

**NEBRASKA STATE RECORDS BOARD
MEETING: September 18, 2003**

Nebraska State Capitol
Room 1507
Lincoln, NE
September 18, 2003
1:30 P.M.

NEBRASKA STATE RECORDS BOARD

AGENDA

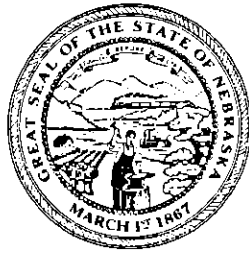
Room 1507 State Capitol

September 18, 2003 - 1:30 P.M.

1. Call to Order, Roll Call
2. Notice of Hearing (9/11/03 Lincoln Journal Star)
3. Approval of Minutes from July 8, 2003 meeting
4. Records Management Cash Fund Balance
5. Grant Status Report
6. Grant Applications
 - a. Chief Information Officer---Interactive Licensing Phase II \$25,000
7. Nebrask@ Online General Manager's Report
 - a. Project Priority List--Review and Approve
8. Report of RFP SCA-0261 Evaluation Subcommittee (Contract for Network Manager Services)
 - a. Action on the subcommittee recommendation
 - b. Appoint Subcommittee to finalize network manager contract
9. Miscellaneous Matters
 - a. Consideration of Using Public Notice Calendar for Public Notice of State Records Board Meetings
10. Adjournment

NOTICE OF PUBLIC MEETING

Notice is hereby given of a public meeting of the Nebraska State Records Board on Thursday, September 18, 2003, at 1:30 PM in Room 1507 of the State Capitol, Lincoln, Nebraska. The meeting will include review of grant applications for the State Records Board Grant program, and selecting a contractor to manage the Nebraska@ Online network pursuant to Request for Proposal SCA-0261. The agenda for the meeting is available at the office of Secretary of State for public inspection during regular business hours.
#2459394-11-Sept. 11



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of July 8, 2003

The meeting was called to order by Chairman John Gale at 1:33 P.M. on July 8, 2003, in Room 1507 of the State Capitol, Lincoln, Nebraska.

The following Board members were present:

John Gale, Chairman;
William Bidrowski;
Holley Bolen, representing the Attorney General;
David Buelt;
Lorelee Byrd;
Jerry Catlett;
Sarah Kohlhof;
Steve Schafer, representing the Director of Administrative Services;
Diane Vicars.

Not present were:

Lauren Hill, representing the Governor;
Laureen Riedesel;
Kate Witek.

Chairman Gale welcomed Sarah Kohlhof as a new Board member representing the insurance industry.

Lauren Hill arrived at the meeting.

Chairman Gale announced that notice of the meeting had been published in the Lincoln Journal Star on June 27, 2003.

Mr. Buelt moved to approve the agenda as circulated; motion seconded by Ms. Hill.

Voting For:	Bidrowski	Bolen	Buelt	Byrd
	Catlett	Gale	Hill	Kohlhof
	Schafer	Vicars		

Voting Against: None

Absent: Riedesel Witek

The motion carried.

Ms. Hill moved to approve the minutes of the meeting of March 28, 2003; motion seconded by Mr. Bidrowski. Chairman Gale requested that the start and end times be corrected from P.M. to A.M. The mover and the second concurred.

Voting For:	Bidrowski Catlett Schafer	Bolen Gale Vicars	Buelt Hill	Byrd Kohlhof
Voting Against:	None			
Absent:	Riedesel	Witek		

The motion carried.

Greg Lemon, Chief Deputy Secretary of State, reported on the Records Management Cash Fund - State Records Board balance.

Chairman Gale opened the public hearing on a proposal to establish fees from the Department of Health and Human Services Finance and Support to allow electronic access to practitioner lists. Helen Meeks, Administrator of Credentialing, testified in favor of these fees.

Ms. Witek arrived at the meeting.

No other testimony appearing, Chairman Gale closed the public hearing.

Mr. Schafer moved to approve the fees as proposed; motion seconded by Mr. Buelt.

Voting For:	Bidrowski Catlett Schafer	Bolen Gale Vicars	Buelt Hill Witek	Byrd Kohlhof
Voting Against:	None			
Absent:	Riedesel			

The motion carried.

Greg Lemon commented on the Grant Project Status Report. Mr. Lemon will work with Steve Schafer to update the expected completion dates for grants to the Chief Information Officer.

