information on their own online. Potential business's can also access information about locations allowing them to research building requirements on their own and increasing the likelihood they would choose Bellevue as a location for their business. A key benefit of this project will be getting this information to individuals or company's that desire it in a timely fashion. This gives potential developers a better impression of Bellevue and makes it more likely they will work with us again.

8. Please describe how this project will improve the efficiency of government operations (attach additional pages if needed)

Many city employees and offices such as Permits and Inspections use our drawings on a daily basis. The project will allow access to information at their desk. This will increase productivity as they will not need to make a trip to our files and search for the needed information manually then return the borrowed documents later. The potential for lost and misfiled documents then becomes zero and it will allow more than one department or individual to access this information at the same time. Federal agencies will also be able to monitor the progress of federally mandated projects.

9. Please describe any collaborative effort among multiple jurisdictions or political subdivisions related to this project (if applicable, attach additional pages if needed)

Due to the large amount of volume of information we are dealing with, the City of Bellevue is pursuing this effort on its own. However having this information readily available will help many surrounding jurisdictions and political subdivisions when dealing with the City of Bellevue.

10. Please provide information on who will complete the project (in house personnel, outside contractor, combination of both, etc.)

The City of Bellevue will complete and maintain this project with in house personnel. Currently, Randy Critzer is employed as an Engineering Technician. His day to day responsibilities include creating and maintaining office maps and drawing. Mr. Critzer is also in charge of the City of Bellevue's GIS. He will be in charge of implementing and maintaining the project with the help of some other employees who will report to him.

11. Does the project involve the licensing, permitting or regulation of business, if yes then explain how the project or service will allow integration with the State of Nebraska's Business Portal and the one-stop online business registration system.

Not directly, it would allow potential business to research locations before applying for permits.

III. TECHNICAL INFORMATION

1. Describe the hardware, software and communications needed for this project and explain why these choices were made.

Graphtec IS 200 large format monochrome scanner
4.5 ips @ 400 dpi
600 true optical dpi
Upgradeable
Comes with VB-Index software
3 year warranty

2. Address any technical issues with the proposed technology including:

- Conformity with generally accepted industry standards. Projects which interface with state systems (such as distance learning systems) should also address NITC technical standards and guidelines.
- Compatibility with existing institutional and/or statewide infrastructure.
- Reliability, security, and scalability (future needs for growth or adaptation).

Graphtec models feature contact array technology which offers many advantages if you have detailed drawings. You have easy installation, no warm up time, no re-calibration, and no cameras to get bumped out of line. This allows the scanner to be more portable, and extends the life of the scanner. Graphtec IS 200 scanners are upgradable so the initial scanner investment will not be lost. The cost of the upgrade is just the difference in the price of the scanner models. The Graphtec IS 200 has a much lower failure rate, fewer replacement parts and the daily operating cost of the Graphtec is much lower because it consumes 1/3 of the energy of a CCD/ Fluorescent Bulb Scanner.

3. Describe how technical support will be provided.

The City of Bellevue's Engineering Technician will deal with technical issues on a daily basis. The scanner comes with a warranty in case any problems arise with that. Having somebody dealing with this system on a daily basis should decrease many of the technical issues that may arise.

4. Describe how the project will comply with the State's Technology Access Clause
<http://www.nitc.state.ne.us/standards/>


In reference to the State of Nebraska's Technology Access Clause, information cannot
be altered to fit a disability.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Randy Critzer

Phone # (402) 293-3028 E-mail rcritzer@bellevue.net

Signed this 10 day of October, 2007


Signature

Engineering Technician
Title

Please Return to:

**State Records Board
440 So. 8th St. Suite 210
Lincoln, NE 68508
(402) 471-2745**

Grant to Improve Access to Public Information

Attachments

1. The City of Bellevue Public Works Department manages a collection of over 60,000 engineering drawings, maps and documents. The current system requires a very labor intensive filing system and access to various documents is time consuming and inefficient with files stored in three different locations. City offices such as Permits and Inspections use these drawings on a daily basis as well as private contractors and the general public. This takes time, sometimes a great deal of time, to locate the document find the information and return the document. The goal of the project is to purchase a Graphtec IS 200 large format monochrome scanner and included VB-Index software then scan and index the various documents. The Engineering Technician will be in charge of the scanning and will do much of the work, as well as the Summer intern when available. Further help from other city offices may be a possibility. The scanned documents will be made available to the various city offices that use them daily on the cities server where they can manipulate the documents from their computer without having to manually locate the needed hardcopy file thus saving time, as well as to the general public online saving the Engineering Department staff time as well as the public's if the staff is in the field and unable to assist the customer.

Technical Advisory Committee
to the
Nebraska State Records Board

Local Government Grant Application Review

Applicant: City of Bellevue

Project Title: City of Bellevue Information Accessibility Project

Resolution passed by the Technical Advisory Committee on January 7, 2008:

The committee, having reviewed the grant application entitled "City of Bellevue Information Accessibility Project", finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project; however, if the project is funded, the Committee recommends that the State Records Board require that the applicant make reasonable efforts to create the data for this project in a format that is compatible with accessibility technology.
- The technical elements can be accomplished within the proposed time frame and budget.

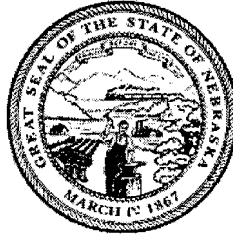
(Vote: Brown-Yes and Decker-Yes)

Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

Nebraska State
Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508
(402) 471-2745

John Gale
Chairman



**APPLICATION FOR STATE RECORDS BOARD GRANT
TO IMPROVE ACCESS TO PUBLIC INFORMATION
(State Agency Grant Application)**

State Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

I. Grant Summary

1. Name of agency applying for grant Nebraska Library Commission

2. Title of project Nebraska Memories On the Road

3. Brief Description of Project

The Nebraska Library Commission hosts Nebraska Memories, <http://www.nebraskamemories.org> a public web site of images, audio files, and digitized text resources relating to Nebraska's cultural heritage. Nebraska libraries and museums contribute images and descriptive information (metadata). Many institutions have collections which would greatly enhance Nebraska Memories but lack staff time, equipment and expertise to scan and create metadata, or funds to outsource the work. They may also be reluctant to bring or send fragile materials elsewhere. We plan to schedule visits to potential participants, assist with selection of materials, scan, and complete metadata onsite.

To accomplish this we need a good-quality portable scanner, external hard drive, and laptop with fast processor. We have purchased the scanner and external drive and are requesting funds for the laptop.

3. Grant request amount \$2,300

4. Will there be a fee for accessing records associated with this project? no

5. If yes, provide any statutory reference or authorization for the fee _____

NSRB Grant Application

Page 2

II. Grant Detail

1. Please describe the project in detail (you may attach this description)

See attachments on Nebraska Memories Project.

2. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

The primary beneficiaries will be libraries and museums that have collections of primary source materials that they want to include in Nebraska Memories. Site visits will be made to the places where the materials are housed and assistance with selection, scanning, and metadata creation provided. The images and metadata will be entered into the database by Library Commission staff.

Ultimately the beneficiaries are Nebraskans and people everywhere who will be able to view images of the materials on the web.

3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date).

The laptop computer will be purchased as soon as grant funds are available, by the end of February 2008. Site visits will be scheduled beginning in March and will continue on an ongoing basis.

4. Agency contribution to project (labor, equipment etc.)

The Library Commission has already expended approximately \$60,000 for the CONTENTdm software and annual license. We have purchased a scanner (\$165) and a 1 Terabyte External Hard drive (\$298). Staff time already devoted to Nebraska Memories is approximately .5 FTE (time of five different people totaling about 20 hrs. per week. This will increase to approximately .75 FTE when site visits with the equipment begin.

The car assigned to our agency or one from the state motor pool will be used for site visits. We are not requesting funds for labor.

5. Has this project ever been submitted as a budget request (explain)?

no

6. Does the project require additional statutory authority (explain)?

no

7. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?

There are many agency needs that our equipment budget must be stretched to meet. The laptop computers we currently have are either heavily used for other needs or not robust enough for this project. A grant to purchase the laptop will enable us to offer this enhanced service more quickly and effectively to meet the needs of smaller rural libraries and museums.

We will continue to host Nebraska Memories and devote staff time and resources into the future. This grant would offer an alternative for participants to add their materials to Nebraska Memories.

8. Please describe how this project will enhance the delivery of state agency services or access to those services (you may attach a separate sheet if needed)

see attachments on Nebraska Memories.

9. Please describe how this project will 1) Improve the efficiency of agency operations; 2) Facilitate collaboration among state agencies; 3) Facilitate collaboration between state agencies and other public institutions; Support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer, attach additional pages if needed)

see attachments on Nebraska Memories

NSRB Grant Application

Page 4

III. Technical Information

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.

The laptop we would like to purchase has sufficient processing speed and a large enough monitor to make it practicable to use it for this project. Scanning must be done in accordance with the Western States Digital Imaging Best Practices http://www.cdphheritage.org/digital/scanning/documents/wsdibp_v1.pdf

Dell Precision M4300 Vista Qty 1
Intel® Core™ 2 Duo T7500 (2.20GHz) 4M L2 Cache, 800MHz Dual Core, Genuine Windows Vista® Ultimate, with Media Unit Price \$2,215.89
Catalog Number: 84 W1064_VISTA
Module Description Product Code Sku Id
Dell Precision M4300 Intel® Core™ 2 Duo T7500 (2.20GHz) 4M L2 Cache, 800MHz Dual Core M4322 [222-9050] 1
Operating Systems Genuine Windows Vista® Ultimate, with Media VU3E [420-6669] 11
LCD Panel Options 15.4 inch Wide Screen WSXGA+ TrueLife LCD Panel 15SXG [310-9105] 2
Memory 2.0GB, DDR2-667MHz SDRAM, 2 DIMMS 2G2D6 [311-7224] 3
Internal Keyboard Internal English Keyboard ENG [310-9110] 4
Graphics NVIDIA Quadro FX 360M, 512MB Turbo Cache memory (256 dedicated) NVQG86 [320-5486] 6
Hard Drives 120GB Hard Drive, 9.5MM, 7200RPM 120D72 [341-4789] 8
Touchpad Options Standard Touchpad TPAD [310-9108] 9
Floppy Drive Floppy Drive, Internal/External FD [340-7307] 10
AC Adapter 90W A/C Adapter 90AC [310-7479] 15
Module Bay Devices 8X DVD+/-RW w/Roxio Creator™/Cyberlink PDVD™ DVDRW [313-5215] 16
Wireless LAN (802.11) Intel® 4965 802.11a/g/n Dual-Band Mini Card IPW4965 [430-2378] 19
System Documentation Resource DVD - Contains Diagnostics and Drivers for Vista RDVD [313-5222] 25
Batteries 9 Cell Primary Battery 9CELLP [312-0529] 27
Hardware Support Services Recommended: 3Yr NBD Plus (NBD onsite, Gold Support and CompleteCare) PUB3YR [970-2208][982-7862]
[983-2330][983-6678][987-1327][987-1338][987-3818][987-3897] 29
Installation Services No Onsite System Setup NOINSTL [900-9987] 32
OS Labels Windows Vista™ Premium VPRN [310-8758] 750

TOTAL:\$2,215.89

2. Address any technical issues with the proposed technology including:

- **Conformity with generally accepted industry standards. Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

Nebraska Memories participants are required to use best practices for scanning and metadata creation. (see attachment Information for Participants)

http://www.cdphheritage.org/digital/scanning/documents/wsdibp_v1.pdf Digital Imaging Best Practices

<http://www.nlc.state.ne.us/nebraskamemories/metadata.html> Nebraska Memories Metadata Guidelines.

