

**NEBRASKA STATE RECORDS BOARD
MEETING: September 28, 2016**

Nebraska State Capitol
Room 1507
Lincoln, NE
September 28, 2016
9:00 A.M.

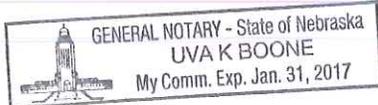
AFFIDAVIT OF PUBLICATION

State of Nebraska }
LANCASTER COUNTY, } ss.

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 August 26 20 16 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.

NOTICE OF MEETING
Notice is hereby given of a public meeting of the Nebraska State Records Board on Wednesday September 28, 2016 at 9:00 AM, Nebraska State Capitol, Room 1507, Lincoln, NE.
The agenda, which is kept continually current, is available at the Office of the Secretary of State, Suite 2300, State Capitol, Lincoln, NE for public inspection during regular business hours.
#580087 11 Aug 26 9128677

Andrea Parks
Subscribed in my presence and sworn to before me on Aug 30, 2016
J K Boone Notary Public



Cost \$7.91 Reference # 590087

Organization	Nebraska State Records Board
Activity	Public Hearing
Date of Activity	Wednesday, 09/28/2016
Time of Activity	Meeting starts at 9:00 AM Central
Last Updated	Thursday, 06/16/2016
Location	NE State Capitol Room 1507
Details	Quarterly Meeting
Meeting Agenda	http://www.staterecordsboard.nebraska.gov/agenda.html
Meeting Materials	http://
Person to Contact for Additional Information:	
Name	Steven Chase
Title	Executive Director
Address	440 South 8th St Suite 210 PO Box 94608
Telephone	(402) 471-2745
Fax	(402) 471-2406
E-Mail	steven.chase@nebraska.gov
Agency Homepage	http://www.staterecordsboard.nebraska.gov/

NEBRASKA STATE RECORDS BOARD AGENDA

Nebraska State Capitol

Room 1507

Lincoln, NE

September 28, 2016

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. A copy of the Open Meetings Act is posted in the back of the meeting room.
3. NOTICE OF HEARING
4. ADOPTION OF AGENDA
Action Item: Approval of Agenda
5. APPROVAL OF MINUTES
Action Item: Approval of July 13, 2016 meeting minutes
6. PUBLIC COMMENT
7. CHAIRMAN'S REPORT
 - a) AGREEMENTS & ADDENDA
 - 1) **Non-Action Item: Electronic Government Service Level Agreements** between Nebraska Interactive, LLC, the NE State Records Board, the State Electrical Division, the City of Fairbury, the Department of Health & Human Services, the State Historical Society, Hooker County, the Military Department, the Board of Pardons and the Public Service Commission. Signed by Chairman Gale pursuant to Board Authority.
 - 2) **Non-Action Item: Addenda (PayPort-Local) to the Electronic Government Service Level Agreement** between Nebraska Interactive, LLC, the NE State Records Board and the City of Fairbury and Hooker County Treasurer. Signed by Chairman Gale pursuant to Board Authority.
 - 3) **Non-Action Item: Addenda (Event Registration) to the Electronic Government Service Level Agreement** between Nebraska Interactive, LLC, the NE State Records Board and the Tourism Commission. Signed by Chairman Gale pursuant to Board Authority.
 - 4) **Non-Action Item: Statement of Work** between Nebraska Interactive, LLC, the NE State Records Board and the Accountability & Disclosure Commission, the Attorney General, Banking & Finance, the Blind & Visually Impaired, the Deaf & Hard of Hearing Commission, the Education Department-Assistive Technology Partnership, the Electric Division, the Board of Engineers & Architects, the Fire Marshal, the Insurance Department, the Investment Council, the Motor Vehicle Industry Licensing Board, Natural Resources, the Board of Parole, the Professional Practices Commission, the Tax Equalization & Review Commission, and the Volunteer Service Commission (ServeNebraska). Signed by Chairman Gale Pursuant to Board Authority.
 - 5) **Action Item: Addendum 4** (Conceal and Carry Weapons Permit Renewals) between Nebraska Interactive, LLC, the NE State Records Board and the State Patrol.

- 6) **Action Item: Addendum 2** (Suite of Services – Inspection Mobile Application & NBC Headquarters Interface & Database) between Nebraska Interactive, LLC, the NE State Records Board and the Brand Committee.

- b) PRICEWATERHOUSECOOPERS ANNUAL AUDIT OF NEBRASKA INTERACTIVE, LLC DECEMBER 31, 2015 AND 2014
Action Item: Accept the receipt of the PricewaterhouseCoopers annual audit report of Nebraska Interactive, LLC for December 31, 2015 and 2014.

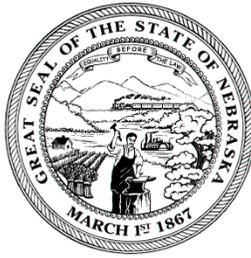
8. EXECUTIVE DIRECTOR REPORTS
 - a) NSRB Cash Fund Balance update
 - b) Grant Application Submissions
 - c) **Action Item:** Motion to Suspend Grant Program
 - d) Technical Advisory Board meeting October 12, 2016 2:00 p.m. State Records Center Conference Room.

9. NEBRASKA.GOV REPORTS
 - a) **Action Item:** Subscriber Fee increase
 - b) **Action Item:** Project Priority Report
 - c) Update regarding signing of new EGSLA's
 - d) General Manager's Report

10. DATE FOR NEXT MEETING
Wednesday, December 7, 2016
9:00 A.M.
Room 1507
State Capitol

11. ADJOURNMENT
Action Item: Move to adjourn

Updated 9/20/2016



NEBRASKA STATE RECORDS BOARD

MINUTES

Meeting of July 13, 2016

Agenda Item 1. CALL TO ORDER, ROLL CALL

The meeting of the Nebraska State Records Board was called to order by Chairman John A. Gale at 9:08 A.M. on July 13, 2016 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;
Mike Foley, Lt. Governor, representing the Governor;
Phil Olsen, representing the Auditor of Public Accounts;
Scott Keene, representing the Insurance Industry;
Brenda Ealey, representing Libraries;
Leslie Donley, representing the Attorney General;
Byron Diamond, Director of Administrative Services;
Brian Buescher, representing the Legal Profession;
Don Stenberg, State Treasurer;
Greg Osborn, representing the General Public
Mike Konz, representing the Media;
Crystal Wichita, representing the Banking Industry

Absent: Scott Keene, representing the Insurance Industry;

Staff in attendance:

Steven Chase, Executive Director
Colleen Byelick, Agency Counsel
Tracy Marshall, Recording Clerk

Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETINGS ACT

Chairman Gale announced that in accordance with the Nebraska Open Meetings Act, reproducible written materials to be discussed at the open meeting and a copy of the Nebraska Open Meetings Act are located to the left of the public seating area.

Agenda Item 3. NOTICE OF HEARING

Chairman Gale announced public notice of the meeting was duly published in the Lincoln Journal Star on June 13, 2016 and on the state's website Public Meeting Calendar. The public notice and proof of publication relating to the meeting will be attached to and made a part of the meeting minutes.

Agenda Item 4. ADOPTION OF AGENDA

Mr. Diamond moved to adopt the agenda as presented; seconded by Mr. Osborn.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Wichita	Konz	Olsen	Osborn
	Stenberg				

Voting Against: None

Absent: Keene

The motion carried.

Agenda Item 5. APPROVAL OF MINUTES

Chairman Gale asked for a motion to approve the minutes of the May 11, 2016 meeting. Mr. Stenberg made a correction to page three, paragraph 7.b.1 of the minutes and then moved to approve the minutes; seconded by Ms. Wichita.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Olsen	Stenberg	Wichita	Konz
	Osborn				

Voting Against: None

Absent: Keene

The motion carried.

Agenda Item 6. PUBLIC COMMENT

Chairman Gale asked the members of the audience if anyone wished to come forward to provide public comment on anything other than items listed on the agenda. No audience member indicated a desire to provide public comment.

Agenda Item 7. CHAIRMAN’S REPORT

Agenda Item 7.a. Portal Operations Subcommittee update on Service Agreement with the Office of the Chief Information Officer (OCIO). Ed Toner, the Administrator of the OCIO appeared and provided testimony to the Board regarding the two interagency agreements (Agenda Items 7.a.1 and 7.a.2) between the Board and the OCIO.

Agenda Item 7.a.1. Interagency Agreement between Nebraska State Records Board and OCIO regarding Portal Management Support Services. Mr. Toner stated that the agreement would promote better cooperation between Nebraska Interactive, the OCIO and the Board regarding any issues that involve portal services. Along with the agreement, the new executive director has been included in monthly meetings with the OCIO and Nebraska Interactive. Mr. Osborn moved to approve the agreement; seconded by Mr. Foley.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Stenberg	Konz	Olsen	Osborn
	Wichita				

Voting Against: None

Absent: Keene

The motion carried.

Agenda Item 7.a.2. Interagency Agreement between Nebraska State Records Board and OCIO regarding Enterprise Wide Funding Requests. The agreement would give the OCIO the ability to

request funding from the board outside of the grant program for specific projects. By allowing OCIO to make such requests, Mr. Toner indicates that such an agreement provide an expedited route in funding that would reduce costs and improve quality standards for customers. The aspects of a specific fund request would be considered on a case-by-case basis. Mr. Buescher moved to approve the agreement; seconded by Mr. Stenberg.

Voting For:	Buescher	Diamond	Donley	Ealey	Foley
	Gale	Stenberg	Konz	Olsen	Osborn
	Wichita				

Voting Against: None

Absent: Keene

The motion carried.

Agenda Item 7.b. Resume Grant Program;

Mr. Chase stated the grants subcommittee met on July 6, 2016, and supports the revival of the grant program, commencing with this meeting. The budget for the program will be \$150,000.00. The application requirements would remain the same as previously approved by the Board. The maximum grant amount will remain at \$25,000.00. The grant deadline will be September 15, 2016, and grant approval will be at the December 7, 2016 meeting. Mr. Osborn stated that applications should contain requirements to carry Nebraska.gov pay portal links. Mr. Hoffman provided additional information regarding Nebraska.gov links. Board members raised concerns regarding budgeting and requirements for grants by the board. Mr. Osborn moved to approve the agreement; seconded by Ms. Donley.

Voting For:	Donley	Ealey	Gale	Konz	Olsen
	Wichita				

Voting Against: Foley Diamond Stenberg Buescher Osborn

Absent: Keene

The motion carried.

At 10:28 A.M. Chairman Gale ordered a break. The meeting reconvened at 10:40 A.M.

Agenda Item 8. Nebraska.gov Reports

Agenda Item 8.a. Service Outage Report: Item 8a was brought before the Board at this time because the speaker on behalf of Nebraska Interactive, Jeff Shaw, the Vice President of NIC, Inc., needed to leave the meeting by 11:30 A.M. On May 23, 2016, Chairman Gale issued a letter to Nebraska Interactive with two questions regarding a September 20, 2015 portal service outage. The letter was distributed to the Board members along with a written response by Nebraska interactive. Mr. Shaw spoke to the Board regarding the cause of the outage, how it address the problem, and steps taken to avoid service outages in the future, such as evaluating and updating disaster recovery programs, relying more on cloud services.