Chairman Gale opened discussion of a grant application for \$25,000.00, from the University of Nebraska Cooperative Extension Office for a program entitled Access e-Government. Dennis Kahl, Extension Educator, and Dewey Teel, Extension Educator, testified in favor of this application. After discussion, Ms. Byrd moved that the last sentence on page 4 of the application be amended to read, "...volunteers, ~~or~~ and local web designers..."; motion seconded by Mr. Schafer.

Voting For:	Bidrowski Catlett Schafer	Bolen Gale Vicars	Buelt Hill Witek	Byrd Kohlhof
Voting Against:	None			
Absent:	Riedesel			

The motion carried.

Mr. Catlett moved to approve the grant application as amended; motion seconded by Mr. Buelt.

Voting For:	Bolen Gale	Buelt Kohlhof	Byrd Schafer	Catlett Vicars
Voting Against:	Bidrowski	Hill	Witek	
Absent:	Riedesel			

The motion carried.

Chairman Gale opened discussion of a grant application for \$25,000.00, from the Board of Public Accountancy, for Online Review of Annual Registration/Online Submission of Forms. Dan Sweetwood, Executive Director of the Board of Public Accountancy, testified in favor of this grant application. After discussion, Mr. Catlett moved to approve this grant application subject to receipt and approval by Chairman Gale of a performance plan and budget, with no funds to be expended until approval of these documents; motion seconded by Ms. Hill.

Voting For:	Bidrowski Catlett Schafer	Bolen Gale Vicars	Buelt Hill Witek	Byrd Kohlhof
Voting Against:	None			
Absent:	Riedesel			

The motion carried.

At 3:23 P.M. the Board stood at rest.

Chairman Gale reconvened the Board at 3:37 P.M. Ms Witek was absent.

Rod Armstrong, Nebrask@ Online General Manager, presented the General Manager's Report, including the Project Priority List.

Ms. Witek returned to the meeting.

Mr. Schafer moved to approve the Project Priority List; motion seconded by Ms. Byrd.

Voting For:	Bidrowski	Bolen	Buelt	Byrd
	Catlett	Gale	Hill	Kohlhof
	Schafer	Vicars	Witek	

Voting Against: None

Absent: Riedesel

The motion carried.

Rod Armstrong demonstrated the new Nebrask@ Online State Portal for the Board. Ms. Vicars moved that the new portal be approved for implementation; motion seconded by Mr. Buelt.

Voting For:	Bidrowski	Bolen	Buelt	Byrd
	Catlett	Gale	Hill	Kohlhof
	Schafer	Vicars	Witek	

Voting Against: None

Absent: Riedesel

The motion carried.

Ms. Witek moved that the Board go into closed session to review the Network Manager Services RFP Evaluation Criteria; motion seconded by Mr. Catlett.

Voting For:	Bidrowski	Bolen	Buelt	Byrd
	Catlett	Gale	Hill	Kohlhof
	Schafer	Vicars	Witek	

Voting Against: None

Absent: Riedesel

The motion carried.

After discussion in closed session, Ms. Hill moved to end the closed session; motion seconded by Ms. Vicars

Voting For:	Bidrowski	Bolen	Buelt	Byrd
	Catlett	Gale	Hill	Kohlhof
	Schafer	Vicars	Witek	

Voting Against: None

Absent: Riedesel

The motion carried.

Ms. Byrd moved to amend the Network Manager RFP Evaluation Criteria page 9, Part 2, item 1, to weight that item at 10 points, item 2 to weight that item at 10 points, and to move the words, "...and contract performance..." from the end of item 1 to the end of item 2; motion seconded by Ms. Witek.

Voting For:	Bidrowski	Bolen	Buelt	Byrd
	Catlett	Gale	Hill	Kohlhof
	Schafer	Vicars	Witek	

Voting Against: None

Absent: Riedesel

The motion carried.

Mr. Buelt moved to approve the Evaluation Criteria as amended; motion seconded by Ms. Witek.

Voting For:	Bidrowski	Bolen	Buelt	Byrd
	Catlett	Gale	Hill	Kohlhof
	Schafer	Vicars	Witek	

Voting Against: None

Absent: Riedesel

The motion carried.

Chairman Gale opened discussion of establishing a Network Manager RFP Evaluation subcommittee. Ms. Byrd moved that Chairman Gale, Keith Dey, Mr. Schafer, Ms. Byrd, Ms. Hill, and Mr. Bidrowski serve as the subcommittee; motion seconded by Mr. Buelt.