3. Describe how technical support will be provided.

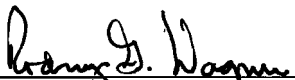
The Library Commission IT staff will configure the laptop to work with the scanner and portable drive and provide any other technical support needed. A Library Commission employee will use the equipment on site visits and provide technical information about Nebraska Memories to participants.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Beth Goble or Shannon White

phone # 402-471-4017 or 471-4031 E-mail bgoble@nlc.state.ne.us swhite@nlc.stat.ne.us

Signed this 13 day of DECEMBER 2007



Agency Director

Please Return to:

State Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508
(402) 471-2745

NEBRASKA MEMORIES

Making Nebraska's past unforgettable



Nebraska Memories

- 3,000+ items in database
- 13 library and cultural heritage institution participants

Participants online:

- Antelope County Historical Society
- Hruska Memorial Public Library/Boston Studio Collection
- Hastings Public Library
- McCook Public Library/High Plains Historical Society and Museum
- Keene Memorial Library/Dodge County Historical Society and May Museum
- Nebraska Library Commission
- Nebraska State Historical Society
- Omaha Community Playhouse
- Omaha Public Library
- Polley Music Library
- Raymond A. Whitwer Public Library in Tilden
- Sarpy County Historical Museum
- Wayne State College

Participants soon to complete projects

- Lincoln City Libraries Heritage Room

Options for participants:

1. Institution scans materials on own or outsource scanning then create own metadata records based on Dublin Core. Training is provided on digitization and metadata creation.
2. Institution creates Dublin Core metadata records and NLC scans materials in-house or on-site.
3. NLC scans materials in-house or on-site and institution creates Dublin Core metadata.
4. NLC scans materials and institution provides descriptive information in an EZMetadata form which NLC staff develops into required Dublin Core record to upload to database.

Surfacing Nebraska Memories through Collaboration

The Nebraska Library Commission embarked on a statewide digitization project in 2005 that would provide a process for libraries and other cultural heritage institutions to have historical materials available in a searchable database available on the Internet.

The Commission had heard from a number of libraries that they were interested in making their historical materials accessible on the web but were hindered by lack of funding, technical skills and small staff size.

In an effort to help bring Nebraska related historical materials to a wider audience and overcome the hardships small libraries faced in this area the Commission purchased a statewide license for CONTENTdm software. State library staff would manage the server and CONTENTdm installation on behalf of all the project participants. This would enable libraries to use their time to create the digital files and associated metadata to be included in the Nebraska Memories database rather than expending financial and human resources purchasing and maintaining complex software individually.

Libraries would be expected to create metadata records, digitize materials according to best practices and upload resulting content to the Nebraska Memories database.

At first the plan called for the Commission to train staff from participating libraries on how to use the CONTENTdm Acquisition Station. This would allow institutions working on a digitization project to upload images or other digital files directly into the Nebraska Memories database along with associated metadata records.

After working with on a pilot project with Polly Music Library in Lincoln, Nebraska the Commission expanded this plan to other libraries with their own Nebraska Memories projects. Over a few months time it became apparent that there may be a better process to enable libraries to upload content into the database than training participating staff and volunteers on using the CONTENTdm Acquisition station. Commission staff worked out a new process where participating institutions would enter their metadata into Excel spreadsheets and deliver their digital files on CDs to be uploaded into the database. This allowed library staff across the state to focus their time on learning scanning processes and researching their items histories to create robust metadata.

There have been several very successful collaborative Nebraska Memories projects in the past two years. Some received LSTA grant funding while others were completed with no additional funds and much volunteer and student efforts.

One of our largest Nebraska Memories projects was lead by volunteer efforts alone. Hruska Memorial Library in David City Nebraska, houses over 68,000 negatives from the Boston Studio, a local photography studio, in business from 1897 to 1979. Volunteers for this project scanned over 1,000 of these negative images and used ledgers created by the Boston Studio to develop metadata records for each image. Ledgers from the studio provided great detail about each subject including names, locations and even descriptions

of surroundings or clothing worn by the subjects. The finished project has resulted in increased usage of the collection and also generated additional funds to help sustain the project through orders for reprints of the images.

The collaborative spirit was the impetus for a public library, museum and historical society partnership for another LSTA grant funded digitization project in 2006 when Keene Memorial Library in Fremont Nebraska wanted to make available historical images of local businesses and public buildings in celebration of the town's sesquicentennial. They partnered with the Louis E. May Museum and Douglas County Historical Society, holder of the historical images, to create a collection for the Nebraska Memories database. Library staff provided technical expertise and cataloging background for the project, while historical society and museum staff provided the historical knowledge of the items to help create the metadata records for the images scanned. The research expertise of historical society staff enabled the participants to create rich descriptive records to go along with the historical photographs that were uploaded into the Nebraska Memories database. Now images once housed inside the local museum have found their way to the Internet for use by researchers and local history buffs of all ages.

One of our more unique collaborative projects involved students from the University of Nebraska at Omaha and University of Missouri Library Science programs. Students in the program not only collaborated with two local institutions to get their unique historical materials on the web they gained valuable knowledge about digital projects.

Library Science program coordinator at UNO, Dr. Becky Pasco, canvassed the Omaha area for institutions interested in participating in this student-led digitization project. The first year students worked with the Sarpy County Historical Society and staff from the Sump Memorial Public Library to digitize items held by the historical society. The students received metadata training from Commission staff and then interviewed the museum curator to create the descriptive records.

A scanner was set up at the historical society and staff from the public library assisted the students with the scanning process, ensuring they met the best practices for the project. Each student was then responsible for digitizing and creating metadata records for a handful of items. They received formal feedback from the Commission cataloger, Devra Dragos. Overall the students received a quick immersion into what it took to create a digital project.

The second year students from an advanced cataloging class partnered with the Omaha Community Playhouse for their digital project. Students visited the Playhouse; scanned photographs; and then received metadata training as part of their class time. Over the course of the class the students interviewed Playhouse staff to create descriptive records. This partnership between a local institution that was not a likely candidate for a digitization project and students eager to learn resulted in a unique collection of memorabilia being made available to Nebraska Memories users. Today searchers of Nebraska Memories can find publicity images from the 1920s of Henry Fonda and

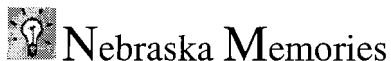
Dorothy Brando, mother of Marlon Brando, as well as photos of the Community Playhouse buildings, volunteers and staff.

The Library Commission continues to encourage collaborative projects and offers a variety of options for those institutions interested in being a participant in the statewide Nebraska Memories program. As you have read collaboration has not only been strictly by institutions but also by people in the form of volunteers and students in the state. We hope to continue these types of collaborations and investigate new ones in the coming years as we grow the Nebraska Memories program.

You can visit Nebraska Memories on the web at <http://www.nebraskamemories.org>

For more information on the Nebraska Memories program, please contact, Shannon White at swhite@nlc.state.ne.us or 402.471.4031

Nebraska Library Commission



Information for Participants

Best Practices & Guidelines

- [Western States Digital Imaging Best Practices version 1.0 \(PDF\)](#)
 - [Tips for Scanning Materials including Image Resolution Table](#)
- [Nebraska Memories Metadata Guidelines](#)
 - [CDP Metadata Working Group Dublin Core Metadata Best Practices Version 2.1 \(PDF\)](#)

Copyright Ownership Statement

- [Digital Imaging Copyright Ownership Statement required for participation](#)

Help Guides & Tips

- [Tips on Purchasing Equipment for a Digital Imaging Workstation](#)

Mailing List

- Participants in the Nebraska Memories project are asked to subscribe to a mailing list administered by the Nebraska Library Commission. The mailing list is used to disseminate information to participants and provide a forum for discussion. To subscribe to the mailing list email [Shannon White](#) and include your name and email address.

Metadata

- [Nebraska Memories Metadata Guidelines](#) includes template on last page.
- [Thesaurus of Graphical Materials I: Subject Terms \(TGM I\)](#)
- [Thesaurus of Graphical Materials II: Genre & Physical Characteristics Terms \(TGM II\)](#)
- [Library of Congress Authorities](#)
- [Metadata Template \(PDF\)](#)
- [Excel version of the Metadata Template \(Excel\)](#)
- [EZMetadata Forms](#)
- [Example of the EZMetadata Form \(pdf\)](#)

Presentations

- [Nebraska Memories: How Your Institution Can Participate - Recorded Online Session from March 2, 2007](#)

Training Archives

- [Metadata for Nebraska Memories online session archive](#)
- [Metadata for Nebraska Memories Workshop PowerPoint \(.PDF\)](#)

~ NETWORK SERVICES ~ NEBRASKA MEMORIES ~

Nebraska Library Commission

Nebraska Memories

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- [Metadata for Nebraska Memories Workshop PowerPoint \(.PDF\)](#)

~ NETWORK SERVICES ~ NEBRASKA MEMORIES ~

Dennis Klebe

From: Dennis Klebe
Sent: Wednesday, November 28, 2007 1:19 PM
To: Beth Goble; 'Compteam'; Lori Sailors
Subject: RE: Laptop for State Records Board Grant

Here's our final recommendation, Beth. The quote is good until mid-January so no rush.

Dennis

From: DellOnlineSales@Dell.com [mailto:DellOnlineSales@Dell.com]
Sent: Wednesday, November 28, 2007 12:29 PM
To: Dennis Klebe
Subject: Dell Computer - Saved Quote Information 1002947689019



Dear Dennis Klebe:

An E-Quote containing computer equipment from Dell Computer Corporation has been saved in your name at the Dell Online Store. The E-Quote will be held for 45 days to allow for completion of the order.