Agenda Item 7.c. AGREEMENTS & ADDENDA

Agenda Item 7.c.1. Mr. Chase introduced the Electronic Government Service Level Agreements between Nebraska Interactive, LLC, the Nebraska State Records Board and 43 agencies, including: Abstractors Board of Examiners, Accountability & Disclosure Commission, Administrative Services, Aeronautics, Agriculture, Athletic Commission, Auditor of Public Accounts, Barbers Examiner Board, Brand Committee, Chief Information Officer, Coordinating Commission for PostSecondary Education, Correctional Services, City of Curtis, Deaf & Hard of Hearing Commission, Village of Eagle, Engineers & Architects Board, Fire Marshal, Foster Care Review Office, Grape & Winery Board, Governor, Industrial Relations Commission, Insurance, Investment Council, Labor, Law Enforcement & Criminal Justice Commission, Legislative Council, Liquor Control Commission, Motor Vehicle Industry Licensing Board, Motor Vehicles, Natural Resources, Nebraska Emergency Management Agency, Safety Council, State Patrol, Power Review Board, Problem Gambling Commission, Secretary of State Supreme Court, Tax Equalization & Review Commission, Tourism Commission, Veterans' Affairs, Volunteer Service Commission (ServeNebraska) and Workers' Compensation Court, signed by Chairman Gale pursuant to Board authority:

Agenda Item 7.c.2. Mr. Chase introduced Addendum 1 to the Electronic Government Service Level Agreement between Nebraska Interactive, LLC, the Nebraska State Records Board and the City of Curtis, the Village of Eagle. The Addendum was signed by Chairman Gale pursuant to Board Authority.

Agenda Item 7.c.3. Mr. Chase introduced Addendum 1 to the Electronic Government Service Level Agreement between Nebraska Interactive, LLC, the Nebraska State Records Board and the Tourism Commission. The Addendum was signed by Chairman Gale pursuant to Board Authority.

Agenda Item 7.c.4. Mr. Chase introduced Addendum 15 to the Electronic Government Service Level Agreement between Nebraska Interactive, LLC, the Nebraska State Records Board and the Nebraska Supreme Court. The Addendum was signed by Chairman Gale pursuant to Board Authority.

Agenda Item 7.c.5. Mr. Chase introduced a Statement of Work between Nebraska Interactive, LLC, Board, the Nebraska State Records Board and the Commission on Law Enforcement and Criminal Justice. The Statement of Work was signed by Chairman Gale pursuant to Board Authority.

Agenda Item 7.c.6. Addendum 4 (Elevator Inspection) to the Electronic Government Service Level Agreements between Nebraska Interactive, LLC, the Nebraska State Records Board and the Department of Labor. Katie Thurber, Agency Legal Counsel, and Christopher Cantrell, safety director appeared regarding the proposal that the Nebraska Department of Labor (NDOL) to reduce paper payments and allow electronic payments for the elevator permit fees. In the payment method proposed in the Addendum 4 originally submitted to the Board on May 11, 2016, allowed customers to make electronic payments with a processing of \$3.00 and the NDOL would reimburse Nebraska Interactive for any transaction fee not covered under the service agreement. The Board rejected the proposed Addendum 4 in favor of an alternative plan where the NDOL would charge customers a flat fee of \$3.00 and the customer would also pay any transactional fee not covered by Nebraska Interactive under the service agreement. Mr. Buescher made the motion to approve the alternative agreement, seconded by Mr. Konz.

Voting For:	Buescher	Diamond	Ealey	Foley	Gale
	Stenberg	Konz	Olsen	Osborn	Wichita

Voting Against: Donley

Absent: Keene

The motion carried.

Agenda Item 7.d. Board of Geologist: Sandra Weaver, the business manager for the Board of Geologist spoke on behalf of the Board of Geologist for its need to secure an online payment provider by October, 2016 when its contract expires with its current provider. Because the Board of Geologist is required to capture information as a part of its license renewal process, it was unable to create a system by the October, 2016 deadline with Nebraska Interactive. The Board of Geologist has renewed its contract with the current vendor, and the Treasurer has no objection to this agreement. The Board does not need to approve the agreement, only to approve fees according to Neb. Rev. Stat. §§84-1204 and 12-1205.02. Mr. Stenberg made the motion to approve the fee, seconded by Mr. Diamond.

Voting For:	Buescher	Diamond	Ealey	Foley	Gale
	Stenberg	Konz	Olsen	Osborn	Wichita
	Donley				

Voting Against: None

Absent: Keene

The motion carried.

Agenda Item 7.e. Electronic Tablets: Greg Osborn presented testimony that other boards use electronic devices for meetings instead of presenting members with paper documents. This would require the purchase of electronic devices, having Wi-Fi available in the meeting room, and applications to review documents. Mr. Osborn also recommended that any closed discussions would be provided by paper and the documents would be destroyed after the meeting. The Board believed that as an entity promoting improving technology, it should move to electronic documentation for its meetings and purchase devices. Members Crystal Wichita and Greg Osborn shall work with the executive director and the OCIO to find appropriate devices. The Board would aim to go “paperless: by the first meeting of 2017. Mr. Buescher made the motion to authorize members Ms. Wichita and Mr. Osborn together with Executive Director Mr. Chase, to agree on a purchase plan for tablets and to accomplish it, seconded by Mr. Osborn.

Voting For:	Buescher	Ealey	Foley	Gale	Stenberg
	Konz	Olsen	Osborn	Wichita	Donley

Not Voting: Diamond

Voting Against: None

Absent: Keene

The motion carried.

Agenda Item 7.f. NSRB Cash Balance Report

Chairman Gale presented the Cash Fund Balance Report. Mr. Olsen believed the cash balance was off by \$5,000.00 to \$6,000.00 and requested to have the fund balance reviewed. Agency Counsel Byelick agreed to review it. Mr. Konz made the motion to approve the cash balance report, seconded by Mr. Olsen.

Voting For:	Buescher	Diamond	Ealey	Foley	Gale
	Stenberg	Konz	Olsen	Osborn	Wichita
	Donley				

Voting Against: None

Absent: Keene

The motion carried.

Agenda Item 8. Nebraska.gov Reports

Agenda Item 8.b. Website Content Fees. Discussion was initiated regarding Nebraska Interactive website content management fees and documentation was provided to the Board. Mr. Hoffman of Nebraska Interactive explained the \$80.00 rate charged by Nebraska Interactive to agencies for maintenance work and how it compares to definitions and rates in the Request for Proposal (RFP) and the Optional Service Matrix. No objection was made by the Board regarding fees charged by Nebraska Interactive regarding website maintenance or content management, permitting Chairman Gale to sign the various templated statements of work using the \$80.00 fee.

Mr. Buescher exited the meeting at 12:37 P.M

Agenda Item 8.c. Project Priority Report

Mr. Hoffman indicated that that a majority of projects are occurring in a timely manner. There is a small handful of projects that have not been completed, but nothing critical and delays are on the report. Nebraska Interactive reviews the priority report with the OCIO, and since July 2014, there has been a 146 percent increase in services requested from Nebraska Interactive. Ms. Donley made the motion to approve the Project Priority report, seconded by Mr. Konz.

Voting For:	Ealey	Foley	Diamond	Gale	Stenberg
	Konz	Olsen	Osborn	Wichita	Donley

Voting Against: None

Absent: Keene Buescher

Agenda Item 8.d. Update regarding signing of new EGLA's. Mr. Hoffman stated that 62 percent of the state agencies have signed the agreements. Mr. Hoffman also expects that the state agencies should be completed soon and the next wave of agreements from the counties will be executed in the next few months.

Agenda Item 8.e. General Manager's Report. Mr. Hoffman indicated the documents provided to the board can be reviewed by the Board. Nebraska Interactive did outline how citizens can engage with online payment services through Nebaska.gov.

Agenda Item 9. DATE FOR NEXT MEETING

Chairman Gale announced the next NE State Records Board meeting will be held on September 28, 2016, at 9:00 a.m., in Room 1507 of the State Capitol.

Agenda Item 10. ADJOURNMENT

Mr. Stenberg moved to adjourn the meeting. All members present signified their agreement by saying "aye". Chairman Gale declared the meeting adjourned at 12:47 P.M.

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

Date

Summary List Electronic Government Service Level Agreements

Nebraska.gov submits these signed Electronic Government Service Level Agreements to the Board. The agreements use the approved template, and replace the original Interagency Agreements signed between these agencies and the Nebraska State Records Board. No action necessary.

<u>New EGSLA</u>	<u>NSRB Chairman Signature</u>
Adjutant General (Military)	08/19/2016
Electrical Division	08/04/2016
Fairbury, City of	08/04/2016
Health & Human Services	08/19/2016
Historical Society	09/08/2016
Hooker County	08/19/2016
Pardons, Board of	08/09/2016

**Electronic Government Service Level Agreement
with
<Partner Name>**

This Agreement is made by and among Nebraska Interactive, LLC, a Nebraska Limited Liability Company (“Manager”), the Nebraska State Records Board (the “NSRB”), and <Partner Name>, a state governmental entity or political subdivision of Nebraska (“Partner”), and memorializes modifications to the Master Contract effective April 1, 2016.

This Agreement is subordinate to the State of Nebraska Contract between NSRB and Manager to operate and manage the Nebraska.gov Portal (the “Master Contract”) and is subject to all terms and conditions therein.

WHEREAS, Partner is a state governmental entity or political subdivision of Nebraska that desires to utilize the Master Contract; and

WHEREAS, Manager desires to extend Master Contract services to Partner.

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

- 1) **PURPOSE** – The purpose of this Agreement is to grant Manager the access and authority to provide services permitted by the Master Contract and electronically collect data for the purpose of providing digital services, which may include interface and database development, application development and support, Electronic Services for payment processing, payment processing hardware and support and other services permitted by the Master Contract, and to set forth conditions and responsibilities associated with said services. Any desired services and associated charges or fees will be set forth in an addendum to this Agreement; *provided, however*, to the extent the parties desire for Manager to provide services to Partner on a time and materials basis, the parties hereto will execute a separate Statement of Work for such services.
- 2) **APPLICATION SUPPORT**
 - a) Manager agrees to provide support to users who require access to an online service set forth in an addendum to this Agreement. Such support shall include answering user questions and addressing problems related to screen or report formats, codes, abbreviations, billing policy, error messages, problems and other access concerns.
 - b) It is agreed that the Partner will be responsible for answering all user questions related to the Partner’s business processes, as well as the Partner’s rules and regulations, policies and procedures applicable to an addendum to this Agreement.
 - c) Manager agrees to participate in any and all meetings that the Partner identifies as necessary in order for Manager to provide a high level of customer support. The Partner agrees to supply Manager with all information necessary so that Manager can assist user as indicated above.