Voting For:	Bidrowski	Bolen	Buelt	Byrd
	Catlett	Gale	Hill	Kohlhof
	Schafer	Vicars	Witek	

Voting Against: None

Absent: Riedesel

The motion carried.

Ms. Byrd moved that RFP finalist presentations be requested for the subcommittee, and that such presentations be made in an open meeting with notification, if required by an Attorney General's opinion; motion seconded by Ms. Vicars.

Voting For:	Bidrowski	Bolen	Buelt	Byrd
	Catlett	Gale	Hill	Kohlhof
	Schafer	Vicars	Witek	
Voting Against:	None			
Absent:	Riedesel			

The motion carried.

Greg Lemon discussed the option of an extension of the deadline for responses to the RFP. Ms. Hill moved that the opening day for RFP responses be moved from July 17, 2003, to July 31, 2003, and all subsequent timeline dates be adjusted accordingly; motion seconded by Ms. Witek.

Voting For:	Bidrowski	Bolen	Buelt	Byrd
	Catlett	Gale	Hill	Kohlhof
	Schafer	Vicars	Witek	
Voting Against:	None			
Absent:	Riedesel			

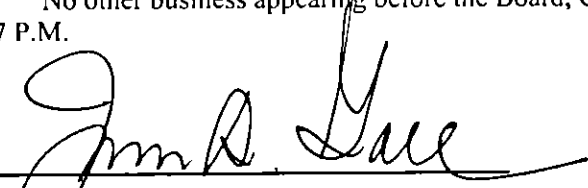
The motion carried.

The Board discussed using only the Public Notice Calendar on Nebrask@ Online for public notice of State Records Board meetings. Ms. Hill moved that this issue be tabled until the next Board meeting to allow consultation with the Attorney General; motion seconded by Mr. Buelt.

Voting For:	Bidrowski	Bolen	Buelt	Byrd
	Catlett	Gale	Hill	Kohlhof
	Schafer	Vicars	Witek	
Voting Against:	None			
Absent:	Riedesel			

The motion carried.

No other business appearing before the Board, Chairman Gale declared the meeting adjourned at 5:47 P.M.



John A. Gale
Chairman
State Records Board

**Grant Project Status Report
Third Quarter 2003
(Revised 9/15/03)**

Agency Name	Project Description	Original Grant Amount	Amount Spent To Date	Completion Date
Brand Committee	Record 35,000 brands online	\$5,500	\$4,152.14	Complete
Secretary of State	Online Rules & Regulations completed Tracking Phase not finished	\$25,000	-0-	December, 2003
Chief Information Officer	Interactive License Renewal Initiative	\$25,000	\$15,000	Complete
Library Commission	Wireless Training Module	\$25,000	\$24,236.59	Complete
Chief Information Officer	Business Portal Phase II	\$25,000	\$6,632.00	Unknown ¹
Chief Information Officer	Citizen's Portal (Phase II approved 6/24/03)	\$25,000	\$5,000	January, 2004
Chief Information Officer	Education Portal	\$25,000	\$5,000	Unknown ²
Chief Information Officer	Online Payment Portal	\$25,000	\$12,500	Unknown ³

¹ Depends on Cooperation/Participation of Agencies

² A revised completion date is being developed

³ Some components such as credit card payment are done, A revised completion date is being developed

Nebraska State
Records Board
State Capitol, Suite 2300
Lincoln, NE 68509

John Gale
Chairman
(402) 471-8606
<http://www.nol.org>



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION

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 _____

2. Title of project _____

3. Brief Description of Project

3. Grant request amount \$ _____

4. Will there be a fee for accessing records associated with this project? _____

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

II. Grant Detail

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

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

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

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

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

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

NSRB Grant Application

Page 3

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?

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)

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)

Byrd - need work

Please be sure to include provide supporting documentation for

III. Technical Information

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

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).

6. Describe how technical support will be provided.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application _____

phone # _____ **E-mail** _____

Signed this _____ **day of** _____, _____

Agency Director

Please Return to:

State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608

Interactive License Renewal Initiative Grant Application

Agencies desiring grants from the NSRB 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.

1. Name of agency applying for grant

Chief Information Officer

2. Title or brief description of the project

Interactive License Renewal Initiative

3. Grant request amount

\$25,000

4. Will there be a fee for accessing records associated with this project?

There may be transaction-based payments to Nebraska@ Online in conjunction with individual services, which will be submitted through the normal NSRB review process.