Per your request, this E-Quote has been forwarded to the following recipients:

Your Comments:

A read-only view of this E-Quote is provided below:

E-Quote Information

E-Quote number: 1002947689019
E-Quote name: Lori -- Scanner
Description: Scanner

Saved By: Dennis Klebe dklebe@nlc.state.ne.us	Phone Number: (402) 471-4559
Saved On: Wednesday, November 28, 2007	Purchasing Agent:
Expires On: Saturday, January 12, 2008	Notes/Comments:
	Additional Comments:

Description

Dell Precision M4300 Vista
Date & Time: November 28, 2007 12:27 PM CST

SYSTEM COMPONENTS

Dell Precision M4300 Vista	Qty	1
Intel® Core™ 2 Duo T7500 (2.20GHz) 4M L2 Cache, 800MHz Dual Core, Genuine Windows Vista® Ultimate, with	Unit Price	\$2,215.89

Media

Catalog Number: 84 W1064_VISTA

Module	Description	Product Code	SKU	Id
Dell Precision M4300	Intel® Core™ 2 Duo T7500 (2.20GHz) 4M L2 Cache, 800MHz Dual Core	M4322	[222-9050]	1
Operating Systems	Genuine Windows Vista® Ultimate, with Media	VU3E	[420-6669]	11
LCD Panel Options	15.4 inch Wide Screen WSXGA+ TrueLife LCD Panel	15SXG	[310-9105]	2
Memory	2.0GB, DDR2-667MHz SDRAM, 2 DIMMS	2G2D6	[311-7224]	3
Internal Keyboard	Internal English Keyboard	ENG	[310-9110]	4
Graphics	NVIDIA Quadro FX 360M, 512MB Turbo Cache memory (256 dedicated)	NVQG86	[320-5486]	6
Hard Drives	120GB Hard Drive, 9.5MM, 7200RPM	120D72	[341-4789]	8
Touchpad Options	Standard Touchpad	TPAD	[310-9108]	9
Floppy Drive	Floppy Drive, Internal/External	FD	[340-7307]	10
AC Adapter	90W A/C Adapter	90AC	[310-7479]	15
Module Bay Devices	8X DVD+/-RW w/Roxio Creator™/Cyberlink PDVD™	DVDRW	[313-5215]	16
Wireless LAN (802.11)	Intel® 4965 802.11a/g/n Dual-Band Mini Card	IPW4965	[430-2378]	19
System Documentation	Resource DVD - Contains Diagnostics and Drivers for Vista	RDVD	[313-5222]	25
Batteries	9 Cell Primary Battery	9CELLP	[312-0529]	27
Hardware Support Services	Recommended: 3Yr NBD Plus (NBD onsite, Gold Support and CompleteCare)	PUB3YR	[970-2208][982-7862][983-2330][983-6678][987-1327][987-1338][987-3818][987-3897]	29
Installation Services	No Onsite System Setup	NOINSTL	[900-9987]	32
OS Labels	Windows Vista™	VPRN	[310-8758]	750

Technical Advisory Committee
to the
Nebraska State Records Board

State Agency Grant Application Review

Applicant: Nebraska Library Commission

Project Title: Nebraska Memories On the Road

Resolution passed by the Technical Advisory Committee on January 7, 2008:

The committee, having reviewed the grant application entitled "Nebraska Memories On the Road", finds that:

- The project is technically feasible.
- The only proposed technology to be purchase with this grant -- a laptop computer -- is appropriate for the project.
- Because the scope of the project is unknown, the appropriateness of the time frame and budget are unknown.

(Vote: Brown-Yes and Decker-Yes)

Technical Advisory Committee Members (Neb. Rev. Stat. § 84-1205.01)

- Richard Brown
- Brenda Decker
- Walter Weir

"Doug Kagan" <doug.kagan@gmail.com>

To secretaryofstate@sos.ne.gov

cc

11/25/2007 08:54 AM

Subject: Kagan=NE Taxpayers for Freedom

Dear Sec. of State Gale:

Our taxpayer group supports the effort by the State Treasurer to start and maintain a web site that will allow taxpayers to research and find information regarding state spending. However, the State Records Board, of which you are chairman, voted to table his request for funding until January, 2008. We believe that taxpayers have a right and obligation to monitor state government spending, and we sincerely hope that you and the other members of the Board will decide to fully fund www.nebraskaspending.com in January, and join other state governments that now are launching similar web sites.

Thank you,
Doug Kagan, chairman NE Taxpayers for Freedom

----- Forwarded by Cathy Danahy/SOS/NEBRLN on 11/29/2007 12:39 PM -----

John Gale/SOS/NEBRLN

To doug.kagan@gmail.com

11/29/2007 12:29 PM

cc

Subject Treasurer's Website

Dear Doug,

Thank you for your note. Your interest in the effort by the State Treasurer to start and maintain a website that allows public access to information on state spending is valued. You need to know that the State Records Board has no jurisdiction to approve or disapprove the proposed website of the Treasurer. The Board has jurisdiction to review and either approve/disapprove e-government services proposed to be provided by the third party vendor, Neb.gov, to the requesting state agencies whether free or for fee services; and, the Board has authority to extend grants to state agencies that do not have alternate funding sources that provide new or enhanced public access to government services; these grants are based upon detailed applications, and can only be approved if: 1) they fit the purposes for the grant program; 2) the grant sum does not exceed \$25,000 (in any one year); and 3) the proposed technical services are reviewed and approved by a technical review committee.

With reference to the grant request of the State Treasurer to fund his proposed website, the request was not denied, but simply postponed. Auditor Foley moved to table consideration of the application until the January, 2008, Board meeting. The motion carried. There was considerable discussion with many questions about the application, and whether it met the guidelines for Board grants. For example, the Treasurer requested \$50,000, and the Board policies do not allow more than \$25,000; clearly, to make an exception to the rules for a member of

the Board is a serious issue. Another question was whether the proposed website met the guidelines for grants " of encouraging interagency cooperation and collaboration", where there were no other agencies involved in this project than just the State Treasurer. In addition, there was no clear reason for the Treasurer to request a grant when it was not known that a simple budget request for the project would not be granted as part of his budget. For these and other reasons, the application review was postponed.

I think the State Records Board as a whole was favorable to the Treasurer's project, but they also realized that their job was to follow their rules and guidelines for making grants, and this project had to be treated like any other in the review of the grant request. Whether or not the Board allows a grant of \$25,000 is not a "make or break" consideration for the Treasurer's project; he would just need to find alternative funding if the grant is not made.

Thanks for your interest in the State Records Board.

Best regards,

John Gale
Secretary of State



Lincoln Independent Business Association

27 YEARS STRONG

620 No. 48th St., Suite 205 ♦ Lincoln, NE 68504

Phone: 466-3419 ♦ Fax: 466-7926 ♦ www.liba.org

President
John Hoppe Jr.

President-Elect
Dean Hoag

Vice-President
Chris Hove

Secretary
Connie Hilligoss

Treasurer
Todd Blome

Directors
Doug Carey
Robin Eschliman
Barb Haith
Mark Hesser
Carrie Marquis
Tony Ojeda
Bob Norris
Dave Pauley
Mark Schorr
Doug Wyatt
Paige Zutavern

Past Presidents
Tom Klein
Peter Katt
Jeff White
Richard Meginnis
Connie Jensen
Steve Bowen
Randy Harre
Hub Hall
Larry Anderson
Pat Kahm
Joe Hampton
Russ Bayer
Debby Brehm
Ron Ecklund
Bruce Bailly
Fred Duven
Arlene Sorensen
Bob Bryant
Ron Lockard
Scott Stewart
Hank Buis
Marty Miller
Dan Roth
Ken Wentz
Bob Sikyta
Jack Lorenzen

Executive Director
Coby Mach

Legal Counsel
Bill Harding

COMMITTEE CHAIRS

Advisory
Tom Klein

Budget Monitoring
John Baylor

Civic Appointments
Linda Wilson

Convention
Dean Hoag

Foundation
Barb Haith

Government Caucus
Dean Hoag

Membership
Debby Brehm

PAC
Russ Bayer

Public Relations
Phil Young

School Liaison
Wanda Caffrey

Tax Efficiency
Joe Hampton

Youth
Larry Anderson

December 27, 2007

State Board of Records
440 S. 8th St. Suite 210
Lincoln, NE 68508

Re: NebraskaSpending.com

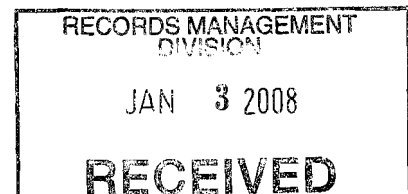
Dear Board of Records Members:

The Lincoln Independent Business Association (LIBA) takes great pride in closely monitoring city and local government spending. As such, we often advocate other programs and efforts that also encourage transparency in government. We find it promising that Nebraska State Treasurer, Shane Osborn, has taken the initiative to create a privately funded website, NebraskaSpending.com, which aims to show such transparency in state government spending.

Please contact me at 402-466-3419 or at cm@liba.org if you have any questions.

Best regards,

Coby Mach
For the Board



January 4, 2008

Mr. Coby Mach
Executive Director
Lincoln Independent Business Association
620 North 48th Street, Suite 205
Lincoln, NE 68504

Dear Coby:

Thank you for your letter on behalf of LIBA. Your interest in the effort by the State Treasurer to start and maintain a website that allows public access to information on state spending is valued. You need to know that the State Records Board has no jurisdiction to approve or disapprove the proposed website of the Treasurer. The Board has jurisdiction to review and either approve or disapprove e-government services proposed to be provided by the third party vendor, Neb.gov, to the requesting state agencies whether free or for fee services; and, the Board has authority to extend grants to state agencies that do not have alternate funding sources that provide new or enhanced public access to government services; these grants are based upon detailed applications and can only be approved if: 1) they fit the purposes for the grant program; 2) the grant sum does not exceed \$25,000 (in any one year); and 3) the proposed technical services are reviewed and approved by a technical review committee.

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I think the State Records Board as a whole was favorable to the Treasurer's project, but they also realized that their job was to follow their rules and guidelines for making grants, and this project had to be treated like any other in the review of the grant request. Whether or not the Board allows a grant of \$25,000 is not a "make or break" consideration for the Treasurer's project; he would just need to find alternative funding if the grant is not made.

Thank you for your interest in the State Records Board.