- d) The Partner agrees to grant access to information necessary for Manager to perform updates or maintenance for electronic access to public records for services set forth in addendums related to this Agreement.
 - e) The Partner agrees to update and keep Manager informed on substantive changes in the law relating to electronic services provided by Manager.
- 3) CHANGES IN PORTAL – Both parties will provide thirty (30) days written notice of any planned, material changes in Portal operations affecting the Partner’s online service, unless otherwise agreed to by both parties. A “material change” is defined as a change that adds to the complexity of an application or diminishes the services provided. These changes will include, but are not limited to file format changes, changes in data transfer and retrieval procedures, application coding changes, URL migrations and interface content changes.
- 4) PARTNER FEES – Partner is responsible for correctly calculating any Partner fees and providing those fee calculations to Manager. Manager will not assume liability for Partner application fee miscalculations that have been approved by the Partner as functionally correct. Also, Manager will not assume liability for Partner fee miscalculations due to system errors not caused by any act or omission on the part of Manager.
- 5) TECHNOLOGY STANDARD – Manager agrees to comply with all published Nebraska Information Technology Commission (NITC) standards. NITC standards are available at <http://nitc.ne.gov/standards/>
- 6) CONFIDENTIALITY – All materials and information provided by the Partner or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract. All materials and information provided by the Partner or acquired by the Manager on behalf of the Partner shall be handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential, as required by Federal and State Law. The Manager shall not be responsible for treatment contrary to State and Federal Law by the State, any agency, members of the public, or others not under the control of Manager.
- 7) AGREEMENT REPRESENTATIVES AND NOTICES – All matters relating to this Agreement shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this Agreement.

Mailing address: <Partner Name (agency) and Title>
<Partner Address>
<Partner City, State, Zip Code>
Phone: <Contact Phone>
Fax: <Contact Fax>
Email: <Contact Email>

Mailing Address: General Manager/Portal Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402 471 7810

Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

8) TERMINATION OF CONTRACT –

- a) Either Partner or the Manager shall have the right to terminate this Agreement or any addendum, for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the “for cause” reason, including citation to any specific provision of this Agreement, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the Agreement or any addendum. A reasonable period of time of not less than sixty (60) days shall be given to cure, unless as otherwise agreed to by the parties.

For purposes of this Agreement, the phrase “for cause” shall mean any material breach by any party to this Agreement of the terms or conditions of this Agreement and any addendum.

In any instance of material breach by any party to this Agreement, the rights to pursue any and all remedies are available to the parties under the State Contract Claims Act.

- b) At the option of the Manager and with thirty (30) days advance written notice to the Partner and NSRB, the Manager may terminate an addendum to this Agreement for a particular service if:
- i) There is insufficient interest in such service as demonstrated by low use and inadequate funding; or
 - ii) There is a continuing failure by the Partner to update and make necessary information available to Manager as required by this agreement.

9) TERM OF AGREEMENT – This Agreement shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals thereof, unless earlier terminated in accordance with the terms of this Agreement.

10) RELATIONSHIP OF PARTIES – Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this Agreement and not an agent or employee of the NSRB or the Partner.

11) CHANGES, MODIFICATIONS OR AMENDMENTS – This Agreement may be changed, modified or amended at any time by an instrument in writing signed by the NSRB, Manager and the Partner.

12) MARKETING – Partner may provide reasonable marketing space in its publications (if and/or when such exists) at no charge, to allow promotion of Manager or its services.

13) EXHIBIT SPACE – The Partner may provide NSRB or Manager complimentary exhibit space and/or speaker time at any appropriate conventions and/or seminars, which Partner may host (if and/or when such exist).

14) ELECTRONIC SERVICES FOR PAYMENT PROCESSING (if applicable)

a) INTERFACE AND DATABASE DEVELOPMENT – Upon execution of an addendum to this Agreement, Manager will provide access to its customer friendly interface to accept and complete user Electronic Payments and provide appropriate reporting to the Partner offices. Manager will provide online access to the Partner to view transactions for any particular day or cumulative timeframe and their subsequent status via the Internet.

b) SWIPE HARDWARE PROVISION AND SUPPORT

i) To the extent permitted by applicable law, scope of the Master Contract, and NSRB policy, if the Partner would like for Manager to provide swipe hardware, the parties shall agree in an Addendum the details of the swipe hardware to be provided, and whether or not the swipe hardware provided will be paid for and owned by Partner or Manager. Manager shall provide hardware support for payment processing service cards and/or swipe hardware, if such hardware is used by Partner and if it has been obtained through Manager. Such support shall be directed to answering Partner questions and resolving problems related to installation, use of the check/card swipe hardware, codes, abbreviations, and error messages.

ii) Manager shall repair or replace any defective card swipe hardware owned by Manager and provided to Partner under this Agreement. If required, replacement card swipe hardware will be shipped to arrive within two business days.

iii) Manager agrees to participate in all meetings that the Partner identifies as necessary in order for Manager to provide hardware Service support. Partner agrees to supply Manager with all information necessary (within Partner's control) to aid Manager to assist Partner staff users at the Service hardware support level agreed above.

c) COSTS AND COMPUTER SYSTEMS FOR ELECTRONIC PAYMENT – Manager shall be responsible for all costs in supplying electronic payment reports and payment transaction confirmation numbers to the user. This includes the cost for Manager's interface with the Partner's system in order to provide such electronic payment reports and user payment transaction confirmation number. Such system shall:

i) Supply the payment confirmation number to the user in an understandable and logical format acceptable to the Partner;

ii) Supply reports to the Partner in an understandable and logical format; and

iii) Manager's interface with the Partner's system will be tested against functional criteria across multiple operating system devices and browsers and 508 accessibility standards, reviewed by Manager and Partner, and finally approved by the designated Partner before it is offered to the user.

- d) **ONLINE CARD SECURITY** – To the extent applicable, each of the parties shall be required to comply at all times with the Payment Card Industry Data Security Standard Program (“PCI-DSS”) in effect and as may be amended from time to time during the term of this Agreement. The parties acknowledge that each party is responsible for the security of cardholder data in its possession. The parties agree to maintain a list of which PCI DSS requirements are managed by Manager and which requirements are the responsibility of Partner. If Partner operates swipe hardware, Partner shall be responsible for compliance with PCI DSS version 3.1 and any more current versions regarding the swipe hardware, including, but not limited to, the maintenance, inspection, and training obligations set forth in PCI DSS Requirement 9.9.
- e) **PAYMENT OF FEES** – Users of payment services set forth in an addendum to this Agreement will have several payment methods provided by Manager. The following outlines the Agreement for these payment methods.
 - i) **Credit Card and Electronic Check Payments through State-Selected Processor**— Partner funds collected through the Portal shall be deposited by the credit card, debit card and other electronic payment processor selected by the State Treasurer and Director of Administrative Services directly into a state or national bank account selected by the State Treasurer. The State Treasurer shall designate the acquirer financial institution. Any Portal Fee collected for a Partner service through the Portal, shall be deposited directly in an account selected by the State Treasurer and disbursed from the State’s distributive account to the Manager within 3 business days.
 - ii) **Credit Card and Electronic Check Payments through Manager-Selected Processor** – If the Partner is a political subdivision that does not elect to use the processor selected by the State Treasurer and Director of Administrative Services, this Section 14(e)(ii) shall apply in lieu of Section 14(e)(i): Manager may use its direct contract with a processor to process such funds and deposit funds in Manager’s bank account. Political subdivision funds will be disbursed to the appropriate Partner bank account within three (3) business days of Manager receiving such funds. Manager shall provide Partner a detailed accounting report (with sensitive identifying information removed) showing all receipts and disbursements described in this section.
 - iii) **Return/Chargeback** – In the event a return/chargeback is received, user may incur an additional \$15.00 charge by Manager for the recovery of the handling and processing of these returns/chargebacks. The amount charged by Manager for the recovery of the handling and processing of these returns/chargebacks is subject to change without notification to the Partner. Manager will provide online access to a report to the Partner detailing all returns/chargebacks and reasons for the returns/chargebacks on each business day.
 - iv) **Refunds** – Refunds (funds credited back to the customer) will be initiated by the Partner up to the amount of the statutory or other fee due to the Partner based on the method provided to the Partner by the Manager. Online fees are non-refundable. Refunds will be deducted from future Partner disbursements based on the transaction date of the refund.

- v) Credit Card Chargebacks – Manager will be responsible for the initial handling and recovery of all monies associated with chargebacks. In the event the Manager is unable to collect funds within sixty (60) days from receipt of notice, chargeback will be deducted from a future Partner disbursement from the Treasurer or Manager. Partner will then be responsible for any business process needed to recover funds for chargebacks.
 - vi) Check Returns – Returned checks will deduct from future Partner Disbursement at the time the return is processed from the Treasurer or Manager. The Partner will be responsible for collection of any returned checks due to insufficient funds, closed accounts, etc.
 - vii) Fees – Manager will be responsible for all electronic check processing fees, all credit card merchant account fees and chargeback account fees for the Manager merchant ID and for the Partner merchant ID unless otherwise set forth in an addendum to this Agreement.
 - viii) Subscription Services – When Manager is providing subscriber services, such services will be provided in accordance with terms and conditions set forth in the Master Contract Addendum 2 Section IV, Y.1(c) – CUSTOMER PAYMENT PROCESSING REQUIREMENTS, and any amendments.
- f) RECORDS AND FINANCES – All Manager’s documents and records relating to Electronic Payment transactions made via the Manager payment processing service shall be available for inspection and auditing in accordance with the Audit Requirements section of the Master Contract.
- 15) EXISTING SERVICES – All addendums for existing services between Manager and Partner in full force and effect as of one day prior to the effective date of the Master Contract shall remain in full force and effect under this new agreement until such time as they are cancelled, terminated, or amended in accordance with the terms of this agreement or expire under their own terms and shall be considered addendums to this new agreement.
- 16) ENTIRE AGREEMENT – This Agreement constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.
- 17) GOVERNING LAW – This Agreement shall be governed in all respects by the laws and statutes of the State of Nebraska.
- 18) SEVERABILITY – If any term or condition of the Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- 19) ORDER OF PRECEDENCE – In the event of an inconsistency between the documents of this Agreement, the inconsistency will be resolved by giving precedence in the order indicated to the following:

Local List PayPort Payments Addenda

Nebraska.gov submits these signed Addenda to the Electronic Government Service Level Agreements to the Board. The agreements are for the PayPort Payment online application provided by Nebraska.gov, and use the approved template. No action necessary.

New PayPort Addenda

NSRB Chairman Signature

Fairbury, City of	Addendum 1	08/04/2016
Hooker County Treasurer	Addendum 1	08/19/2016

**Addendum <Number>
to the
Electronic Government Service Level Agreement Between
Nebraska Interactive, LLC,
Nebraska State Records Board,
and
Partner (a county or local government agency of Nebraska)**

This Addendum <number> to the Electronic Government Service Level Agreement made by and among Nebraska Interactive, LLC (hereinafter referred to as Nebraska.gov), the Nebraska State Records Board (NSRB), and Partner a county or local government agency of Nebraska) 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. The (Partner) has authority to assess and collect the fees described herein.

Project: PayPort for Partner (county or local government agency of Nebraska)

Revenue Type: Instant Access

Implementation: (Year)

Price Structure is subject to a 10% share of portal revenues.

Service	(Partner) Fee	Nebraska.gov Portal Fee	NSRB Share
PayPort Credit Card	Full statutory/assessed fee charged by Partner	2.49%	10% of Nebraska.gov Portal Fee
PayPort Electronic Check	Full statutory/assessed fee charged by Partner	\$1.75	10% of Nebraska.gov Portal Fee

Terms: Nebraska.gov will process the total of all transactions through the Nebraska Interactive merchant account. The shared revenue received pursuant to this addendum shall be deposited by Nebraska.gov in the accounts designated by (Partner) and the NSRB.