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

Unless there is a change in state law authorizing convenience fees (i.e. passed on to the user), any transaction-based payments will be paid by the agency as an operational expense.

6. Please describe the project in detail

The State E-Government Strategic Plan calls for aggressive efforts to bring entire processes online for the benefit of citizens, businesses and government agencies. One of the largest areas of opportunity involves a wide variety of professional and business licenses, filings and registrations. There are dozens of these types of transaction-based processes that exist in state government, the vast majority of which continue to be manual, paper-based processes.

The State Government Council of the NITC supported a study that concluded there is relatively little information that is common among licenses and filings. However, it does appear possible to approach development of various license, filing and registration applications in a standard, enterprise-wide manner.

For example, the Department of Health & Human Services has a strong interest in providing online renewal for their 40+ professional licenses. They utilize a license

management software that is currently being upgraded, and have indicated that Nebrask@ Online is their preferred partner for development of the front-end and payment processing capabilities.

It is anticipated that once an interface is built between NOL and the license management software for one renewal application, it may be possible to re-use a considerable amount of the code libraries and other technical aspects of the application for other renewals. However, that cannot be determined until the first application is built.

Should this pilot be successful, consideration may be given to seeking an enterprise-wide license for the management software to allow greater acceleration in bringing license renewal applications online. The purpose of this grant is to provide a pool of resources to bring a minimum of five health professional license renewals online, testing the capability of building and adapting an interface into the HSS license management system that can be in part re-used for additional health licenses. Ongoing fees for maintaining and enhancing the applications will be negotiated with HHS subject to the normal NSRB review process.

The CIO would like to reserve the right to use a portion of these funds for online license or filing applications with other agencies, subject to approval by the board or its authorized representative.

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

Professional licensees, and potentially others who file or register with the state, will benefit from the convenience of online license renewal. The agency will achieve efficiencies by automation what are currently manual processes.

8. Estimated timeline for completion

Installation of the upgraded license management software is scheduled to be complete in August. Work on initial renewal applications will begin upon approval of the grant, and applications will be brought online in conjunction with statutory renewal periods. Should license or filing applications with other agencies be pursued, they will be developed and brought online in conjunction with license or filing periods.

9. Agency contribution to the project (labor, equipment, etc.)

The CIO will provide leadership in project planning and oversight during implementation. The CIO will also work with the State Government Council of the NITC, the NSRB, and appropriate agencies as needed during the course of the project.

10. A. Has this project every been submitted as a budget request (explain)?

No. A previous grant was approved by the NITC for possible use on license renewal, but the grant expired due to delays caused by licensing issues for the management software. The source of funds (the Government Technology Collaboration Fund) will potentially be reduced or eliminated by legislative action.

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

Unless convenience fees (paid by the user) are considered for ongoing support of the licensing or filing applications, no change in statute is required.

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

The grant funds will provide short-term return for efforts by Nebrask@ Online to establish a standard, enterprise-wide approach to licensing and filing applications. Over the long-term, transaction-based revenue from these services will provide ongoing support maintenance and enhancements of these services, as well as for growth and expansion of the NOL network. Given the relatively small volume of each individual service, it is likely to take several years and several services to generate a revenue stream of any significance. The grant funds will also provide a way for agencies to achieve a lower per-transaction rate than might otherwise be recommended.

11. Please describe how this project will enhance the delivery of state agency services or access to those services.

Providing online capability for license renewal, filing and registration will improve convenience for citizen and business users, as well as enhanced efficiency for government agencies. Renewals, filings and registrations can be conducted quickly at the user's convenience in a secure environment that incorporates online payment.

12. 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; 4) support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer)

Agency operational efficiency will improve through replacement of manual, paper processes with automated service delivery. Assessing the possible use of a standard license management software could provide numerous opportunities for collaboration among agencies. The involvement of Nebrask@ Online continues the ongoing, successful public/private partnership to enhance the delivery of public services.

13. Contact person information

*Steve Schafer, Chief Information Officer
521 South 14th Street, Suite 200*

Lincoln, NE 68508-2707
(402) 471-4385
slschafe@notes.state.ne.us

Technical Panel
of the
Nebraska Information Technology Commission

Project Review

Type of Review: State Records Board Grant Application

Project Title: Interactive Licensing Phase III

Agency: Chief Information Officer

Resolution passed by the Technical Panel on February 12, 2003:

The Technical Panel, having reviewed the grant application entitled "Interactive Licensing Phase III," finds that:

- Based on the completion of previous phases of the project, we believe the applicant possesses the technical ability to complete Phase III.