Best regards,

John A. Gale
Secretary of State

la

State/Local Grant Project Status Report - 12/31/2007

Agency Name	Project Description	Date Grant Awarded	Original Grant Amount	Grant Balance Remaining	Stated Completion Date	Date of Last Payment
Accountability and Disclosure Commission	On-line Campaign Statement Filings	8/1/2007	\$25,000	\$25,000	January, 2008	
Adams County Register of Deeds	Digitizing Adams County Records	11/14/2007	\$7,500	\$7,500	July, 2008	
Board of Barber Examiners	Barber Licensing System Update	9/27/2005	\$25,000	\$6,767	4/07 extended to October, 2007 10/07 extended to April, 2008	
DAS Chief Informaiton Officer	Nebraska Geospatial Data Sharing & Web Services Network	8/1/2007	\$25,000	\$25,000	August, 2008	
DAS Personnel	Online Job Application NIS Connectivity	11/23/2004	\$25,000	\$25,000	7/06 extended to September, 2007 11/07 extended to May, 2008	
Johnson County Assessor	Record & Mapping Accessibility	7/20/2006	\$10,000	\$6,900	December, 2007	April, 2007
NE State Historical Society	Digital Archives & Records Mgmt Center Feasibility Study	10/12/2006	\$25,000	\$21,994	7/07 extended to November, 2007 01/2008 extended to May, 2008	October, 2007
Nebraska Liquor Control Commission	Online Excise Tax Reporting & Payment	11/14/2007	\$25,000	\$12,500	October, 2008	December, 2007

State/Local Grant Project Status Report - 12/31/2007

Public Accountancy Board	On-line review of Annual Register & submission of Applications & Forms	7/8/2003	\$25,000	\$10,006	2/07 extended to August, 2007	October, 2007
Real Estate Appraiser Board	Redesign of Website & Appraiser Database	4/18/2006	\$25,000	\$4,695	6/07 extended to September, 2007	November, 2007
Supreme Court	Automation for Nebraska State Library	8/1/2007	\$24,475	\$15,244	March, 2009	November, 2007
University of Nebraska Bd. of Regents	e-Government Training	1/16/2007	\$24,541	\$20,263	12/07 extended to July, 2008	December, 2007
DOLLARS AWARDED:		FY08: \$74,475				
DOLLARS LEFT TO AWARD:		FY08: \$93,025				
GRANT BALANCE CARRIED OVER FROM FY07:		FY07: \$117,608				
9/26/2017 12:04						

Reinvested Revenue Grant Status Report as of 12/31/2007

Project Description	Date Awarded	Original Amount	Grant Amount Remaining	Date of Last Activity
One-Stop Business Registration	7/20/2006	\$42,500	\$10,625	November, 2007
Online Property Tax Payment System/Multi-County	5/10/2005	\$25,000	\$25,000	
Google Search Engine II	8/1/2007	\$25,000	\$21,777	November, 2007
TOTALS		\$92,500	\$57,402	

NSRB - CASH FUND BALANCE

State Records Board - Revenues & Expenditures

FY 07-08

	<u>Oct, 07</u>	<u>Nov, 07</u>	<u>Dec, 07</u>			
Revenues:						
Sale of Service	\$416,165.45	\$459,655.70	\$418,899.46			
General Business Fees	\$2,221.32	\$125.49	\$138.10			
Driver Records	\$2,932.00	\$1,424.00	\$1,342.00			
Investment Income	\$2,981.58	\$3,230.05	\$3,141.94			
Total	\$424,300.35	\$464,435.24	\$423,521.50			
Expenditures:						
State Agency Payment	\$251,201.69	\$291,683.56	\$277,353.52			
NIC/Other Contractual Services	\$155,972.79	\$202,787.81	\$163,473.10			
Misc. Expense	\$569.67	\$383.91	\$1,077.29			
Total	\$407,744.15	\$494,855.28	\$441,903.91			
Profit (Loss)	\$16,556.20	(\$30,420.04)	(\$18,382.41)			
Fund Balance:	\$933,634.34	\$903,214.30	\$884,831.89			
Grant Encumbrances:			\$266,516.00			
Reinvested Revenue:			\$57,402.00			
Unencumbered Funds:			\$560,913.89			



General Manager's Report

October 2007 – December 2007



Brent Hoffman, General Manager
nebraska.gov
301 S 13th Street, Suite 301
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Mission Statement

The Board protects the life, health, and property of the citizens of Nebraska by ensuring the registration of individuals who practice the profession of landscape architecture and present themselves as Landscape Architects within the State. The use of the title "Landscape Architect" and the practice of the profession of Landscape Architecture are regulated within the state of Nebraska by state Statute 81-8,184 to 81-8,208, the Professional Landscape Architects Act and Title 231 Nebraska Administrative Code Chapter 1-12, Rules and Regulations of the State Board of Landscape Architects.

P.O. Box 95165 Lincoln, NE 68509-5165 board@landarch.ne.gov 402-471-2407 fax: 402-471-0787

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Executive Summary

The last quarter of 2007 was marked by the achievement of long time goals in both marketing and application development.

In November/December some internal re-organization and promotion was accomplished, the purpose of which was better placement of our staff resources. A renewed focus has been placed on both partner relations and looking to the future of online State services. It has always been a priority to make Nebraska.gov an innovative leader in eGovernment, and now we have the staff, and the vision to take this to the next level. A 2008 marketing plan is complete, and includes many exciting features such as the launch of the Partner Portal, and an eGovernment event for agencies and legislators.

On the development side, a milestone was reached with the launch of the UCC Amendments application in December. This application was many years in the making, and rolled out successfully with positive feedback from users. Over 100 filings were processed within the first week alone.

In November 2007, Nebraska.gov financial summary reports as follows: \$441,744.00 in Gross Revenues with \$134,824.00 in total operating expenses for a total of \$181,479.00 in Gross Profits.

There are three new agreements being brought before the Board. The two agreements for Valley County have been signed by Secretary Gale, and are required for Nebraska.gov to take over content management for the county.

The unsigned addendum listed is concerning a groundbreaking new application for the Nebraska Courts System that will replace paper filing of documents with electronic filing. County and District Courts will be brought in to the new process one at a time over the course of the next few years. The ultimate result of the transition of this process to an online system is to create a significant increase in efficiency for court clerks' offices across the state.

The Network Report includes two incidents where the Nebraska.gov to State network experienced VPN connection issues. More information can be found under "Network Report".

In November, I accompanied selected members of the development and creative services staff, as they traveled to Washington D.C. for the 2007 NIC development conference. These meetings are an opportunity for our staff to spend time with their peers from other states and to learn about new technologies being used around the country. We also heard from leaders in the field of data security and learned the most up-to-date methods we can put to use in our continuing quest to ensure that Nebraska has the most secure network possible.

February 2008 brings the launch of a brand new application designed for the Accountability and Disclosure Commission. Online campaign statement filing is a complement to a service that has been available for some time. Previously, members of the public could search and view campaign statements that had been filed with the office of the ADC, however these filings still all needed to be manually processed and data inputted. Now, candidates and committees can send filing information electronically which is then reviewed, accepted, and automatically inserted into the agency's database. This saves not only administrative time, but also means these reports will be available to the public in a shorter amount of



time. This application will launch during the legislative session, and should bring great value to senators, the Commission, and the public.

Another important application for the coming year is Court document eFiling, which was mentioned above. This service will go online in April, and though only two courts (Sarpy County and Lancaster County District) are participating in the preliminary development stage, we will continue to work post-launch to add as many new courts as possible in the ensuing months. This will be an extended project, with the ultimate goal being to replace all paper filing across the State with electronic, and we will keep you updated.

The first quarter of the year will also see complete rewrites of the State Electrical Division’s contractor and homeowner permitting applications rolled out. These upgraded applications have a better look and feel, than the old, but more importantly, they offer more flexibility to filers, and communicate with the agency database in real time. When the new application goes online, SED will benefit from decreased administrative time spent on processing/tracking permit submissions, of which they receive thousands per year.

As previously mentioned, we will also focus our marketing team throughout the year on looking for ways to increase adoption on current applications, and any new opportunities to partner with agencies to provide services. There are no limits to the possibilities.

Regards,

Brent Hoffman
General Manager

Financial Reports

November 2007 Financial Report

	Month Ended 11/30/2007	Month Ended 11/30/2006	Year to Date 11/30/2007	Year to Date 11/30/2006
Gross Revenue	\$441,744.00	\$365,065.00	\$4,811,647.00	\$4,548,811.00
COR Paid to NSRB	\$11,493.00	\$10,473.00	\$133,747.00	\$129,489.00
COR Paid to Agencies	\$229,092.00	\$199,479.00	\$2,671,503.00	\$2,515,075.00
COR Other	\$1,024.00	\$736.00	\$10,513.00	\$8,933.00
Total Cost of Revenue	\$260,265.00	\$217,240.00	\$2,858,853.00	\$2,728,019.00
Gross Profit	\$181,479.00	\$147,825.00	\$1,952,794.00	\$1,820,792.00
Operating Expenses	\$134,824.00	\$123,330.00	\$1,512,094.00	\$1,387,287.00
Operating Income (Loss)	\$46,655.00	\$24,495.00	\$440,700.00	\$433,505.00



Other Income (Expense)	\$3,807.00	\$25,719.00	\$35,755.00	\$43,318.00
Net Pre-Tax Income (Loss)	\$50,462.00	\$50,214.00	\$476,455.00	\$476,823.00
Provision for Income Tax	\$20,220.00	\$20,166.00	\$190,960.00	\$191,086.00
Net After-Tax Income (Loss)	\$30,242.00	\$30,048.00	\$285,495.00	\$285,737.00
Variance from Plan	\$25,336.00	\$19,847.00	\$141,307.00	\$165,308.00

November 2007 Revenue Contribution Report

Revenue Contribution	11/30/2006	11/30/2007
Dept. of Motor Vehicles (Batch Drivers Records)	18.15%	16.77%
Dept. of Motor Vehicles (Interactive & Other Services)	44.90%	43.10%
Secretary of State Services (Interactive/Batch)	18.86%	19.54%
Other (Subscriptions, Connect Time, Special Projects, etc.)	18.09%	20.59%

November 2007 Balance Sheet

Balance Sheet	11/30/2007		
Current Assets		\$1,636,511.00	
Fixed Assets		\$9,858.00	
Other Assets		\$18,229.00	\$1,664,598.00
Current Liabilities		\$140,172.00	
Stockholder's Equity		\$1,524,425.00	\$1,664,597.00



Agreement Requests

Valley County Interagency Agreement

**Signed by John Gale

Nebraska.gov respectfully submits this request for an Interagency Agreement with the State Records Board. This agreement with Valley County is requested to define a relationship with the State Records Board and provide Nebraska.gov access to Valley County data.

Valley County Addendum One

**Signed by John Gale

Nebraska.gov respectfully submits this request for an addendum to the Interagency Agreement with the State Records Board. This agreement with Valley County is requested to website maintenance and update costs.

Supreme Court Addendum Five

Project: Court document eFiling

Nebraska.gov respectfully submits this request for an addendum to the Interagency Agreement with the State Records Board. This agreement with the Nebraska Supreme Court is requested to support the development and maintenance of electronic court document filing application.

Network Report

NETWORK

Downtime Report:

- **Incident:** Thursday November 8, 2007 Nebraska.gov experienced difficulties communicating with the State's network. The VPN connection was down from approximately 9:50 a.m. to 10:50 a.m. Problem was determined to be with a faulty switch.

Impact: During the incident selected services were unresponsive.

- **Incident:** Sunday December 16, 2007, Nebraska.gov experienced DNS and the VPN issues. From approximately 10 p.m. on the 16th until 8:15 a.m. on the 17th, the DNS would not resolve.

Impact: During the incident all websites and services were unresponsive.

Hot Topics

New Applications

Secretary of State – Business Division UCC Amendment filings

Launch date: December 17, 2007

This application allows authorized Uniform Commercial Code filers to now submit amendments to original filings online. It consists of 13 different amendment types, which are processed and inserted directly in to the UCC division database. Electronically generated images of the filings are then available within 24 hours.

This is a fee service, with development and maintenance costs being covered through transactional revenue, no up front cost to the agency.