Security: A list of Nebraska.gov security provisions may be found at <http://www.nebraska.gov/securitypolicy.html>

By: _____ Date: _____
Authorized Officer
Nebraska Interactive, LLC

By: _____ Date: _____
Authorized Officer
Nebraska State Records Board

By: _____ Date: _____
Authorized Officer
Partner (county, or local government agency)

(OTC Payments adopted 5/5/2010; rebranded to PayPort 10-26-2011)

Summary
Nebraska City and County Government
Blanket Addendum

Project: PayPort

This addendum covers all fees related to the collection of fees for PayPort.

Current Process:

PayPort is a service that was developed and has been in use by city and county government offices. Since this service was built so additional offices can be added at any time, a blanket addendum was approved by the Nebraska State Records Board.

Project Overview/Proposal:

New users since the last meeting include:

- City of Fairbury
- Hooker County Treasurer

Market Potential/Target Audience:

The market potential for this service is anyone that needs to pay fees owed to local government. PayPort offers the option for people to use a credit card when making a payment.

Information on what the fee presented is based upon:

This is a service fee that is unique, in that other vendors are offering ways to collect online payments. In order to be competitive, we set a rate of 2.49% for credit cards and \$1.75 for ACH. A blanket addendum was approved by the Nebraska State Records Board.

Anticipated volume of users of the application and what percentage of the total potential users is the anticipated volume:

The anticipated volume is not easily predicted. This is not a mandatory service. There are other options available to the customer.

Services that can be paid using this system may include licenses, swimming pool passes, hall rental fees, utilities and motor vehicle titles.

Expected rate of return over a period of time:

The service continues to expand and offer new options. This involves continued development, testing and training. Customer service is always provided to the users.

The expected rate is not able to be estimated at this time. There are always fees that will be incurred with operating the online service.

NI's investment in this application (any costs incurred):

There was an initial investment to get the service ready to use. There is time spent to set up the service for new offices, including testing and training. There are additional, ongoing fees for running online applications such as customer service, security, back up servers, etc.

NI's risk in providing this application:

Anytime a transaction is completed online, there is a certain element of risk. NI provides the money to the partner, at times prior to receipt of that money. If there are any returns, NI has to research and gain those funds back from the partner.

Summary List
Event Registration Payments Addenda (State & Local)

Nebraska.gov submits these signed Addenda to the Electronic Government Service Level Agreements to the Board. The agreements are for the Event Registration Management online application provided by Nebraska.gov, and use the approved template. No action necessary.

New Event Registration Addenda

**NSRB Chairman
Signature**

Tourism Commission

Addendum 2

08/08/2016

Addendum <Number>
to the
Electronic Government Service Level Agreement Between
Nebraska Interactive, LLC,
Nebraska State Records Board,
and
Partner (a state, county or local government agency of Nebraska)

This Addendum <number> to the Electronic Government Service Level Agreement made by and among Nebraska Interactive, LLC (hereinafter referred to as Nebraska.gov), the Nebraska State Records Board (NSRB), and Partner (a state, county or local government agency of Nebraska) 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. (Partner) has authority to assess and collect the fees described herein.

Project: Event Registration for Partner (a state, county or local government agency of Nebraska)
Revenue Type: Instant Access
Implementation: 2013

Price Structure is subject to a 10% share of portal revenues.

Service	(Partner) Fee	Nebraska.gov Portal Fee	NSRB Share
Event Registration Credit Card	Full statutory/assessed fee charged by Partner	10.00%	10% of Nebraska.gov Portal Fee
Event Registration Electronic Check	Full statutory/assessed fee charged by Partner	10.00%	10% of Nebraska.gov Portal Fee

Terms: Nebraska.gov will process the total of all transactions through the Nebraska Interactive merchant account. The shared revenue received pursuant to this addendum shall be deposited by Nebraska.gov in the accounts designated by (Partner) and the NSRB.

Security: A list of Nebraska.gov security provisions may be found at <http://www.nebraska.gov/securitypolicy.html>

By: _____ Date: _____
 General Manager – Brent Hoffman
 Nebraska Interactive, LLC

By: _____ Date: _____
 Chairman – Secretary of State John Gale
 Nebraska State Records Board

By: _____ Date: _____
 Authorized Officer
 Partner (a state, county, or local government agency of Nebraska)

**Summary
State Government
Blanket Addendum**

Project: Event Registration

This addendum covers all fees related to the collection of fees for Event Registration.

Current Process:

Event Registration is a service that was developed and has been in use in both Local and State government offices. Since this service was built so additional offices can be added at any time, a blanket addendum was approved by the Nebraska State Records Board.

Project Overview/Proposal:

New users since the last meeting include:

- Nebraska Tourism Commission

Market Potential/Target Audience:

The market potential for this service is anyone that needs to pay fees owed to state government. PayPort offers the option for people to use a credit card when making a payment.

Information on what the fee presented is based upon:

This is a service fee that is unique, in that other vendors are offering ways to collect online payments. In order to be competitive, we set a rate of 10% for credit cards and 10% for Electronic Check. A blanket addendum was approved by the Nebraska State Records Board.

Anticipated volume of users of the application and what percentage of the total potential users is the anticipated volume:

The anticipated volume is not easily predicted. This is not a mandatory service. There are other options available to the customer.

Expected rate of return over a period of time:

The service continues to expand and offer new options. This involves continued development, testing and training. Customer service is always provided to the users.

The expected rate is not able to be estimated at this time. There are always fees that will be incurred with operating the online service.

NI's investment in this application (any costs incurred):

There was an initial investment to get the service ready to use. There is time spent to set up the service for new offices, including testing and training. There are additional, ongoing fees for running online applications such as customer service, security, back up servers, etc.

NI's risk in providing this application:

Anytime a transaction is completed online, there is a certain element of risk. NI provides the money to the partner, at times prior to receipt of that money. If there are any returns, NI has to research and gain those funds back from the partner.

Summary List Statement of Work

Nebraska.gov submits these signed Statement of Works (SOW) to the Board. The agreements are Time & Materials services provided by the Portal and use the approved template. No action necessary.

<u>NEW STATEMENT OF WORK</u>	<u>NSRB Chairman Signature</u>
Accountability & Disclosure Commission (Content Management)	07/14/2016
Attorney General (Meadowlark Website)	08/19/2016
Banking & Finance (Meadowlark Website)	07/14/2016
Blind & Visually Impaired Commission (Meadowlark Website)	09/12/2016
Deaf & Hard of Hearing Commission (Meadowlark Website)	07/14/2016
Education – Assistive Technology Partnership (Meadowlark Website)	08/26/2016
Electrical Division (Content Management)	08/09/2016
Engineers & Architect Board (Content Management)	08/09/2016
Fire Marshal (Meadowlark Website)	09/12/2016
Insurance Department (Meadowlark Website)	09/12/2016
Investment Council (Meadowlark Website)	07/14/2016
Motor Vehicle Industry Licensing Board (Content Management)	07/14/2016
Natural Resources (Meadowlark Website)	07/14/2016

NEW STATEMENT OF WORK

**NSRB Chairman
Signature**

Parole Board	(Meadowlark Website)	08/03/2016
Professional Practices Commission	(Content Management)	07/14/2016
Tax Equalization & Review Commission	(Meadowlark Website)	07/14/2016
Volunteer Service Commission (ServeNebraska)	(Content Management)	07/14/2016

Statement of Work

Nebraska Accountability and Disclosure Commission (NADC) Website Content Management

<http://nadc.nebraska.gov/>

Nebraska Accountability and Disclosure Commission (NADC)

Manager: Nebraska Interactive, LLC
Project Manager: Ashly Eickmeier
Date: 5/9/2016

This Statement of Work ("SOW") is issued pursuant to the State of Nebraska Contract between the Nebraska State Records Board ("NRSB") and Nebraska Interactive, LLC ("the Master Contract") and is subordinate to and subject to all terms and conditions therein.

1. Introduction

- Utilizing this content management agreement, Nebraska Interactive will make updates/changes to Agency website.
- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.

2. Project Overview

2.1 Objectives

- The Agency will utilize the content management agreement with Nebraska Interactive if they are unable or elect not to manage their website content in-house.

2.2 Scope

2.2.1 Inclusions

- The Agency will email ne-cmc-support@egov.com with a detailed email including links and a description of what needs to be updated/changes on Agency website.
- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.
- When the Agency requests Nebraska Interactive to make any website changes, Nebraska Interactive will bill the Agency \$80/hour for the time spent (billed by a quarter-hour minimum).
- Nebraska Interactive will submit a monthly invoice when there is a balance due from the Agency for work completed under this agreement. Terms of payment are net 45 days.

2.2.2 Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the Agency website.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

2.3.1 Must - The function or referenced object has to meet the desired outcome outlined in this project.

2.3.2 Should - 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.

2.3.3 Credentials – The required security information to access the application

2.3.4 User – Any member of the general public

2.3.5 Data Store – An organized collection of information

2.3.6 Published – Information sent directly to a Web site viewable to the general public

2.3.7 Administrator- staff member of Nebraska.gov

2.4 Assumptions

- Agency director approves of the updates/changes that were submitted for Nebraska Interactive to make on the website.
- The Agency will provide Nebraska Interactive with any electronic documents, text, images that they request to be added/modified on the Agency website through email.
- All content management requests submitted by the Agency will be completed within 24 hours on regular business days (Monday – Friday) excluding state holidays.
- If Nebraska Interactive has questions or further information is needed before completing the request, the Agency will respond to emails/phone calls in a timely manner.

2.5 Constraints

- Agency/Partner workload
- Change(s) in staff
- Change(s) in project scope

2.6 Milestones

- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.

3. Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the “Project Team” will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4. Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any agency, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: Nebraska Accountability and Disclosure Commission
P.O. Box 95086
Lincoln, NE 68509
Phone: 402-471-2522
Fax:
Email: frank.daley@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402 471 7810
Fax: 402-471-4297
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

5. Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Content Management Requests	Per Request	\$80/hour billed by the quarter hour

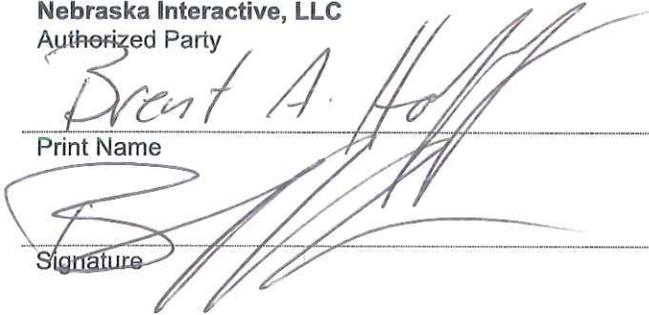
Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager's Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

6. Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC
Authorized Party

Brent A. Hoff
Print Name

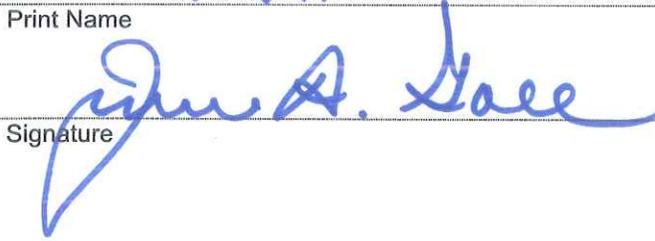

Signature

6/3/16
Date

Nebraska State Records Board
Authorized Party

Secretary of State John Gale, Chairman

John A. Gale
Print Name


Signature

7/14/16
Date

Nebraska Accountability and Disclosure Commission (NADC)
Authorized Party

Print Name

Frank J. Daley, Jr.
Signature

5-31-16
Date

Statement of Work

200045 – 1

New Nebraska Attorney General's Office Meadowlark Website

Nebraska Attorney General's Office (AGO)

Manager: Nebraska Interactive, LLC

Project Manager: Ashly Eickmeier

Date: 8/1/2016

This Statement of Work ("SOW") is issued pursuant to the State of Nebraska Contract 69584-04 between the Nebraska State Records Board ("NSRB") and Nebraska Interactive, LLC ("the Master Contract") and is subordinate to and subject to all terms and conditions therein.