Status Report – State Records Board Grants to the CIO
Date of Last Revision: September 18, 2003

A. Business Portal Phase II

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Forms Inventory Database Maintenance Strategy	Completed	\$1000	\$0
Training for Businesses and Development Professionals	<ul style="list-style-type: none"> • 10 meetings held to date • Promotional materials published • Lincoln B to B trade show – 10/7/03 • Omaha trade show –10/14/03 	\$2,702.25	\$1,297.75
Interactive Licenses (3)	<ul style="list-style-type: none"> • EMT (Sept 2003) – in testing • Water Operators (10/1/03) – in testing • Well Drillers (fall 2003) – in development 	\$0	\$7,500
Forms Automation	<ul style="list-style-type: none"> • Completed: 20 forms for Secretary of State, 10 forms for Board of Public Accountancy, 260 forms for HHSS; • Work in progress for Dept of Ag, Abstractor's Board, Economic Development and Public Accountancy; • Efforts underway with DEQ, Fire Marshal, HHS Credentialing, Electrical Division, Labor 	\$2,930	\$9,570
Totals		\$6,632.25	\$18,367.75

B. Citizen's Portal

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Portal Web Site (www.ne.gov/citizen)	Completed	\$5,000	\$0
Self-Registered E-mail	<ul style="list-style-type: none"> • Central website to sign up for email lists (9/30/2003) • E-mail reminders for users (10/31/03) • Automatic notification of changes to Public Meeting Calendar (www.ne.gov) 	No Charge \$0 \$0	No Charge \$1,500 \$3,500
Enhancements to campaign finance information searches	Target completion date is January 1, 2004 <ul style="list-style-type: none"> • In progress 	\$0	\$10,000
Enhanced Legislative Bill Tracking System	Target completion date within 6 months of approval by Legislature's Executive Board	\$0	\$5,000
Totals		\$5,000	\$20,000

C. Education Portal

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Portal Web Site (www.ne.gov/education)	Completed	\$5,000	\$0
Statewide application for admission to all higher education institutions	Education Council has gathered admissions forms from all institutions. Initial list of common elements has been identified. A revised analysis of common and unique requirements is underway.	\$0	\$5,000
Information technology training calendar	Work on screen design is underway	\$0	\$5,000
Searchable database of education courses, programs	Waiting for information on what might be available from Post Secondary Education Commission	\$0	\$5,000
Totals		\$5,000	\$20,000

D. Interactive License Renewal

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Dentists	Completed and in operation	\$5,000	\$0
Dental Hygienists	Completed and in operation	\$5,000	\$0
Pharmacists	Completed and in operation	\$5,000	\$0
Medical Nutrition Therapists	Completed and in operation	\$5,000	\$0
Physical Therapists	Completed and in operation	\$5,000	\$0
Totals		\$25,000	\$0

E. Payment Portal

<u>Deliverables</u>	<u>Status and Comments</u>	<u>Expended To Date</u>	<u>Funds Remaining</u>
Payment module for credit card and electronic check processing	The payment portal went live in January 2003 with credit card processing for license renewals. The electronic check module is complete and is waiting final testing with the Treasurer's Office.	\$12,500	\$0
Automated general ledger transmission tool	This deliverable has been delayed pending NIS implementation. A first meeting is scheduled for September 24, 2003.	\$0	\$2,500
Totals		\$12,500	\$12,500