The web address for this application is:

<https://www.nebraska.gov/sos/ucc/amendment/index.cgi>

Selected Demos available at:

<http://www.sos.ne.gov/uccappdemo/Assignments/index.htm>

<http://www.sos.ne.gov/uccappdemo/CollateralAmendment/index.htm>

<http://www.sos.ne.gov/uccappdemo/DebtorAddAmendment/index.htm>

<http://www.sos.ne.gov/uccappdemo/DeleteSecuredPartyAmendment/index.htm>

Administrative Office of the Courts – JUSTICE Court Case Calendar Search

Launch date: December 19, 2007

This application allows users to search for scheduled court appearances by name or date, and get detailed information on courtroom numbers and times. This application is also going to be used in-house by court clerks to post courtroom activity for the public.

This free service was developed at no cost to the agency.

The web address for this application is:

<http://www.nebraska.gov/courts/calendar/index.cgi>

https://www.nebraska.gov/lawyers_court_cal/index.php/bookings/

Updated Applications

Administrative Office of the Courts- Online Citation Payment System

An enhancement was made to the application expanding allowable citation payments to include 18 counties.

Enhancement successfully launched in December 2007.

The web address for the updated forms is:

<https://www.nebraska.gov/courts/citations/>

Department of Economic Development – Division of Travel and Tourism – Agri-tourism workshop registration enhancement

An enhancement was made to the application to accommodate the 2008 workshop registration changes.

Enhancement successfully launched in November 2007.

The web address for the updated forms is:

<https://www.nebraska.gov/NEDED/agtour/>

Nebraska Arts Council – Governor’s Arts Awards registration enhancement

An enhancement was made to the application to accommodate the 2008 luncheon registration changes.

Enhancement successfully launched in December 2007.

The web address for the updated forms is:

<https://www.nebraska.gov/NEDED/agtour/>

Launched Web sites / Re-designs

Banner photo was donated by Joel Sartore, National Geographic photographer.

Landscape Architect Re-design

<http://www.landarch.state.ne.us/>

Official Nebraska Government Website

Nebraska Board of Landscape Architects

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Mission Statement

The Board protects the life, health, and property of the citizens of Nebraska by ensuring the registration of individuals who practice the profession of landscape architecture and present themselves as Landscape Architects within the State. The use of the title "Landscape Architect" and the practice of the profession of Landscape Architecture are regulated within the state of Nebraska by state Statute 81-8,184 to 81-8,208, the Professional Landscape Architects Act and Title 231 Nebraska Administrative Code Chapter 1-12, Rules and Regulations of the State Board of Landscape Architects.

P.O. Box 95165 Lincoln, NE 68509-5165 board@landarch.ne.gov 402-471-2407 fax: 402-471-0787

Nebraska Community College Association Re-design

<http://www.ncca.state.ne.us/>

Nebraska Community College Association

Nebraska Community College System

NCCA
NEBRASKA
COMMUNITY
COLLEGE
ASSOCIATION
CENTRAL · METROPOLITAN · MID-PLAINS
NORTHEAST · SOUTHEAST · WESTERN

Central Community College
Metropolitan Community College
Mid-Plains Community College
Northeast Community College
Southeast Community College
Western Community College

News
Welcome to the Nebraska Community College System. Please feel free to browse our new site and let us know what you think. We are committed to building you the best and most user friendly website on the net. If you are having problems contact us and let us know. We will attempt to get them resolved as soon as possible. Thank you for taking the time to come check us out.

Dennis G. Baack, Executive Director
601 South 12th St., Suite 200
Lincoln, NE 68508-2827
Phone: 402/471-4685 Fax: 402/471-4726
E-Mail: dennisgb@nebrr.com

Operational Issues and Highlights

New Staff Members

- Natalie Bacon has joined the Nebraska.gov staff as our new Project Manager, and will be taking over projects with agency partners previously managed by Abby Anderson. Natalie has an extensive customer service background, and experience in large-scale project management from her previous employment. Her resume can be found at the end of this report for your reference.
- Abby Anderson has transferred her responsibilities from project management to business development for Nebraska.gov. Abby is focusing on partner outreach, and how Nebraska.gov can improve and augment current communication. She has been instrumental in the design of all portal marketing materials, and the new Partner Portal.
- Glenn Norton has been transitioned to the position of lead developer. He will be taking on additional responsibilities including training the rest of the development team in new technologies. Glenn joined the Nebraska.gov team in October of 2003 as an intern. In 2004 he became a full time developer and has been involved in many successful projects within the portal, such as the Business One Stop.

Technical Update

- Throughout November and December, Nebraska.gov continues the upgrade of our Customer Database. Changes are all designed to provide users of Nebraska.gov services with enhanced access to transactional information.

For further details or additional information, please contact:

Bruce Rice, Director of Development
Nebraska.gov
402.471.7813
bruce@nicusa.com

Marketing Highlights

Partner Portal

Nebraska.gov now offers an online resource to all current and future partners. Information available on the site ranges from detailed explanations of the project process, to request submission forms, to demos of recently launched applications. We anticipate that this portal will provide not only another method of getting information out to our partners, but also will serve as another means of getting feedback from them.

For further details or additional information, please contact:

Carmen Easley, Director of Marketing
Nebraska.gov
402.471.2154
carmen@nicusa.com

Future Projects

Nebraska Accountability and Disclosure Commission - Online Campaign Statement Filing System

-Anticipated launch date: February 2008

State Electrical Board – Upgraded Homeowner/Contractor electrical permit application

-Anticipated launch date: January 2008

Liquor Control Commission – Beer wholesaler/distributor excise tax reporting system

-Anticipated launch date: February 2008

Department of Health and Human Services – Governor’s Award for Excellence in Wellness

-Anticipated launch date: March 2008

Administrative Office of the Courts – Court Case eFiling

-Anticipated launch date: April 2008

Natalie J. Bacon

3731 Faulkner Drive #214
Lincoln, NE 68516

402-420-6858
nbacon1@yahoo.com

Education

University of Nebraska-Lincoln, Lincoln, NE
Bachelor of Science in Business Administration August 1995
Major: Marketing

Work Experience

Williamson Honda, Lincoln, Nebraska August 2002 to August 2007

EXCELL (Exceeding Customer Expectation Levels for Life) Facilitator

- Manage Honda's corporate quality assurance program
- Coordinate multi-department staff meetings to address customer service issues
- Attend regional corporate facilitator conferences
- Prepare annual validation
- Create and analyze trending reports to address concerns and recognize improvements
- Design process maps and train personnel

Customer Relations Manager

- Make follow-up calls with sales and service customers, resolve complaints as needed
- Maintain customer database
- Prepare, print and distribute customer letters for sales staff
- Assist in greeting customers, answering main switchboard, and service department cashiering

iUniverse, Lincoln, Nebraska May 2000 to July 2002

Writer's Showcase Review Coordinator
Publishing Services Associate

Crete Carrier Corporation, Lincoln, Nebraska March 1999 to April 2000

Marketing Associate

Advanced Clearing, Omaha, Nebraska November 1995 to March 1999

Stock Transfer Analyst
Reconciliation Analyst
Stock Receipts Specialist

Volunteer/Extra-Curricular Activities

Assist with Lincoln Musicians Association October 2005-Present
Participated in the Relay for Life Breast Cancer Walk October 2006
Public Relations Chair for Abendmusik Concert Series 2001-2004
Member of the Board of Directors for the Abendmusik Concert Series 2000-2004
Member of the Board of Music and Fine Arts at First Plymouth Church 2000-2002

References

Available upon request



Green = Phase Target On Schedule
Orange = Phase Target Behind Schedule
Yellow = Project Complete

Nebraska.gov Project Priority Report for Tuesday, January 15, 2008

ProjectName	StatusID	PhaseID	Concept		Planning		Development		Testing		Rollout		Target	Notes
			start	finish	start	finish	start	finish	start	finish	start	finish		
HHS - New Birth & Marriage Certificates Project Funding: Transaction	Open	Concept	11/20/2007	12/27/2007	1/2/2008	2/15/2008	2/18/2008	4/4/2008	4/7/2008	5/9/2008	5/12/2008	5/12/2008	5/12/2008	01/07/2008: Waiting to hear from agency on redesign interests.
Elections Data Management System Project Funding: Free	Open	Concept	3/1/2008	5/30/2008	6/1/2008	8/31/2008	9/1/2008	11/30/2008	12/1/2008	1/28/2009	1/28/2009	1/28/2009	1/28/2009	01/07/2008: Work is scheduled to begin on this project in March.
Business One Stop Phase II Project Funding: Grant	Open	Concept	1/15/2008	3/15/2008	3/16/2008	5/31/2008	6/1/2008	7/31/2008	8/1/2008	9/30/2008	10/1/2008	10/1/2008	10/1/2008	01/07/08: In communication with IRS regarding their web service specifications for the FEIN application.
DNR- Decommission Application Project Funding: Transaction	Open	Planning	9/27/2006	10/12/2006	10/16/2007	1/31/2008	2/25/2008	3/28/2008	4/1/2008	4/25/2008	4/28/2008	4/28/2008	4/28/2008	01/03/2008: Functional Specifications are being reviewed by agency and waiting for a signature.
EFS Continuations and Terminations Project Funding: Transaction	Open	Planning	12/17/2006	1/24/2007	1/24/2007	1/31/2008	2/1/2008	3/28/2008	4/1/2008	5/2/2008	5/5/2008	5/5/2008	5/5/2008	01/08/2008: Development to begin in February.
BPA - License Renewal Enhancements Project Funding: Free	Open	Planning	10/25/2007	10/25/2007	1/2/2008	1/31/2008	2/4/2008	2/22/2008	2/22/2008	3/10/2008	4/15/2008	4/15/2008	4/15/2008	1/9/2008: Working with BPA to finish backend integration and then we focus on enhancements.
BPA - Online Search Enhancement Project Funding: Free	Open	Planning	11/13/2007	11/13/2007	1/7/2008	1/31/2008	2/4/2008	2/15/2008	2/18/2008	2/26/2008	2/27/2008	2/27/2008	2/27/2008	1/9/2008: PM working with BPA to define requirements.
2008 Nebraska.gov Partner Event Project Funding:	Open	Planning	11/15/2007	11/18/2007	11/20/2007	2/15/2008	2/16/2008	2/28/2008	3/3/2008	3/21/2008	3/26/2008	3/26/2008	3/26/2008	01/08/2008: Event location, date and time has been determined. Planning meeting is set up for 01/09/2008 to discuss time line.
Enhancement to Online Firework Applic Project Funding:	Open	Planning	12/17/2007	1/7/2008	1/8/2008	1/31/2008	2/1/2008	2/28/2008	3/1/2008	3/15/2008	3/15/2008	3/15/2008	3/15/2008	01/07/2008: Retail Fireworks application re-deployed. Enhancements request for administrative functions in evaluation stages for timeline.
NLCC Wine/Spirit Excise Tax Reporting Project Funding: T & M	Open	Planning	11/19/2007	11/30/2007	12/20/2007	2/18/2008	2/19/2008	5/16/2008	5/19/2008	6/6/2008	6/9/2008	6/9/2008	6/9/2008	01/08/2008: Planning meeting postponed until after Beer Reporting system is tested. (agency request)
Online Application for Governor's Wellne Project Funding: Free	Open	Planning	11/15/2007	12/1/2007	12/1/2007	1/31/2008	2/1/2008	2/22/2008	2/25/2008	2/28/2008	3/1/2008	3/1/2008	3/1/2008	01/07/2008: Functional specifications are being created along with an accompanying prototype.
2008 Nebraska Spirit Art Contest Project Funding: Free	Open	Planning	8/13/2007	8/27/2007	9/3/2007	1/31/2008	1/31/2008	2/15/2008	2/16/2008	3/3/2008	3/3/2008	3/3/2008	3/3/2007	01/08/2008: Nebraska.gov emailed contest reminders to all art teachers and elementary teachers. The next reminder will be sent out 02/01/2008. contest website: http://www.nebraska.gov/contest/index.phtml