1 Introduction

Nebraska.gov Information

Because of our 20+ year history with the State, Nebraska.gov is also referred to as Nebraska Interactive, NI, NOL, Nebrask@ Online, Portal, Portal Manager, Manager, and Network Manager.

Executive Sponsor:

General Manager, Brent Hoffman

Support Contact Information:

Email: ne-support@nicusa.com

Phone: 402-471-7810

Fax: 402-471-7817

Partner Information

Partner Description

The Nebraska Department of Justice/Office of the Attorney General ("Partner") operates, in many respects, as the "State's law firm." The office is headed by the Nebraska Attorney General, an independently-elected constitutional officer, and is a diverse organization of highly specialized attorneys and support staff. The Attorney General's Office is the largest "law firm" in Nebraska outside of Omaha. Major duties of the office include:

- Uphold and defend the Constitution and laws of the State of Nebraska;
- Promote and support strong law enforcement;
- Achieve a higher level of public safety and security by promoting vigorous prosecution of murderers, drug dealers, child abusers and other criminals;
- Provide skilled assistance to local prosecutors in fighting illegal drugs and prosecuting child sexual abuse;
- Prosecute consumer fraud and deceptive trade practices, and protect Nebraskans from fraudulent business activities and scams by educating consumers;
- Advise state officials and agencies on proper legal compliance;
- Defend Nebraska's interests in disputes with other state over water rights and overreach by Federal agencies;
- Protect the public health and safety of Nebraskans by pursuing disciplinary actions when necessary against health care professionals who endanger the public by violations of health regulations and drug laws;
- Provide professional legal representation in all civil proceedings on behalf of the State.

Partner Executive Sponsor

Dana Hoffman

402- 471-2687

Dana.hoffman@nebraska.gov

Partner Project Manager Contact

Suzanne Gage

402-471-2656

Suzanne.gage@nebraska.gov

Partner Billing Contact

Dana Hoffman

402-471-2687

dana.hoffman@nebraska.gov

2 Project Overview

2.1 Objectives

Nebraska Interactive will build a fully responsive, 508 compliant, redesigned website for the Partner. The new website will be built in Meadowlark, to allow for a more flexible user friendly way for the Partner to manage and maintain the website.

2.2 Scope

2.2.1 Inclusions

- Nebraska Interactive will move the Partner website from Vipa Solutions proprietary content management system to Meadowlark.
- Nebraska Interactive will redesign Partner website to be responsive.
- Nebraska Interactive will provide the Partner with two mockups of website design layouts
- The Partner will choose a mockup (allowing for time for Nebraska Interactive to make revisions).
- Once a mockup is approved, Nebraska Interactive will begin building the new Partner website.
- The Partner's Meadowlark website may include any of the following features:
 - Custom website permissions to allow website managers varying roles
 - Built-in calendar
 - Press release feed and built-in archive
 - Easy to use WYSIWYG site editor
 - Simple file and image upload tools
 - Gallery and/or slider
 - Google Translate to translate text on website
 - Monthly Google Analytics Reports
 - Broken link report
- Nebraska Interactive will help with content mapping. NI will build a sitemap to help the Partner organize its new website and visualize the overall flow.
- Nebraska Interactive will implement Search Engine Optimization (SEO) on the pages that Nebraska Interactive builds on the new site.
- The Partner will provide Nebraska Interactive with the content for the website.
- Nebraska Interactive will build all website pages as well as add documents and images.
- Nebraska Interactive anticipates that there will be 22 web pages on the new Attorney Generals' Office website.
 - Total anticipated hours Nebraska Interactive will spend on the project: 70 hours
 - Design phase – 35 hours
 - Content Phase – 1 hours
 - Development Phase – 34 hours
- Nebraska Interactive will transfer the Doug Peterson Years (2015 – present, 26 opinions as of 7/14/16) into Meadowlark. The configuration will be built in so that Attorney General staff can add previous opinions as they have time.
- The Partner will review the overall status of the project as Nebraska Interactive adds content to the website.
- Nebraska Interactive will complete quality assurance testing on the website before launching to ensure that the website is 508 compliant, works on multiple devices, and multiple browsers.
- Nebraska Interactive will provide an hour of training to the Partner staff members that will be managing the new website before launching the new website.
- Nebraska Interactive will work with the Partner to schedule a launch date and time for the new website as well as redirect the old website to the new.

2.2.2

Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the new Partner website.
- If the Partner requests Nebraska Interactive to make any website changes after the launch of the new website, Nebraska Interactive will bill the Partner for the time spent.
- The Partner will not be able to create their own custom module for the website.
- The Partner will not install or update Drupal modules on the website.
- There will not be a special search for the opinions, instead opinions will be added and archived similar to how the Attorney General Disposition letters page (<http://ago.nebraska.gov/disposition-letters>) currently functions.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

- 2.3.1 **Must** – The function or referenced object has to meet the desired outcome outlined in this project.
- 2.3.2 **Should** – 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.
- 2.3.3 **Credentials** – The required security information to access the application
- 2.3.4 **User** – Any member of the general public
- 2.3.5 **Data Store** – An organized collection of information
- 2.3.6 **Published** – Information sent directly to a Web site viewable to the general public
- 2.3.7 **Administrator** – staff member of Nebraska.gov

2.4 Assumptions

- 2.4.1 Partner Director or Head approves of the project and is prepared to provide feedback and input when needed.
- 2.4.2 All Partner key stakeholders will attend needed meetings and provide timely feedback and input on the project throughout all phases.
- 2.4.3 Partner will provide Nebraska Interactive with the requirements of the new site.
- 2.4.4 Partner will provide Nebraska Interactive with content; language and text for the new site.
- 2.4.5 Nebraska Interactive will communicate the running total of hours that has been spent on the project to date in bi-weekly project status reports sent via email to key stakeholders.
- 2.4.6 Nebraska Interactive will communicate remaining steps to finish project with the Partner in the bi-weekly project status reports sent via email to key stakeholders.
- 2.4.7 Nebraska Interactive and Partner must agree on a scheduled launch date.
- 2.4.8 This Statement of Work is an overall project hour estimate.
- 2.4.9 See section 2.2 for full project scope.

2.5 Constraints

- 2.5.1 Partner/Partner workload
- 2.5.2 Change(s) in staff
- 2.5.3 Change(s) in project scope

2.6 Milestones

2.6.1 Design Phase

2.6.1.1 Target completion date: 10/15/2016

2.6.2 Content Phase

2.6.2.1 Target completion date: 11/11/2016

2.6.3 Development Phase

2.6.3.1 Target completion and launch date: 12/5/2016

3 Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "Project Team" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4 Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any Partner, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: Suzanne Gage – Office of the Attorney General
2115 State Capitol
Lincoln, NE 68509
Phone: 402-471-2656
Fax: 402-471-3297
Email: suzanne.gage@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402-471-7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

4 Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Design and Development of new Website (Details in section 2.2.1)	70 hours	\$5,600.00 <i>One-time fee</i>
2	Annual Maintenance (Does not include Content Management Requests)	N/A	\$1,120.00/year <i>(20% of total time and materials fees paid from row 1 above)</i>
3	Content Management Requests (Not included in Annual Maintenance)	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager's Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

5 Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC
Authorized Party

Brent A. Hoffman

Print Name

Brent A. Hoffman

Signature

8/17/16

Date

Nebraska State Records Board
Secretary of State John Gale, Chairman

John A. Gale

Print Name

John A. Gale

Signature

8/19/16

Date

Nebraska Attorney General's Office
Authorized Party

Dana Hoffman

Print Name

Dana Hoffman

Signature

8-15-16

Date

Statement of Work

200022 – 1

New Nebraska Department of Banking and Finance Meadowlark Website

Nebraska Department of Banking and Finance

Manager: Nebraska Interactive, LLC

Project Manager: Ashly Eickmeier

Date: 6/17/2016

This Statement of Work ("SOW") is issued pursuant to the State of Nebraska Contract 69584-04 between the Nebraska State Records Board ("NRSB") and Nebraska Interactive, LLC ("the Master Contract") and is subordinate to and subject to all terms and conditions therein.

1 Introduction

Nebraska.gov Information

Executive Sponsor:
General Manager, Brent Hoffman

Support Contact Information:
Email: ne-support@nicusa.com
Phone: 402-471-7810
Fax: 402-471-7817

Partner Information

Partner Description

The Department of Banking was created by Nebraska legislators to regulate state-chartered banks and other financial industries within the state. In 1939, regulation of state securities laws was also placed under the jurisdiction of the Department of Banking. Today, the Nebraska Department of Banking and Finance regulates and supervises various financial industries on behalf of the State of Nebraska and its residents.

Partner Executive Sponsor

Mark Quandahl
402-471-2171
mark.quandahl@nebraska.gov

Partner Project Manager Contact

Mike Fabry
402-471-2171
mike.fabry@nebraska.gov

Partner Billing Contact

Margo Sawyer
402-471-4954
margo.sawyer@nebraska.gov

2 Project Overview

2.1 Objectives

Nebraska Interactive will build a fully responsive, 508 compliant, redesigned website for the Partner. The new website will be built in Meadowlark, to allow for a more flexible user friendly way for the Partner to manage and maintain the website.

2.2 Scope

2.2.1 Inclusions

- Nebraska Interactive will move the Partner website from Dreamweaver to Meadowlark.
- Nebraska Interactive will redesign Partner website to be responsive.
- Nebraska Interactive will provide the Partner with two mockups of website design layouts
- The Partner will choose a mockup (allowing for time for Nebraska Interactive to make revisions)
- Once a mockup is approved, Nebraska Interactive will begin building the new Partner website
- The Partner's Meadowlark website may include any of the following features:
 - Custom website permissions to allow website managers varying roles
 - Built-in calendar
 - Press release feed and built-in archive
 - Easy to use WYSIWYG site editor
 - Simple file and image upload tools
 - Gallery and/or slider
 - Google Translate to translate text on website
 - Monthly Google Analytics Reports
 - Broken link report
- Nebraska Interactive will help with content mapping. NI will build a sitemap to help the Partner organize their new website and visualize the overall flow.
- The Partner will provide Nebraska Interactive with the content for the website
- Nebraska Interactive will build all website pages as well as add documents and images
- Nebraska Interactive anticipates that there will be 390 web pages on the new Nebraska Department of Banking and Finance website
 - Total anticipated hours Nebraska Interactive will spend on the project: 110 hours
 - Design phase – 20 hours
 - Content Phase – 5 hours
 - Development Phase – 85 hours
- The Partner will review the overall status of the project as Nebraska Interactive adds content to the website
- Nebraska Interactive will complete quality assurance testing on the website before launching to ensure that the website is 508 compliant, works on multiple devices, and multiple browsers
- Nebraska Interactive will provide an hour of training to the Partner staff members that will be managing the new website before launching the new website
- Nebraska Interactive will work with the Partner to schedule a launch date and time for the new website as well as redirect the old website to the new

2.2.2 Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the new Partner website.
- If the Partner requests Nebraska Interactive to make any website changes after the launch of the new website, Nebraska Interactive will bill the Partner for the time spent.
- The Partner will not be able to create their own custom module for the website.
- The Partner will not install or update Drupal modules on the website.