Nebraska@ Online Project List -- September 10, 2003

Projects Completed										
<i>Agency</i>	<i>Project</i>			<i>Public Benefit</i>	<i>Time Sensit.</i>	<i>Complexity</i>	<i>Payment</i>	<i>Staff</i>		
Administrative Services	NIS Homepage design	W		Large	Flexible	Moderate	Non-Fee	Benes		
Auditor	Agency Intranet	A		Large	Flexible	Moderate	Fixed Cost	Duffy		
Blind & Visually Impaired	Password Protected Area on Web site	A	07/31/03	Moderate	Firm	Low	Non-Fee	Warniner		
Crime Commission	Searchable Database #1	A		Moderate	Flexible	Very High	Non-Fee	Pabian		
Deaf & Hard of Hearing	Web Site design assistance & training	W		Moderate	Flexible	Moderate	Non-Fee	Duffy		
Health & Human Services	Medical Nutrition Therapist Lic. Ren.	A		Large	Rigid	High	Grant	Lyons		
Health & Human Services	Physical Therapist License Renewal	A		Large	Rigid	High	Grant	Lyons		
Insurance	Company & Agent databases search	A		Large	Firm	High	Non-Fee	Bush		
Motor Vehicles	CDL-Third Party Testing Web Site	A		Large	Firm	High	Fixed Cost	Bush		
Power Review Board	Web Site Maintenance Assistance	W		Moderate	Flexible	Low	Non-Fee	Duffy		
Racing Commission	Web Site Redesign Assistance	W		Large	Flexible	Moderate	Non-Fee	Duffy		
Secretary of State	Corp Search Upgrade/Design	A		Extensive	Rigid	Moderate	Non-Fee	Bills/Benes		
State Records Board	NOL Portal Redesign	W		Extensive	Firm	Very High	Non-Fee	Warniner/Benes		
Tax Equalization (TERC)	Web Site Redesign Assistance/Training	W		Moderate	Flexible	Low	Non-Fee	Duffy		
Wheat Board	Web Site Update Assistance	W	08/25/03	Moderate	Flexible	Low	Non-fee	Duffy		
Pending Approval										
<i>Agency</i>	<i>Project</i>		<i>Received</i>	<i>Public Benefit</i>	<i>Time Sensit.</i>	<i>Complexity</i>	<i>Payment</i>	<i>Staff</i>	<i>Complete</i>	<i>Due</i>
Secretary of State	Corp Search Shopping Cart	A	07/21/03	Extensive	Firm	High	Trans. Fee	Bills	95%	9/1/2003
Secretary of State	Provisional Voting site	A	08/11/03	Extensive	Firm	High	Non-Fee	Pfister	95%	10/15/2003
Secretary of State	UCC Filing/Search Upgrades	A	04/20/02	Large	Firm	Extremely High	Trans. Fee	Pfister	99%	12/31/2002
Counties	Marriage License Application	A	01/01/03	Large	Flexible	High	Non-Fee	Bush	95%	8/1/2003
Power Review Board	Web Site Redesign Assistance	W	08/07/03	Moderate	Flexible	Low	Non-Fee	Duffy	95%	10/1/2003