ProjectName	StatusID	PhaseID	Concept		Planning		Development		Testing		Rollout		Target	Notes
			start	finish	start	finish	start	finish	start	finish	start	finish		
Justice Court E-Filing System Project Funding: Transaction	Open	Development	10/8/2007	10/24/2007	10/24/2007	11/30/2007	12/3/2007	2/15/2008	2/18/2008	4/14/2008	4/15/2008	4/15/2008	4/15/2008	01/07/2008: Functional specifications are complete and signed by the agency. Development has begun.
Nebraska.gov Partner Portal Project Funding: Free	Open	Testing	11/1/2007	11/15/2007	11/16/2007	11/30/2007	12/1/2007	1/6/2008	1/7/2008	1/11/2008	1/14/2008	1/14/2008	1/14/2008	01/08/2008: Partner Portal is being tested and reviewed. The portal will be launched by 01/14/2008.
NADC- Online Campaign Statement Filing Project Funding: Grant	Open	Testing	1/23/2007	4/24/2007	5/7/2007	8/28/2007	10/15/2007	12/7/2007	12/10/2007	12/30/2007	12/31/2007	12/31/2007	12/31/2007	1/3/2008: Testing continues based on the latest change requests from agency review. New launch date determined: 2/1/2008
NSED - Electrical permit application rework Project Funding: Transaction	Open	Testing	12/5/2006	3/15/2007	1/19/2007	6/15/2007	7/5/2007	10/15/2007	10/15/2007	11/30/2007	11/30/2007	11/30/2007	11/30/2007	01/07/2008: Agency testing is on-going. Pending agency feedback before rollout.
BPA Backend Intergration Project Funding: T & M	Open	Testing	7/16/2007	7/30/2007	7/30/2007	8/13/2007	8/13/2007	8/17/2007	8/17/2007	12/3/2007	12/3/2007	12/3/2007	12/31/2007	1/9/2008: Working with the CIO's office to help them integrate CPE and License Renewal information into BPA's FoxPro Database.
DMV Online Message Plate Ordering Project Funding: Transaction	Open	Testing	3/26/2007	5/18/2007	5/22/2007	9/11/2007	8/31/2007	10/31/2007	11/1/2007	11/16/2007	11/19/2007	11/19/2007	11/19/2007	01/08/2008: Changes are being made based on the testing results. Change requests are being written for agency review and sign off. New target date 2/13/2008
NLCC Beer Wholesalers Excise Tax Re Project Funding: Transaction	Open	Testing	3/5/2007	4/23/2007	4/23/2007	9/28/2007	10/29/2007	1/14/2007	1/15/2008	2/15/2008	2/17/2008	2/17/2008	2/18/2008	01/08/2008: Testing has started, and agency is meeting with Nebraska.gov for a testing overview of the system on 01/11/2008. Tested is to be completed by 2/15/2008.
Greely County Website Project Funding: Free	Open	Testing	11/19/2007	11/19/2007	11/20/2007	11/25/2007	11/25/2007	11/30/2007	11/30/2007	12/1/2007	12/21/2007	12/21/2007	12/12/2007	1/9/2007: Website completed, just waiting for county to load content before going live.
DMV - Drivers License Reinstatements Project Funding: Transaction	Open	Roll Out	1/23/2006	2/6/2006	2/6/2006	7/28/2006	7/31/2006	9/30/2006	9/1/2007	9/14/2007	11/14/2007	11/14/2007	11/14/2007	01/08/2008: Account set-up continues and credit card swipe software is being tested. New target launch set for 1/15/2008
Put AgriTourism Workshop app back on line Project Funding: Free	Complete	Maintenance	11/28/2007	11/29/2007	11/29/2007	12/8/2007	12/8/2007	12/13/2007	12/11/2007	12/12/2007	12/12/2007	12/12/2007	11/26/2007	11/26/2007 This application was updated and re-deployed.
NREC - License application brokers/sales Project Funding: Transaction	Complete	Maintenance	8/18/2006	8/18/2006	8/18/2006	10/11/2006	10/11/2006	11/28/2006	11/29/2006	8/31/2007	9/3/2007	9/3/2007	11/1/2007	11/01/2007: Application Successfully Launched in Production
REV - Sales Tax and Use enhancement Project Funding: Free	Complete	Maintenance	1/23/2006	8/31/2007	9/1/2007	9/15/2007	9/15/2007	10/1/2007	10/1/2007	10/31/2007	11/6/2007	11/6/2007	11/6/2007	11/6/2007: Upgrade Successfully Launched in Production
NCCA Website Redesign Project Funding: Free	Complete	Maintenance	11/12/2007	11/16/2007	11/19/2007	11/28/2007	11/28/2007	12/21/2007	12/21/2007	1/4/2007	1/7/2007	1/7/2007	1/7/2008	01/04/2008: Redesigned site launched.
Engineer & Architect license renewal enhancement Project Funding: Free	Complete	Maintenance	4/18/2007	4/25/2007	5/1/2007	5/15/2007	5/15/2007	8/1/2007	8/1/2007	9/30/2007	10/15/2007	10/15/2007	10/15/2007	10/15/2007: Upgrade Successfully Launched in Production
NLCC Excise Tax Payment System -Liquidation Project Funding: Free	Complete	Maintenance	8/13/2007	8/17/2007	8/20/2007	9/12/2007	8/31/2007	9/21/2007	9/21/2007	9/30/2007	10/1/2007	10/1/2007	10/22/2007	10/22/2007: Application Successfully Launched in Production
SOS - UCC Amendments application Project Funding: Transaction	Complete	Maintenance	6/19/2006	10/20/2006	10/20/2006	2/16/2007	2/16/2007	7/9/2007	7/9/2007	9/28/2007	10/1/2007	10/1/2007	12/3/2007	12/18/2007: Application launched successfully. Production filings are being monitored.

ProjectName	StatusID	PhaseID	Concept		Planning		Development		Testing		Rollout		Target	Notes
			start	finish	start	finish	start	finish	start	finish	start	finish		
Website Redesign for Landscape Archit Project Funding: Free	Complete	Maintenance	10/31/2007	10/31/2007	11/1/2007	11/30/2007	12/1/2007	12/21/2007	12/21/2007	12/28/2007	12/31/2007	12/31/2007	1/7/2008	12/28/2007: New web site launched.
Justice: Court Case Calendar Search Project Funding: Free	Complete	Maintenance	8/31/2007	9/10/2007	9/10/2007	10/2/2007	10/2/2007	12/4/2007	12/4/2007	1/4/2007	1/7/2008	1/7/2008	1/7/2008	01/08/2008: Application launched early on 12/19/2007
Put Governor's Arts Award back online Project Funding: Free	Complete	Maintenance	11/19/2007	11/19/2007	11/20/2007	11/26/2007	11/26/2007	12/7/2007	12/7/2007	12/14/2007	12/17/2007	12/17/2007	12/17/2007	12/17/2007: This application was updated and re-deployed.
CIO - Business Registration One Stop - Project Funding: Reinvested Rev	Complete	Maintenance	1/2/2007	1/14/2007	3/29/2007	7/18/2007	7/23/2007	9/2/2007	9/3/2007	10/14/2007	10/15/2007	10/15/2007	10/30/2007	10/30/2007: Application Successfully Launched in Production



2008 BUSINESS PLAN
Submitted to the Nebraska State Records Board

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Executive Summary

Nebraska.gov continues to work diligently to ensure our state partners feel as though they are getting the best applications and services for their constituents. It is essential we solidify relationships with our state partners and grow revenue for state agencies. Our vision is to create “WANT” by being Willing, Accountable, Necessary and Trustworthy in everything we do.

The management team at Nebraska.gov is tenured and willing. The Director of Marketing, Carmen Easley, brings a solid project management background, and will focus her team on being efficient and accountable.

The Director of Development, Bruce Rice, has over nine (9) years of development experience. His focus on standardizing portal application development by 2009 will bring a solid infrastructure partners can trust.

Strong partner relationships, efficient applications, award winning interface and a solid network are the key products at Nebraska.gov. Our Tier 1 data center and enterprise technology services bring great value to the State. Strong project management, pro-active communication with our partner, diversification of our portfolio and leadership are the competitive strengths we will continue to demonstrate to the State. Through diligent market research, internal reviews and strong presentations to our state partners, we will help guide agencies to launch cutting edge applications.

In 2008, the management team will begin to align our business model with the state budget model. Meeting with constitutional officers and directors in January and February we will be able to provide agencies with solutions while they are considering their upcoming individual budgets. Intentional business alignment of Nebraska.gov with the State of Nebraska will lay the foundation for the greatest future opportunities.

We currently have some key initiatives with the Secretary of State’s office, Department of Motor Vehicles, Courts and Liquor Control Commission. In addition we continue to support and grow Judicial Branch initiatives by pioneering new Court services.

Nebraska.gov has been an established portal since 1995 and our 12-year tenure with the State of Nebraska demonstrates our staying power. It also presents some unique challenges in the quest for growth. In order to increase revenues, our portal looks new online services to enhance citizens and business access to Nebraska government online; then targets those agencies to encourage them to automate their business processes. The industry proves there is room for growth in Nebraska; however, we know that the most significant growth can only come from a diverse portfolio of services. Through brainstorming sessions and more interaction with our partners, and other state portals, Nebraska.gov is confident that we can drive this business and increase revenues.

The Nebraska.gov Vision

Nebraska.gov creating "W.A.N.T." for improved services and efficiency

Nebraska.gov's 2008 Vision is to create "W.A.N.T." By being **Willing, Accountable, Necessary and Trustworthy** to our partners and the citizens and businesses of Nebraska, we will reassure and re-establish to the State of Nebraska why we are the best partner.

Nebraska.gov's 2008 Goals and Strategies

Nebraska.gov continues to work at not only improving current processes and efficiencies but also spearheading innovative services and applications. In the 3rd and 4th quarters of 2007, we went through a laborious process of researching and identifying key areas of improvement in order to be absolutely necessary to our partners, identifying market potential and improving efficiencies.