- The following 3 applications will not be included in this redesign project
 - Search Regulated Financial Institutions - <http://www.ndbf.ne.gov/searches/fisearch.shtml>
 - Search Registered Securities - <http://www.ndbf.ne.gov/searches/securities.shtml>
 - Search Agency Actions & Administrative Orders - <http://www.ndbf.ne.gov/searches/order.php>

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

- 2.3.1 **Must** – The function or referenced object has to meet the desired outcome outlined in this project.
- 2.3.2 **Should** – 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.
- 2.3.3 **Credentials** – The required security information to access the application
- 2.3.4 **User** – Any member of the general public
- 2.3.5 **Data Store** – An organized collection of information
- 2.3.6 **Published** – Information sent directly to a Web site viewable to the general public
- 2.3.7 **Administrator** – staff member of Nebraska.gov

2.4 Assumptions

- 2.4.1 Partner Director or Head approves of the project and is prepared to provide feedback and input when needed.
- 2.4.2 All Partner key stakeholders will attend needed meetings and provide timely feedback and input on the project throughout all phases.
- 2.4.3 Partner will provide Nebraska Interactive with the requirements of the new site.
- 2.4.4 Partner will provide Nebraska Interactive with content; language and text for the new site.
- 2.4.5 Nebraska Interactive will communicate the running total of hours that has been spent on the project to date in bi-weekly project status reports sent via email to key stakeholders.
- 2.4.6 Nebraska Interactive will communicate remaining steps to finish project with the Partner in the bi-weekly project status reports sent via email to key stakeholders.
- 2.4.7 Nebraska Interactive and Partner must agree on a scheduled launch date.
- 2.4.8 This Statement of Work is an overall project hour estimate.
- 2.4.9 See section 2.2 for full project scope.

2.5 Constraints

- 2.5.1 Partner/Partner workload
- 2.5.2 Change(s) in staff
- 2.5.3 Change(s) in project scope

2.6 Milestones

2.6.1 Design Phase

2.6.1.1 Target completion date: 8/30/2016

2.6.2 Content Phase

2.6.2.1 Target completion date: 10/11/2016

2.6.3 Development Phase

2.6.3.1 Target completion and launch date: 12/15/2016

3 Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "Project Team" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4 Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any Partner, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: Nebraska Department of Banking and Finance
Mark Quandahl, Director
P.O. Box 95006
Lincoln, NE 68509-5006
Phone: 402-471-2171
Fax:
Email: mark.quandahl@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402 471 7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

4 Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Design and Development of new Website (Details in section 2.2.1)	110 hours	\$8,800.00 <i>One-time fee</i>
2	Annual Maintenance (Does not include Content Management Requests)	N/A	\$1,760.00/year <i>(20% of total time and materials fees paid from row 1 above)</i>
3	Content Management Requests (Not included in Annual Maintenance)	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager's Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

5 Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC
Authorized Party

Brent A. Hoffman

Print Name

[Handwritten Signature]

Signature

6/25/16

Date

Nebraska State Records Board
Secretary of State John Gale, Chairman

John A. Gale

Print Name

[Handwritten Signature]

Signature

7/14/16

Date

Nebraska Department of Banking and Finance
Authorized Party

Mark Quankel, Director

Print Name

[Handwritten Signature]

Signature

06/27/2016

Date

Statement of Work

200096 – 1

New Nebraska Commission for the Blind and Visually Impaired Meadowlark Website

Nebraska Commission for the Blind and Visually Impaired (NCBVI)

Manager: Nebraska Interactive, LLC

Project Manager: Ashly Eickmeier

Date: 8/23/2016

This Statement of Work (“SOW”) is issued pursuant to the State of Nebraska Contract 69584-04 between the Nebraska State Records Board (“NSRB”) and Nebraska Interactive, LLC (“the Master Contract”) and is subordinate to and subject to all terms and conditions therein.

1 Introduction

Nebraska.gov Information

Because of our 20+ year history with the State, Nebraska.gov is also referred to as Nebraska Interactive, NI, NOL, Nebrask@ Online, Portal, Portal Manager, Manager, and Network Manager.

Executive Sponsor:

General Manager, Brent Hoffman

Support Contact Information:

Email: ne-support@nicusa.com

Phone: 402-471-7810

Fax: 402-471-7817

Partner Information

Partner Description

Nebraska Commission for the Blind and Visually Impaired (NCBVI), the state vocational rehabilitation agency for the blind, is committed to helping blind and visually impaired Nebraskans achieve fuller and more rewarding lives through services promoting a positive understanding of blindness and the potential abilities of blind people.

Partner Executive Sponsor

Pearl Van Zandt, Ph.D

402- 471-8100

pearl.vanzandt@nebraska.gov

Partner Project Manager Contact

Wes Majerus

402-471-8113

wes.majerus@nebraska.gov

Partner Billing Contact

Pearl Van Zandt, Ph.D

402- 471-8100

pearl.vanzandt@nebraska.gov

2 Project Overview

2.1 Objectives

Nebraska Interactive will build a fully responsive, 508 compliant, redesigned website for the Partner. The new website will be built in Meadowlark, to allow for a more flexible user friendly way for the Partner to manage and maintain the website.

2.2 Scope

2.2.1 Inclusions

- Nebraska Interactive moved the Partner website from static html pages (Dreamweaver) to Meadowlark.
- Nebraska Interactive redesigned Partner website to be responsive.
- The Partner provided Nebraska Interactive with the content for the website.
- Nebraska Interactive will build all website pages as well as add documents and images.
- Nebraska Interactive transferred the content of 215 web pages to the new Nebraska Commission for the Blind and Visually Impaired website.
- The Partner reviewed the overall status of the project as Nebraska Interactive added content to the website.
- Nebraska Interactive completed quality assurance testing on the website before launching to ensure that the website is 508 compliant, works on multiple devices, and multiple browsers.
- Nebraska Interactive provided an hour of training to the Partner staff members that will be managing the new website before launching the new website.
- Nebraska Interactive worked with the Partner to schedule a launch date and time for the new website as well as redirect the old website to the new.

2.2.2 Exclusions

- Nebraska Interactive will not/did not write, edit, proof, or draft any website content (text) for the new Partner website.
- If the Partner requests Nebraska Interactive to make any website changes after the launch of the new website, Nebraska Interactive will bill the Partner for the time spent.
- The Partner will not be able to create their own custom module for the website.
- The Partner will not install or update Drupal modules on the website.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

- 2.3.1 **Must** – The function or referenced object has to meet the desired outcome outlined in this project.
- 2.3.2 **Should** – 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.
- 2.3.3 **Credentials** – The required security information to access the application
- 2.3.4 **User** – Any member of the general public
- 2.3.5 **Data Store** – An organized collection of information
- 2.3.6 **Published** – Information sent directly to a Web site viewable to the general public
- 2.3.7 **Administrator** – staff member of Nebraska.gov

2.4 Assumptions

- 2.4.1 Partner Director or Head approves of the project and is prepared to provide feedback and input when needed.
- 2.4.2 All Partner key stakeholders will attend needed meetings and provide timely feedback and input on the project throughout all phases.
- 2.4.3 Partner will provide Nebraska Interactive with the requirements of the new site.
- 2.4.4 Partner will provide Nebraska Interactive with content; language and text for the new site.
- 2.4.5 Nebraska Interactive will communicate the running total of hours that has been spent on the project to date in bi-weekly project status reports sent via email to key stakeholders.
- 2.4.6 Nebraska Interactive will communicate remaining steps to finish project with the Partner in the bi-weekly project status reports sent via email to key stakeholders.
- 2.4.7 Nebraska Interactive and Partner must agree on a scheduled launch date.
- 2.4.8 This Statement of Work is an overall project hour estimate.
- 2.4.9 See section 2.2 for full project scope.

2.5 Constraints

- 2.5.1 Partner/Partner workload
- 2.5.2 Change(s) in staff
- 2.5.3 Change(s) in project scope

2.6 Milestones

2.6.1 Development Phase

2.6.1.1 Launch date: 8/26/2016

3 Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "Project Team" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4 Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any Partner, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: Dr. Pearl Van Zandt – Nebraska Commission for the Blind and Visually Impaired
4600 Valley Road
Suite 100
Lincoln, NE 68510
Phone: 402-471-2891
Fax: 402-471-3009
Email: pearl.vanzandt@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402-471-7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

4 Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Design and Development of new Website (Details in section 2.2.1)	N/A	\$4,725.00 <i>One-time fee</i>
2	Annual Maintenance (Does not include Content Management Requests)	N/A	\$945.00/year <i>(20% of total time and materials fees paid from row 1 above)</i>
3	Content Management Requests (Not included in Annual Maintenance)	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager's Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

Statement of Work

New Nebraska Commission for the Deaf and Hard of Hearing Meadowlark Website

Commission for the Deaf and Hard of Hearing (NCDHH)

Manager: Nebraska Interactive, LLC
Project Manager: Ashly Eickmeier
Date: 4/14/2016

This Statement of Work ("SOW") is issued pursuant to the State of Nebraska Contract between the Nebraska State Records Board ("NRSB") and Nebraska Interactive, LLC ("the Master Contract") and is subordinate to and subject to all terms and conditions therein.

1. Introduction

- **Current Process:** Agency currently manages their existing website through Dreamweaver. The existing Agency website is not responsive.
- Nebraska Interactive will redesign Agency website to be responsive.
- Nebraska Interactive will move the Agency website from Dreamweaver to Meadowlark.

2. Project Overview

2.1 Objectives

- Nebraska Interactive will build a fully responsive, 508 compliant, redesigned website for the Agency. The new website will be built in Meadowlark, to allow for a more flexible user friendly way for the agency to manage and maintain the website.

2.2 Scope

2.2.1 Inclusions

- Nebraska Interactive will provide the Agency with two mockups of website design layouts
- The Agency will choose a mockup (allowing for time for Nebraska Interactive to make revisions)
- Once a mockup is approved, Nebraska Interactive will begin building the new Agency website
- The Agency's Meadowlark website may include any of the following features:
 - Custom website permissions to allow website managers varying roles
 - Built-in calendar
 - Press release feed and built-in archive
 - Easy to use WYSIWYG site editor
 - Simple file and image upload tools
 - Gallery and/or slider
 - Google Translate to translate text on website
 - Monthly Google Analytics Reports
 - Broken link report
- Nebraska Interactive will help with content mapping. NI will build a sitemap to help the Agency organize their new website and visualize the overall flow.
- The Agency will provide Nebraska Interactive with the content for the website
- Nebraska Interactive will build all website pages as well as add documents and images
- Nebraska Interactive anticipates that there will be 635 web pages on the new Nebraska Commission for the Deaf and Hard of Hearing website
 - Total anticipated hours Nebraska Interactive will spend on the project: 149 hours
 - Design phase – 20 hours
 - Content Phase – 5 hours
 - Development Phase – 124 hours
- The Agency will review the overall status of the project as Nebraska Interactive adds content to the website
- Nebraska Interactive will complete quality assurance testing on the website before launching to ensure that the website is 508 compliant, works on multiple devices, and multiple browsers
- Nebraska Interactive will provide an hour of training to the Agency staff members that will be managing the new website before launching the new website
- Nebraska Interactive will work with the Agency to schedule a launch date and time for the new website as well as redirect the old website to the new

2.2.2 Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the new Agency website.