Projects Underway										
Agency	Project		Received	Public Benefit	Time Sensit.	Complexity	Payment	Staff	Complete	Due
Account. & Disclosure	Database Conversion & Search	A	06/23/03	Extensive	Firm	Extremely High	Fixed Cost	Pfister/Bush	20%	11/1/2003
Account. & Disclosure	Web Site redesign assistance	W	06/23/03	Extensive	Flexible	Moderate	Non-Fee	Fitzgerald	0%	11/1/2003
Agriculture	Web Site Redesign/Password section	W	02/11/03	Large	Flexible	High	Fixed Cost	Duffy	35%	8/15/2003
Arts Council	Web Site Redesign/Hosting/Training	W	02/07/03	Large	Firm	High	Fixed Cost	Benes	85%	9/1/2003
Arts Council	E-Granting	A	08/18/03	Large	Rigid	Extremely High	Fixed Cost	Warriner	15%	1/1/2004
Attorney General	Web Site staff Intranet	A	08/05/03	Moderate	Firm	Moderate	Fixed Cost	M. Lyons	10%	9/15/2003
Banking	Bank Financial Info Section/Un& Pw	A	05/07/03	Large	Firm	Moderate	Non-fee	Lyons	25%	10/1/2003
Chief Information Officer	Forms Automation	A	03/15/01	Extensive	Flexible	Very High	Grant	All	35%	Ongoing
Counties	County Project Phase I	W	07/01/00	Extensive	Flexible	Very High	Approp.	Brown	80%	Ongoing
Counties: Clay County	Web Site Design	W	08/14/03	Moderate	Flexible	Moderate	Approp.	Benes	0%	10/1/2003
Counties: Merrick County	Web Site Design	W	08/14/03	Moderate	Flexible	Moderate	Approp.	Benes	10%	10/1/2003
Counties	County Project Phase II	A	07/01/01	Extensive	Flexible	Extremely High	Approp.	Brown	10%	Ongoing
Crime Commission	Searchable Database #2	A	07/31/03	Large	Flexible	High	Non-Fee	Pablan	50%	10/1/2003
Crime Commission	Searchable Database #3	A	07/31/03	Large	Flexible	High	Non-Fee	Pablan	10%	10/1/2003
Fire Marshal	Web Site Hosting/Redesign Assistance	W	05/19/03	Large	Flexible	Moderate	Non-Fee	Fitzgerald	80%	10/15/2003
Grain Sorghum Board	Web Site Redesign	W	06/16/03	Large	Flexible	Moderate	Non-Fee	Duffy	50%	9/30/2003
Health & Human Services	Practitioner Lists	A	03/12/03	Large	Firm	Moderate	Trans. Fee	Pfister	90%	9/30/2003
Health & Human Services	Behavioral Health/SICA Web site Ass't.	W	07/09/03	Large	Rigid	Moderate	Non-Fee	Duffy	25%	9/30/2003
Health & Human Services	EMS/EMT License Renewal	A	05/01/03	Large	Rigid	High	Grant	Lyons	0%	10/1/2003
Health & Human Services	Well Drillers License Renewal	A	05/01/03	Large	Rigid	High	Grant	Lyons	0%	10/1/2003
Health & Human Services	Water Operators License Renewal	A	05/01/03	Large	Rigid	High	Grant	Lyons	0%	10/1/2003
Motor Fuels - Revenue	Online Form Amendment	A	08/14/03	Large	Firm	High	Non-Fee	Lyons	90%	10/1/2003
NEMA	Web Site Redesign/Password Section	W	11/12/02	Large	Flexible	Very High	Fixed Cost	M. Lyons	80%	9/30/2003
Neb. Trans. Providers	Web Site Design & Training	W	08/11/03	Moderate	Flexible	Moderate	Non-fee	M. Lyons	75%	10/30/2003
Retail Federation	Website Redesign/Conversion Ass't.	W	06/06/03	Large	Flexible	Low	Non-Fee	Fitzgerald	25%	10/1/2003
Revenue	Income Tax 1040N (Long Form)	A	01/01/02	Extensive	Flexible	Extremely High	Trans. Fee	Pablan	65%	1/1/2004
Revenue	Contractor Tax Exemption Web Form	A	08/11/03	Large	Firm	Moderate	Non-Fee	Pablan	85%	9/15/2003
Projects Requested										
Agency	Project		Received	Public Benefit	Time Sensit.	Complexity	Payment	Staff	Complete	Due
Abstracters Board	License renewals	A	09/10/03	Large	Rigid	High	Trans. Fee	Brown	0%	1/2/2004
Administrative Services	NIS site search	A	03/24/03	Moderate	Firm	High	Non-Fee	Bush	0%	
Bankers Assn	User Management System	A	09/08/03	Moderate	Flexible	Moderate	Non-fee	Pfister	0%	10/15/2003
Crime Commission	Web Site Redesign	W	08/01/03	Large	Flexible	Moderate	Fixed Cost	Benes	0%	11/1/2003
Nebraska Diplomats	Web Site Hosting /Conf. Registration	W	03/10/03	Moderate	Flexible	Moderate	Non-Fee	Gibbs/Brown	0%	
Energy Office	Ethanol Coalition Intranet	A	09/10/03	Moderate	Flexible	Moderate	Fixed Cost	Bush	0%	10/30/2003
Historical Society	Photo Image database	A	01/15/03	Large	Flexible	High	Non-Fee	Pfister	0%	
Library Commission	Databases Access/Portals	W	02/04/03	Extensive	Flexible	Moderate	Non-Fee	Gibbs/Warriner	0%	9/30/2003
Library Commission	Drawdown Accounts/ACH Transfers	A	06/03/03	Large	Flexible	High	Unknown	Unassigned	0%	12/15/2003
Motor Vehicles	Commercial Vehicle Plate Search	A	04/01/02	Extensive	Flexible	High	Unknown	Pfister	0%	
Motor Vehicles	Message Plate Ordering	A	02/02/02	Large	Flexible	High	Unknown	Unassigned	0%	

TO: Nebraska State Records Board Members

FROM: RFP SCA-0261, Network Manager Services, Evaluation Subcommittee

RE: Report and Recommendation to the Full Board

September 17, 2003

I. Introduction

The RFP SCA-0261 evaluation subcommittee was charged with the task of reviewing and scoring vendor responses to the request for proposal released by the Nebraska State Records Board (NSRB) through the Department of Administrative Services Materiel Division relating to network manager services for the state's Nebrask@ Online information network.