We have identified it would be proactive for our partners to be provided with additional tools and knowledge in order to help guide their pursuit to build successful online applications for the citizens of Nebraska. We continue to foster this momentum in creating efficient and effective services for the state of Nebraska and below are highlights of key goals and strategies we have put in place to make 2008.

Goal: Solidify existing relationships & build new relationships

It is essential that Nebraska.gov strengthens existing relationships and looks to build new relationships in order to provide new opportunities for online services that will benefit the state of Nebraska and its citizens.

Strategies:

- **Add New Business Development position** – In order to best serve the state of Nebraska, we have learned that Nebraska.gov has to be exceptionally proactive in our pursuit to build relationships that will pave the road for new and innovative services that serve the constituents of Nebraska. By adding this Business Development position, we will aggressively seek out opportunities to build effective and efficient applications online.
- **Host Nebraska.gov eGovernment Partner Event** – This eGovernment event will help facilitate the re-introduction of Nebraska.gov to all State agencies, employees and Legislators; focusing on the value that our public-private partnership brings to the State of Nebraska. The event will include agencies displaying and presenting information regarding their current applications.
- **Implementation of a new Customer Relationship Management System** - This application will help Nebraska.gov's customer relationship management. It will allow Nebraska.gov to

manage all aspects of partner and customer relationships.

Goal: Educate and educate our state partners of the value our private-public partnership and our improved processes

Nebraska.gov recognizes that sustained and increasing success comes from building and maintaining a strong and solid foundation with our partners. We have found strategic areas that will improve the communications and all around knowledge to partners about who we are, what we do and why we do it so well.

Strategies:

- **Launch an Online Partner Portal** - The primary focus of the partner portal is to be an online source of information for Nebraska.gov partners. It will include application demos, current Nebraska.gov documentation, and links for partners to send their requests online applications online.
- **Develop and distribute Partner Packets** - These informational packets will include a clear background on the private-public partnership, the self-funded model and current application developed by Nebraska.gov to be distributed to our partners.
- **Develop and distribute Project Process Binders** - These informational binders will include a descriptive guideline of Nebraska.gov's project processes from start to finish.
- **Develop and distribute Legislators Packets** - These informational packets will include a background on Nebraska.gov, current online applications and marketing pieces.

Goal: Participate in the strategic vision of the state of Nebraska

In order to be the best partner possible, Nebraska.gov needs to be proactive in facilitating forums of communication and education that help our partners succeed in their technology objectives.

Strategies:

- **Get involved and be a contributor** through organizing partner events, launching a partner portal, sending out new and improved information on our processes and methodology.
- **Participate and seek input** from the Nebraska Information Technology Commission (NITC), the Nebraska State Records Board (NSRB) and the Chief Information Officer, to better understand how Nebraska.gov's can be better used as a resource to enable the state to achieve its strategic vision.

Goal: Increase reoccurring revenue stream

Increasing long term reoccurring revenue will position Nebraska.gov to expand its resources, which in turn improves Nebraska.gov's ability to respond to the continuous demand to implement online services.

Strategies:

- **Leverage new business development position** to work with partners, state professional organizations, and citizen groups in determining new or enhanced ways of transacting with government.
- **Increase interactive services** for one-time only services needed by citizens. Many citizens and businesses only transact with government on an annual basis. Increasing interactive services allows these users to conduct business online which otherwise may have caused the citizen to travel.

Goal: Improved communications and customer service with NSRB, state agencies and customers

Create an environment for improved communications and customer service for all engaged entities.

Strategies:

- **Monthly NSRB Newsletters** – Communication with partners and Nebraska.gov Board members is also a primary focus of 2008. Monthly newsletters to NSRB members will keep our board members informed on our current achievements and future projects.
- **Bi-Monthly Project Status Reports to Agencies** – In order to keep communications with partners' constant, Nebraska.gov will further continue the practice of providing project status reports to partners with current projects on the 1st and the 15th of every month.
- **New Customer Database System** specifically designed to be more user friendly for our customers and improve efficiencies internally.
- **Enhance our subscriber website** where customers can subscribe online and also find FAQ's and other important information concerning their account at one central site.

***Nebraska.gov* Portal Manager – Nebraska Interactive, LLC**

Nebraska Interactive, LLC (NI) is a wholly owned subsidiary of NIC Inc.

Staffing Profile

NI provides dedicated staff with expertise in infrastructure services in a host of platforms, consulting and application configuration services in a multitude of development architectures.

To support *Nebraska.gov*, NI is staffed at the management level with a General Manager, Director of Marketing and Portal Operations and Director of Development. As the work effort matures and grows with *Nebraska.gov*, NI will work with the State to determine staffing levels for support positions, including additional Developers, Project Managers and others.

Currently the NI staff includes one (1) lead software and application developer, one (1) senior software and application developer, two (2) software and application developers, one (1) creative design web developer, two (2) project managers, one (1) Business Analyst, one (1) customer support representative and one (1) administrative assistant/customer support.

Descriptions of the key personal positions are found below:

General Manager

The General Manager has the overall responsibility to provide strategic leadership and direction for overall operations related to the e-Government projects. The General Manager acts as a liaison to the State for NI and oversees the overall progress and implementation of the projects. The General Manager interfaces directly with the Nebraska State Records Board.

Director of Marketing and Portal Operations

The Director of Marketing and Portal Operations, who reports to the General Manager, is responsible for recommending and executing the market development strategies for specific applications and the overall usability design of the Web site. In conjunction with the General Manager, this individual is responsible for all fiscal operations associated with the applications and for the day-to-day activities. The Director of Marketing and Portal Operations is also responsible for customer service, project management and customer relationship management.

Director of Development

The Director of Development, who reports into the General Manager, is responsible for leading and assisting the Design and Technical Teams in the execution of individual project. The primary responsibilities of the Director of Development include providing end to end product management of all eGovernment services, developing application and product specifications with state agencies and other customers, leading of designing, coding, and testing of software and network system and supervising, directing and leading of additional software developers.

The *Nebraska.gov* 2008 Technical Architecture

Introduction

Nebraska.gov is hosted out of the NIC Central Data Center (CDC). A detailed description of the CDC hardware and software hosting environment is contained in the following section. This document also details a number of specific technical goals for the portal, strategies to achieve those goals and metrics to determine the degree of success in reaching the goals.

NIC CDC Hosting Environment

Hardware Architecture

The hardware redundancy of the CDC begins with the redundant power, cooling, and internet connectivity provided by the AT&T data center facility. Key features of the AT&T redundancy include:

- battery backup power for a minimum of 15 minutes
- N+1 redundant generators with 3 days of onsite fuel storage
- Dual OC-48 internet connections entering from opposite sides of the building
- Redundant power and network switching, delivering two independent power and network connections to each customer rack.

Security features of the facility include 24x7x365 on-premise security officers, video surveillance, card key access and a "Man Trap" with biometric palm scan and pin code.

The NIC CDC server architecture uses load balancing and clustering to achieve a high degree of fault tolerance and maximize overall availability. The following is a summary of the current hardware architecture:

- load balanced firewalls
- clustered (automatic failover) hardware load balancers (with SSL accelerators)
- load balanced static content web servers
- load balanced application servers
- clustered (automatic failover) database servers
- clustered (automatic failover) storage servers connected to mirrored drive arrays
- Redundant network switches
- load balanced ftp servers
- load balanced LDAP servers
- EMC SAN and switching fabric
- Fault tolerant name servers
- Virtual environments

The NIC CDC also currently includes a completely separate development environment.

Software Architecture

The following industry standard software components are used to provide the web and application hosting services:

- Apache web server
- Resin – Java servlet application container
- Enterprise relational database management system
- Enterprise storage, backup, and clustering software
- Network/application monitoring software

Nebraska.gov Technical Plan

For 2008, Nebraska.gov has defined the following technical goals for the portal:

Goal: Broaden the skill set of our development

Broaden the skill set of our development staff to include Java application development. Java continues to be a stable and cross platform development language used by Nebraska and other states. In order to enable Nebraska.gov to leverage components and applications utilized by this framework we need to expand the skill set of our development staff.

Strategies:

1. Books and online tutorials to educate our developers.
2. Develop internal tools and libraries to help facilitate the use of java within our own environment.
3. Identifying and scheduling projects so a few key developers will have the ability to learn and use java.
4. Once experience is gained by some of the developers have them help train the remaining developers.

Goal: Use more common/standard development methodology

Introduce and use a common framework(s) and associated libraries. The benefits will include quicker development time, simplify maintenance, and will be able to hire employees already familiar with the tools.

Strategies:

1. Identify common framework(s) that will best fit our needs.
2. Develop plan for projects so each developer will be able to develop

using the framework.

Goal: Increase Automation of server processes

Identify and automate manual processes wherever possible and practical. Our development staff is often distracted and interrupted from their application development efforts by simple support requests for existing production applications. Simple maintenance activities like updating a database and managing usernames/passwords can add up to a substantial amount of work when they're being done for dozens of applications.

Strategies:

- **Identify opportunities for automation** by creating a formal process for handling support requests; we will get a better understanding of the frequency and amount of work involved in fulfilling these requests.
- **Include automation analysis** in the planning phase for new projects. This will reduce the support required for new applications by identifying and implementing automation components as part of the initial project development

Nebraska.gov **Services**

Expertise in eGovernment

Nebraska.gov offers state and local government entities the expertise to automate routine, time-consuming tasks into interactive web-enabled applications. The applications are intended for use by citizens, businesses, to save taxpayer dollars as well as streamlining government processes.

Services provided through the Network Manager include:

Project Management

NI works in cooperation with state and local governments to identify services that, when Web-enabled, can provide maximum benefit to agencies and their constituents. Project opportunities may be initiated by agency request, by customer demand or by inspiration from a successful service being provided by other eGovernment portals including, but not limited to the 20 other NIC managed sister state portals. Opportunities are analyzed to determine potential benefits to the agency and its customers as well as technical feasibility. Once identified, services are prioritized and added to the development queue. Generally, there are at least twelve new Web services in various stages of development. Effective project management ensures that all phases of the application development life cycle – project definition, project planning, project execution and project closeout – are performed successfully and on schedule.

Web Application Development

NI has a team of dedicated, talented Web application developers experienced in eGovernment. Rapid, effective development and deployment is critical to the partnership's operations and financial model. Resource and cost overruns are not covered by the taxpayer and the Network Manager earns nothing until taxpayers derive real benefit from a working application. This provides stable ground for a partnership whose highest priority is being responsive to agency needs while maximally pleasing citizens and businesses.

Web Site and Application Maintenance

A significant portion of the NI technical team's effort is devoted to ongoing maintenance of the Nebraska.gov Web site, state agency web sites and individual applications. This includes modifications to existing services at an agency's request or made necessary by changes in back-end systems; upgrades of applications to improve performance; and updates to the Web site.