- If the Agency requests Nebraska Interactive to make any website changes after the launch of the new website, Nebraska Interactive will bill the Agency for the time spent.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

- 2.3.1 Must** - The function or referenced object has to meet the desired outcome outlined in this project.
- 2.3.2 Should** - 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.
- 2.3.3 Credentials** – The required security information to access the application
- 2.3.4 User** – Any member of the general public
- 2.3.5 Data Store** – An organized collection of information
- 2.3.6 Published** – Information sent directly to a Web site viewable to the general public
- 2.3.7 Administrator**- staff member of Nebraska.gov

2.4 Assumptions

- Agency director approves of the project and is prepared to provide feedback and input when needed.
- All Agency key stakeholders will attend needed meetings and provide timely feedback and input on the project throughout all phases.
- Agency will provide Nebraska Interactive with the requirements of new website.
- Agency will provide Nebraska Interactive with content for new website.
- Nebraska Interactive will communication the running total of hours that Nebraska Interactive has spent on the project so far in bi-weekly project status reports sent by email to key stakeholders.
- Nebraska Interactive will communicate remaining steps to finish project with the Agency in the bi-weekly project status reports sent by email to key stakeholders.
- Nebraska Interactive will communicate scheduling of launch date and time to Agency.
- See section 2.2 for full project scope

2.5 Constraints

- Agency/Partner workload
- Change(s) in staff
- Change(s) in project scope

2.6 Milestones

- Design Phase – target completion date: 7/15/2016
- Content Phase – target completion date: 9/1/2016
- Development Phase – target completion and launch date: 12/1/2016

3. Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "[Project Team](#)" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4. Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any agency, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: John C. Wyvill, Executive Director
Nebraska Commission for the Deaf and Hard of Hearing (NCDHH)
4600 Valley Road Suite 420
Lincoln, NE 68510-4844
Phone: 402-471-3593
Fax:
Email: ncdhh@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402 471 7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

5. Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Design and Development of new Website (Details in section 2.2.1)	149 hours	\$11,920.00 <i>One-time fee</i>
2	Annual Maintenance (Does not include Content Management Requests)	N/A	\$2,384.00/year <i>(20% of total time and materials fees paid from row 1 above)</i>
3	Content Management Requests (Not included in Annual Maintenance)	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager's Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

6. Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC

Authorized Party

Breat A Hoffman

Print Name

Breat A Hoffman

Signature

5/11/16

Date

Nebraska State Records Board

Authorized Party

Secretary of State John Gale, Chairman

John A. Gale

Print Name

John A. Gale

Signature

7/14/16

Date

Nebraska Commission for the Deaf and Hard of Hearing (NCDHH)

Authorized Party

John Wyrick

Print Name

John Wyrick

Signature

4/14/14

Date

Statement of Work

613552 – 1

New Assistive Technology Partnership Meadowlark Website

Assistive Technology Partnership (ATP)

Manager: Nebraska Interactive, LLC
Project Manager: Ashly Eickmeier
Date: 7/1/2016

This Statement of Work (“SOW”) is issued pursuant to the State of Nebraska Contract 69584-O4 between the Nebraska State Records Board (“NRSB”) and Nebraska Interactive, LLC (“the Master Contract”) and is subordinate to and subject to all terms and conditions therein.

1 Introduction

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Nebraska.gov Information

Executive Sponsor:

General Manager, Brent Hoffman

Support Contact Information:

Email: ne-support@nicusa.com

Phone: 402-471-7810

Fax: 402-471-7817

Partner Information

Partner Description

The Assistive Technology Partnership (ATP), through collaboration, provides all Nebraskans access and opportunities to better live, learn, and work. While ATP does not directly fund the purchase of devices, it is a resource for individuals with disabilities and their family members, school staff, service providers, counselors, employers, and others to:

- (1) Obtain information about AT and appropriate funding sources;
- (2) Borrow equipment on a trial basis (or device repair);
- (3) Purchase selected equipment or software at discount prices;
- (4) Consult with specialists regarding accessibility issues;
- (5) Receive training; and
- (6) Receive on-site support at home, in schools and on the job.

Partner Executive Sponsor

Mark Schultz

402-660-0966

mark.schultz@nebraska.gov

Partner Project Manager Contact

Tobias J. Orr

402-471-0735

tobias.orr@nebraska.gov

Partner Billing Contact

Tobias J. Orr

402-471-0735

tobias.orr@nebraska.gov

2 Project Overview

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2.1 Objectives

Nebraska Interactive will build a fully responsive, 508 compliant, redesigned website for the Partner. The new website will be built in Meadowlark, to allow for a more flexible user friendly way for the Partner to manage and maintain the website.

2.2 Scope

2.2.1 Inclusions

- Nebraska Interactive will move the Partner website from Dreamweaver to Meadowlark.
- Nebraska Interactive will redesign Partner website to be responsive.
- Nebraska Interactive will provide the Partner with two mockups of website design layouts
- The Partner will choose a mockup (allowing for time for Nebraska Interactive to make revisions)
- Once a mockup is approved, Nebraska Interactive will begin building the new Partner website
- The Partner's Meadowlark website may include any of the following features:
 - Custom website permissions to allow website managers varying roles
 - Built-in calendar
 - Press release feed and built-in archive
 - Easy to use WYSIWYG site editor
 - Simple file and image upload tools
 - Gallery and/or slider
 - Google Translate to translate text on website
 - Monthly Google Analytics Reports
 - Broken link report
- Nebraska Interactive will help with content mapping. NI will build a sitemap to help the Partner organize their new website and visualize the overall flow.
- The Partner will provide Nebraska Interactive with the content for the website
- Nebraska Interactive will build all website pages as well as add documents and images
- Nebraska Interactive anticipates that there will be 35 web pages on the new Assistive Technology Partnership website
 - Total anticipated hours Nebraska Interactive will spend on the project: 48 hours
 - Design phase – 20 hours
 - Content Phase – 3 hours
 - Development Phase – 25 hours
- The Partner will review the overall status of the project as Nebraska Interactive adds content to the website
- Nebraska Interactive will complete quality assurance testing on the website before launching to ensure that the website is 508 compliant, works on multiple devices, and multiple browsers
- Nebraska Interactive will provide an hour of training to the Partner staff members that will be managing the new website before launching the new website
- Nebraska Interactive will work with the Partner to schedule a launch date and time for the new website as well as redirect the old website to the new

2.2.2 Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the new Partner website.
- If the Partner requests Nebraska Interactive to make any website changes after the launch of the new website, Nebraska Interactive will bill the Partner for the time spent.
- The Partner will not be able to create their own custom module for the website.
- The Partner will not install or update Drupal modules on the website.

2.3 Terminology

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When used herein, capitalized words shall have the respective meanings set forth below:

- 2.3.1 **Must** – The function or referenced object has to meet the desired outcome outlined in this project.
- 2.3.2 **Should** – 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.
- 2.3.3 **Credentials** – The required security information to access the application
- 2.3.4 **User** – Any member of the general public
- 2.3.5 **Data Store** – An organized collection of information
- 2.3.6 **Published** – Information sent directly to a Web site viewable to the general public
- 2.3.7 **Administrator** – staff member of Nebraska.gov

2.4 Assumptions

- 2.4.1 Partner Director or Head approves of the project and is prepared to provide feedback and input when needed.
- 2.4.2 All Partner key stakeholders will attend needed meetings and provide timely feedback and input on the project throughout all phases.
- 2.4.3 Partner will provide Nebraska Interactive with the requirements of the new site.
- 2.4.4 Partner will provide Nebraska Interactive with content; language and text for the new site.
- 2.4.5 Nebraska Interactive will communicate the running total of hours that has been spent on the project to date in bi-weekly project status reports sent via email to key stakeholders.
- 2.4.6 Nebraska Interactive will communicate remaining steps to finish project with the Partner in the bi-weekly project status reports sent via email to key stakeholders.
- 2.4.7 Nebraska Interactive and Partner must agree on a scheduled launch date.
- 2.4.8 This Statement of Work is an overall project hour estimate.
- 2.4.9 See section 2.2 for full project scope.

2.5 Constraints

- 2.5.1 Partner/Partner workload
- 2.5.2 Change(s) in staff
- 2.5.3 Change(s) in project scope

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2.6 Milestones

2.6.1 Design Phase

2.6.1.1 Target completion date: 9/10/2016

2.6.2 Content Phase

2.6.2.1 Target completion date: 10/15/2016

2.6.3 Development Phase

2.6.3.1 Target completion and launch date: 12/15/2016

3 Requirements

3 7 0 8 3

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "Project Team" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4 Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any Partner, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: Tobias Orr, Director – Assistive Technology Partnership
3901 N. 27th Street, Suite 5
Lincoln, NE 68521
Phone: 402.471.0734
Fax: 402.471.6052
Email: tobias.orr@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402 471 7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

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4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

4 Invoicing and Payment

3 7 0 8 3

	Project Type	Hours Estimate	Cost Estimate
1	Design and Development of new Website (Details in section 2.2.1)	48 hours	\$3,840.00 <i>One-time fee</i>
2	Annual Maintenance (Does not include Content Management Requests)	N/A	\$768.00/year <i>(20% of total time and materials fees paid from row 1 above)</i>
3	Content Management Requests (Not included in Annual Maintenance)	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager's Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

5 Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

37083

Nebraska Interactive, LLC
Authorized Party

Brent A Hoffman

Print Name

[Handwritten Signature]

Signature

8/18/16

Date

Nebraska State Records Board
Secretary of State John Gale, Chairman

John A. Gale

Print Name

[Handwritten Signature]

Signature

8/26/16

Date

Nebraska Department of Education
Authorized Party

Mark Schultz

Print Name

[Handwritten Signature]

Signature

8/15/16

Date

Nebraska Assistive Technology Partnership
Authorized Party

Tobias Orr

Print Name

[Handwritten Signature]

Signature

8/11/16

Date

Statement of Work

**Nebraska State Electrical Division (SED)
Website Content Management**

<http://electrical.nebraska.gov/>

Nebraska State Electrical Division (SED)

Manager: Nebraska Interactive, LLC
Project Manager: Ashly Eickmeier
Date: 5/9/2016

This Statement of Work ("SOW") is issued pursuant to the State of Nebraska Contract between the Nebraska State Records Board ("NRSB") and Nebraska Interactive, LLC ("the Master Contract") and is subordinate to and subject to all terms and conditions therein.

1. Introduction

- Utilizing this content management agreement, Nebraska Interactive will make updates/changes to Agency website.
- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.

2. Project Overview

2.1 Objectives

- The Agency will utilize the content management agreement with Nebraska Interactive if they are unable or elect not to manage their website content in-house.

2.2 Scope

2.2.1 Inclusions

- The Agency will email ne-cmc-support@egov.com with a detailed email including links and a description of what needs to be updated/changes on Agency website.
- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.
- When the Agency requests Nebraska Interactive to make any website changes, Nebraska Interactive will bill the Agency \$80/hour for the time spent (billed by a quarter-hour minimum).
- Nebraska Interactive will submit a monthly invoice when there is a balance due from the Agency for work completed under this agreement. Terms of payment are net 45 days.