II. Subcommittee Members

John Gale, Secretary of State, Chairman, NSRB

Lorelee Byrd, State Treasurer, member, NSRB

Steve Schafer, Chief Information Officer, representative designee for DAS Director McClurg on the NSRB

Bill Bidrowski, member, NSRB

Keith Dey, information technology director, Department of Motor Vehicles

III. Vendors Responding to the RFP

1. **All Needs Computer Consulting Services**, Lincoln, NE
2. **Bass & Associates**, Omaha, NE
3. **CGI**, St. Louis Park, MN
4. **Digital IMS/i2RD**, Lincoln, NE
5. **Nebraska Interactive, Inc.**, Lincoln, NE
6. **Terrapin Technologies, Inc.**, Omaha, NE

IV. Scoring Documents

Evaluation weights and scoring documents for the written responses to the RFP and oral presentations are attached.

V. Process and Scoring

The subcommittee members individually scored each of the six vendors written responses to the Request for Proposal based upon the evaluation and scoring criteria.

Summary scores for the written responses to the RFP are as follows:

Name of Vendor	Total Score	Average Score
All Needs Computer Consulting Services	31	6.2
Bass & Associates	347	69.4
CGI	307	61.4
Digital IMS/i2rd	215	43
Nebraska Interactive, Inc.	390	78
Terrapin Technologies	179	35.8

Based upon this evaluation the three highest scoring vendors, Bass & Associates, CGI and Nebraska Interactive, Inc. were chosen to do presentations to the subcommittee. Each presenter was given one hour to present their vision for the network, one hour to answer a pre-prepared and identical list of questions, and up to 40 minutes for follow-up questions by the subcommittee.

Presentation scores were as follows:

Name of Vendor	Total Score	Average Score
Bass & Associates	182	36.4
CGI	146	29.2
Nebraska Interactive, Inc.	179	35.8

VI. Scoring Summary and Recommendations

The following table summarizes and totals scores from both the written response and oral presentations from the vendors.

Total Evaluation Summary Score Sheet RFP SCA-0261

Company Name	Proposal Total	Proposal Average	Presentation Total	Presentation Average	Total Points ¹	Average Points ²
CGI	307	61.4	146	29.2	453	90.6
Bass	347	69.4	182	36.4	529	105.8
Nebraska Interactive	390	78	179	35.8	569	113.8

Upon review of the scoring for each of the vendors and consideration of the merits of each proposal, the subcommittee voted unanimously to recommend to the Records Board that Nebraska Interactive, Inc. be chosen as the vendor to receive the letter of intent to award the contract pursuant to SCA-0261.

The subcommittee also wants to thank each of the vendors responding to the request for proposal and particularly thank the three vendors who came and gave presentations. Each displayed a high level of professionalism and energy in presenting their proposals for the meeting the state's needs.

¹ Total Points = Sum of each individual evaluator's scores.

² Average Points = Total Points / 5 Evaluators

SCA-0261
Nebraska Online Network Manager
Opening Date: July 31, 2003
Evaluation/Weights and Scoring

MANDATORY REQUIREMENTS:

The proposals will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Proposals not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

- The signed Request for Proposal for Contractual Services form;
- Executive Summary;
- Corporate Overview; and
- Technical Approach

EVALUATION/WEIGHTS AND SCORING

All responses to this Request for Proposal, which fulfill all mandatory requirements, will be evaluated. Each category will have a maximum possible point potential. Areas that will be addressed and scored during the technical evaluation include:

	% of Possible Points
Part 1—Executive Summary	10
Part 2—Corporate Overview	30
Part 3—Technical Approach	60
TOTAL PERCENTAGE	100

**Nebrask@Online Manager
Proposal Presentation Evaluation – Individual Scoring Sheet**

Contractor Name:	
Evaluation Team Member	
Date of Presentation:	

Presentation Evaluation	Points Awarded	Possible points	Comments
<ul style="list-style-type: none"> • How well did the contractor presentation demonstrate their vision to improve and expand the network as the Network Manager and does that vision meet the State's needs? 		20	
<ul style="list-style-type: none"> • How well did the contractor staff and corporate representatives answer all questions, and do the answers satisfy the needs of the State? 		15	
<ul style="list-style-type: none"> • Were key contractor team members and corporate representatives available for interview and/or in depth questioning and did they meet the state's needs for quality and level of staffing for this Project? 		15	
Part 5 — Total Presentation Evaluation Points		50	

Please Score each Item 0 being the lowest evaluation score and the maximum listed in the category being the highest.

Points awarded by each evaluator at the presentation level will be added to total points awarded on the written proposal and averaged to determine final point totals and averages.