Web Site and Application Hosting

NI has invested in an infrastructure that provides maximum "up-time" for Nebraska.gov services. Dedicated servers host state Web applications that interface with back-end systems. A secure socket layer (SSL) server is also utilized to encrypt private information such as customer credit card transactions. NI, in cooperation with the NIC Technical Solutions team, continues to actively seek ways to improve overall reliability and operability to support the growing needs of the state of Nebraska.

Marketing

Even the best Web applications are useless if no one knows about them, which is why marketing is a key component to the success of each of Nebraska.gov's online services. NI utilizes a variety of marketing strategies to drive adoption of Web services. Most marketing efforts are geared to business users, who realize significant savings in time and money by conducting state business via the Web. The Network Manager delivers the Nebraska.gov message to businesses through trade shows, direct mailings and some trade publication

advertising. In addition, NI consults with state agencies to provide promotional materials, branding and information to help agency staff promote their own Web services.

Training

Training is also an effective marketing tool that is utilized by NI staff for agencies to become more familiar with Nebraska.gov services. This occurs not only during Web application development, but is an ongoing effort as agency staff turnover and Nebraska.gov services evolve. Customer training, through trade group and agency-sponsored seminars, is also conducted to help users gain a comfort level with "self-service" via the Web.

Customer Service

An effective Help Desk is vital to the operation of the state portal. When a customer encounters a question while using a state service, assistance is only a phone call, email or online chat away. NI's customer service representatives are well versed in all Nebraska.gov services and are able to assist customers knowledgeably and quickly. When necessary, customers may be referred to an application developer or Project Manager to resolve more complex questions.

Account Management

Because Nebraska.gov is a self-funded portal, several of its services involve the collection of money from customers. Money collected is a combination of agency statutory fees and enhanced access fees. Statutory fees collected through Nebraska.gov subscriber accounts are remitted to the NSRB on a monthly basis, along with a report detailing transaction activity. Accounts are billed by NI monthly for any services used and NI assumes the burden of collection. Regardless of customer collection status, state funds are always remitted to the NSRB as scheduled. To enable credit card transactions, NI utilizes authentication and fund-capturing services, maintains a merchant account with the state credit card vendor and covers all banking fees. Statutory fees collected via credit card transactions are remitted immediately to the agency.

Nebraska.gov's 2008 Marketing Plan

Marketing Mission Statement

Nebraska.gov's mission is to serve the people of Nebraska by delivering new marketing solutions for current and new services that influence increased adoption rates, increased awareness and increased revenue and are understood and valued by the Nebraska community.

Market Potential

In the past two years Nebraska.gov has overcome many hurdles in order to be in position for a strong and successful 2008. We have a solid foundation to pursue and launch various new applications.

Nebraska.gov has also adjusted its marketing team in order to take full advantage of our foundation, by adding a new business development position. With this new position, we will be able to proactively seek state local relationships that have been idle for quite some time or not realized at all. In addition, we will also explore and build relationships with community and private organizations to promote eGovernment services and to drive traffic to the portal.

In 2008, Nebraska.gov's marketing staff will spend a substantial amount of time working with the various Agencies, Boards, Associations and Legislators to educate them on the value of the portal, the self-funded model, and the expansion of eGovernment services. This strategy is designed to promote the realized benefits of Nebraska.gov across all levels of government in Nebraska. Key Strategies and projects included are:

- **Partner Packets** - These informational packets will include a clear background on the private-public partnership and the self-funded model.
- **Project Process Binders** – These informational binders will include a descriptive guideline of Nebraska.gov's project processes from start to finish.
- **Nebraska.gov eGovernment Partner Event** – This eGovernment event will help facilitate the re-introduction of Nebraska.gov to all State agencies, employees and Legislators; focusing on the value that our public-private partnership brings to the State of Nebraska. The event will include agencies displaying and presenting information regarding their current applications.
- **Legislators Packets** – These informational packets will include a background on Nebraska.gov, current online applications and marketing pieces.
- **Online Partner Portal** - The primary focus of the partner portal is to be an online source of information for Nebraska.gov partners. It will include application demos, current Nebraska.gov documentation, and links for partners to send their requests online.
- **Implementation of Customer Relationship Management software** – This application will help Nebraska.gov's customer relationship management. It will allow Nebraska.gov to manage all aspects of partner and customer relationships.

- **Bi-Monthly Project Status Reports** – In order to keep communications with partners’ constant, Nebraska.gov will further continue the practice of providing project status reports to partners with current projects on the 1st and the 15th of every month.
- **Monthly NSRB Newsletters** – Communication with partners and Nebraska.gov Board members is also a primary focus of 2008. Monthly newsletters to NSRB members will keep our board members informed on our current achievements and future projects.

Nebraska.gov has also implemented weekly standup meetings in order to allow management and staff to collaborate on all Nebraska.gov business and projects. The meetings allow every member of the Nebraska.gov staff to stay up-to-date on the progress of current projects and also share in the excitement of new application deployments. It also creates a proactive environment by reviewing our cyclical service changes and leveraging the experience of senior staff members.

Nebraska.gov’s partner perceptions are our ultimate measure of success. Through reintroducing Nebraska.gov’s value with partner packets and educating our partners on our project processes, partners will be able to understand and trust that our team’s interest is focused on not just satisfying their expectations, but exceeding them. Implementation of post project surveys will also allow partners to provide us with valuable feedback from which we can learn to better serve them.

2008 Marketing Goals

Goal: Increase user-adoption for existing applications. *These applications are also listed in the marketing schedule*

1. UCC Amendments
2. Liquor License Renewals
3. Income Tax Withholdings (941N)

Strategy:

- *Follow Marketing Schedule*

Goal: Promote user-adoption for new applications

1. Drivers License Reinstatements
2. DMV Online Message Plates
3. Electrical Permits
4. EFS Continuations and Terminations

Strategy:

- *Use 1 or more promotional strategies mentioned in Marketing Strategies Section below*

Goal: Promote Nebraska.gov's value to our state partner/agencies

Nebraska.gov recognizes that sustained and increasing success comes from building and maintaining a strong and solid foundation with our partners. We have identified strategic areas that will improve shared knowledge to partners about who we are, what we do and why we do it so well.

Strategies:

- *Partner Information Meetings and introduction of Partner Portal*
- *Partner Packets- Meet with Agency Directors who we currently work with and Agencies that we do not currently work with and review or define who Nebraska.gov is and what we can do for them.*
- *Monitor usage of Partner Portal and any feedback/requests received through it.*

Goal: To be included in the State Agencies Budget Plans for 2009

Nebraska.gov needs to be proactive in facilitating forums of communication and education that help our partners succeed in their technology objectives.

Strategy:

- *Plan and organize a Nebraska.gov Partner Event on behalf of Nebraska State Records Board. This will be a Nebraska eGovernment event provided for all the Nebraska State Agency's.*

Goal: Commit resources to marketing the State of Nebraska's e Government Services

When the citizens of Nebraska learn more about the value of eGovernment services and that new services actually exist online, user adoption will increase and this is beneficial for the our state partners but also Nebraska.gov.

Strategies:

- Evaluate current and future services and identify market

potential and increase Marketing efforts

- *Plan and organize* the 2nd Annual Show Your Nebraska Spirit Art Contest.
- *Measure* number of entries received and number of online votes for finalists.

Goal: To increase efficiencies in the day to day operations of the State

When the state’s operations become more efficient, the state saves money and can focus their budget on new avenues.

Strategies:

- *Utilize cost avoidance calculations to assist agencies in the benefits of online services.*
- *Measurement: Working with partners to gather current costs of paper transactions, will assist agencies to find realized savings.*

2008 Nebraska.gov Marketing Schedule

Marketing Effort	Key Marketing Tasks
January	
Accenture Awards	Submit Award nominations
Governor’s Promotion	Work with Governor’s office on promoting new DMV and NADC applications
2008 Legislative Caucus & Annual Meeting	Business Developer to attend Sponsored by the Nebraska Chamber of Commerce & Industry
Drivers License Reinstatements Marketing	New Service – Will work with DMV on press release, advertising and promotional ideas -Possible Media Event with Douglas County Courts
Bill Tracker Marketing	Press Release
Online Message Plate Ordering Marketing	New Service – Will work with DMV on press release, advertising and promotional ideas
NSRB Newsletter	Update Newsletter with previous month’s accomplishments and future goals

Online Campaign Statement Filing Marketing	Press Release
NLCC Online Excise Tax Reporting System	Press Release
2008 Screen Saver Contest	Send out email reminders to K-5 th grade principles/teachers
Legislator Packets	Create and send out Information Packets for all the State Legislators about Nebraska.gov and our services
Partner Portal Launch	Send information in newsletters and internal agency mailing
February	
E-Gov Awards	Submit Award nominations
Electrical permits	Launch of upgraded Service – Will work with SED on press release, advertising and promotional ideas
NSRB Newsletter	Update Newsletter with previous month’s accomplishments and future goals
March	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month’s accomplishments and future goals
Nebraska.gov eGovernment Partner Event	Organize and facilitate Nebraska.gov eGovernment Partner Event Press Release
April	
NASCIO Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month’s accomplishments and future goals
Court Document eFiling	New Service – Will work with AOC on press release, advertising and promotional ideas
Governor's Promotion	Solicit promotion of the following applications by the Governor's office:
	<ul style="list-style-type: none"> • Business Award for Excellence in Wellness • Check the Status of your Income Tax Refund
Water Well Decommissioning	New Service – Will work with DNR on press release, advertising and promotional ideas
May	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month’s accomplishments and future goals
941N	Create and distribute marketing pieces to promote adoption
Governor's	Nebraska Art Contest Winners Announced

Promotion	
June	
Best of the Web	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
Governor's Promotion	Nebraska Art Contest Winners Ceremony
EFS Continuations and Terminations	New Service – Will work with SOS on press release, advertising and promotional ideas
July	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
August	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
Governor's Promotion	Solicit promotion of the following applications by the Governor's office:
	<ul style="list-style-type: none"> • Business One Stop Phase II
September	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
October	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
Nebraska.gov Online Services	Promote Nebraska.gov services through various marketing initiatives
	Buy the Big 'O' Show
November	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals
NBPA Online License Renewals and Continuing Education	<ul style="list-style-type: none"> • Direct Marketing Campaigns • Print Materials/Direct mail

Governor's Promotion	Solicit promotion of the following applications by the Governor's office:
December	
E-Gov Awards	Submit Award nominations
NSRB Newsletter	Update Newsletter with previous month's accomplishments and future goals

Promotional Strategies

A marketing campaign will be constructed for each of these services using some or all of the following marketing methods:

- Public Service Announcements
- Billboard
- Trade Shows
- Promotional partnerships with partners
- Radio Actualities
- Give-aways
- "New Services" on the portal homepage
- Portal News Room
- DVD's with Nebraska.gov services
- News releases
- Radio Advertising
- Speaking Engagements
- Newspaper – ads, Eagle News to Use section
- Association affiliations
- Print Materials/Direct mail
- Webmaster Resource Center Articles
- State wide calendar of events
- "Featured Sites" on the portal homepage
- Direct Marketing Campaigns
- Cable Government access channels