2.2.2 Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the Agency website.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

2.3.1 Must - The function or referenced object has to meet the desired outcome outlined in this project.

2.3.2 Should - 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.

2.3.3 Credentials – The required security information to access the application

2.3.4 User – Any member of the general public

2.3.5 Data Store – An organized collection of information

2.3.6 Published – Information sent directly to a Web site viewable to the general public

2.3.7 Administrator- staff member of Nebraska.gov

2.4 Assumptions

- Agency director approves of the updates/changes that were submitted for Nebraska Interactive to make on the website.
- The Agency will provide Nebraska Interactive with any electronic documents, text, images that they request to be added/modified on the Agency website through email.
- All content management requests submitted by the Agency will be completed within 24 hours on regular business days (Monday – Friday) excluding state holidays.
- If Nebraska Interactive has questions or further information is needed before completing the request, the Agency will respond to emails/phone calls in a timely manner.

2.5 Constraints

- Agency/Partner workload
- Change(s) in staff
- Change(s) in project scope

2.6 Milestones

- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.

3. Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "Project Team" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4. Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any agency, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: Nebraska State Electrical Division
521 South 14th Street, Suite 400
P.O. Box 95066
Lincoln, NE 68508-2707
Phone: 402-471-3550
Fax: 402-471-4297
Email: kevin.booker@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402 471 7810
Fax: 402-471-4297
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

5. Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Content Management Requests	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager's Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall

301 South 18th Street Suite 301 Lincoln, NE 68508 | Office: 402.471.7810 | Fax: 402.471.7817

pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

6. Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC
Authorized Party

Brent A. Hoffman

Print Name

Brent A. Hoffman

Signature

5-17-16

Date

Nebraska State Records Board
Authorized Party

Secretary of State John Gale, Chairman

John A. Gale

Print Name

John A. Gale

Signature

8/9/16

Date

Nebraska State Electrical Division (SED)
Authorized Party

Kevin Booker

Print Name

Kevin Booker

Signature

5-10-2016

Date

Statement of Work

State of Nebraska Board of Engineers and Architects Website Content Management

<https://ea.nebraska.gov/>

State of Nebraska Board of Engineers and Architects (NBEA)

Manager: Nebraska Interactive, LLC
Project Manager: Ashly Eickmeier
Date: 5/10/2016

This Statement of Work ("SOW") is issued pursuant to the State of Nebraska Contract between the Nebraska State Records Board ("NRSB") and Nebraska Interactive, LLC ("the Master Contract") and is subordinate to and subject to all terms and conditions therein.

1. Introduction

- Utilizing this content management agreement, Nebraska Interactive will make updates/changes to Agency website.
- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.

2. Project Overview

2.1 Objectives

- The Agency will utilize the content management agreement with Nebraska Interactive if they are unable or elect not to manage their website content in-house.

2.2 Scope

2.2.1 Inclusions

- The Agency will email ne-cmc-support@egov.com with a detailed email including links and a description of what needs to be updated/changes on Agency website.
- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.
- When the Agency requests Nebraska Interactive to make any website changes, Nebraska Interactive will bill the Agency \$80/hour for the time spent (billed by a quarter-hour minimum).
- Nebraska Interactive will submit a monthly invoice when there is a balance due from the Agency for work completed under this agreement. Terms of payment are net 45 days.

2.2.2 Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the Agency website.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

2.3.1 Must - The function or referenced object has to meet the desired outcome outlined in this project.

2.3.2 Should - 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.

2.3.3 Credentials – The required security information to access the application

2.3.4 User – Any member of the general public

2.3.5 Data Store – An organized collection of information

2.3.6 Published – Information sent directly to a Web site viewable to the general public

2.3.7 Administrator- staff member of Nebraska.gov

2.4 Assumptions

- Agency director approves of the updates/changes that were submitted for Nebraska Interactive to make on the website.
- The Agency will provide Nebraska Interactive with any electronic documents, text, images that they request to be added/modified on the Agency website through email.
- All content management requests submitted by the Agency will be completed within 24 hours on regular business days (Monday – Friday) excluding state holidays.
- If Nebraska Interactive has questions or further information is needed before completing the request, the Agency will respond to emails/phone calls in a timely manner.

2.5 Constraints

- Agency/Partner workload
- Change(s) in staff
- Change(s) in project scope

2.6 Milestones

- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.

3. Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "Project Team" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4. Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any agency, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: Jon Wilbeck, Interim Executive Director
State of Nebraska Board of Engineers and Architects
P.O. Box 95165
Lincoln, NE 68509-5165
Phone: 402-471-2010
Fax: 402-471-0787
Email: nbea.office@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402 471 7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

5. Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Content Management Requests	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager's Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall

301 South 13th Street Suite 301 Lincoln, NE 68508 | Office: 402.471.7810 | Fax: 402.471.7817

pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

6. Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC
Authorized Party

Brant A. Hoffman

Print Name

Brant A. Hoffman

Signature

5/17/18

Date

Nebraska State Records Board
Authorized Party

Secretary of State John Gale, Chairman

John A. Gale

Print Name

John A. Gale

Signature

8/9/16

Date

State of Nebraska Board of Engineers and Architects (NBEA)
Authorized Party

Jon Wilbeck

Print Name

Jon Wilbeck

Signature

5/10/2016

Date

Statement of Work

200067 – 1

New Nebraska State Fire Marshal Meadowlark Website

Nebraska State Fire Marshal (SFM)

Manager: Nebraska Interactive, LLC

Project Manager: Ashly Eickmeier

Date: 8/22/2016

This Statement of Work ("SOW") is issued pursuant to the State of Nebraska Contract 69584-04 between the Nebraska State Records Board ("NSRB") and Nebraska Interactive, LLC ("the Master Contract") and is subordinate to and subject to all terms and conditions therein.

1 Introduction

Nebraska.gov Information

Because of our 20+ year history with the State, Nebraska.gov is also referred to as Nebraska Interactive, NI, NOL, Nebrask@ Online, Portal, Portal Manager, Manager, and Network Manager.

Executive Sponsor:

General Manager, Brent Hoffman

Support Contact Information:

Email: ne-support@nicusa.com

Phone: 402-471-7810

Fax: 402-471-7817

Partner Information

Partner Description

The Fire Marshal's office was organized on April 3, 1909 by a legislative act known as the Fire Commission Law. A. U. Johnson was appointed as the first State Fire Marshal. He had a staff of two deputies. Over the years the duties of the SFM office have evolved from safety inspections and fire investigations to include natural gas pipeline safety, aboveground and underground storage tank regulation, emergency responder training, hazardous materials response, fireworks licensing, fire alarm inspector licensing, building plan reviews and enforcement of accessibility guidelines. Today the State Fire Marshal is Jim Heine who oversees 67 employees assigned to one of six divisions – Administrative, Enforcement, Investigations, Fuels Safety, Plans Review and Training.

Partner Executive Sponsor

Jim Heine

402- 471-9471

jim.heine@nebraska.gov

Partner Project Manager Contact

Sean Schweitzer

402-471-9472

sean.schweitzer@nebraska.gov

Partner Billing Contact

Jim Heine

402- 471-9471

jim.heine@nebraska.gov

2 Project Overview

2.1 Objectives

Nebraska Interactive will build a fully responsive, 508 compliant, redesigned website for the Partner. The new website will be built in Meadowlark, to allow for a more flexible user friendly way for the Partner to manage and maintain the website.

2.2 Scope

2.2.1 Inclusions

- Nebraska Interactive moved the Partner website from static html pages to Meadowlark.
- Nebraska Interactive redesigned Partner website to be responsive.
- The Partner provided Nebraska Interactive with the content for the website.
- Nebraska Interactive will build all website pages as well as add documents and images.
- Nebraska Interactive anticipates that there will be 164 web pages on the new State Fire Marshal's website.
- The Partner reviewed the overall status of the project as Nebraska Interactive added content to the website.
- Nebraska Interactive completed quality assurance testing on the website before launching to ensure that the website is 508 compliant, works on multiple devices, and multiple browsers.
- Nebraska Interactive provided an hour of training to the Partner staff members that will be managing the new website before launching the new website.
- Nebraska Interactive worked with the Partner to schedule a launch date and time for the new website as well as redirect the old website to the new.

2.2.2 Exclusions

- Nebraska Interactive will not/did not write, edit, proof, or draft any website content (text) for the new Partner website.
- If the Partner requests Nebraska Interactive to make any website changes after the launch of the new website, Nebraska Interactive will bill the Partner for the time spent.
- The Partner will not be able to create their own custom module for the website.
- The Partner will not install or update Drupal modules on the website.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

- 2.3.1 **Must** – The function or referenced object has to meet the desired outcome outlined in this project.
- 2.3.2 **Should** – 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.
- 2.3.3 **Credentials** – The required security information to access the application
- 2.3.4 **User** – Any member of the general public
- 2.3.5 **Data Store** – An organized collection of information
- 2.3.6 **Published** – Information sent directly to a Web site viewable to the general public
- 2.3.7 **Administrator** – staff member of Nebraska.gov

2.4 Assumptions

- 2.4.1 Partner Director or Head approves of the project and is prepared to provide feedback and input when needed.
- 2.4.2 All Partner key stakeholders will attend needed meetings and provide timely feedback and input on the project throughout all phases.
- 2.4.3 Partner will provide Nebraska Interactive with the requirements of the new site.
- 2.4.4 Partner will provide Nebraska Interactive with content; language and text for the new site.
- 2.4.5 Nebraska Interactive will communicate the running total of hours that has been spent on the project to date in bi-weekly project status reports sent via email to key stakeholders.
- 2.4.6 Nebraska Interactive will communicate remaining steps to finish project with the Partner in the bi-weekly project status reports sent via email to key stakeholders.
- 2.4.7 Nebraska Interactive and Partner must agree on a scheduled launch date.
- 2.4.8 This Statement of Work is an overall project hour estimate.
- 2.4.9 See section 2.2 for full project scope.

2.5 Constraints

- 2.5.1 Partner/Partner workload
- 2.5.2 Change(s) in staff
- 2.5.3 Change(s) in project scope

2.6 Milestones

2.6.1 Development Phase

2.6.1.1 Launch date: 8/22/2016

3 Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "[Project Team](#)" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4 Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any Partner, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: Jim Heine – Nebraska State Fire Marshal's Office
246 South 14th Street
Lincoln, NE 68508
Phone: 402-471-2027
Fax: 402-471-3118
Email: jim.heine@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402-471-7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

4 Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Design and Development of new Website (Details in section 2.2.1)	N/A	\$3,585.00 <i>One-time fee</i>
2	Annual Maintenance (Does not include Content Management Requests)	N/A	\$717.00/year <i>(20% of total time and materials fees paid from row 1 above)</i>
3	Content Management Requests (Not included in Annual Maintenance)	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager's Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

301 South 13th Street Suite 301 Lincoln, NE 68508 | Office: 402.471.7810 | Fax: 402.471.7817

5 Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC
Authorized Party

Brent A Hoffman
Print Name

[Signature]
Signature

8/26/16
Date

Nebraska State Records Board
Secretary of State John Gale, Chairman

JOHN A GALE
Print Name

[Signature]
Signature

9/12/16
Date

Nebraska State Fire Marshal
Authorized Party

JIM HEINE
Print Name

[Signature]
Signature

8/25/16
Date

Statement of Work

203912 – 1

New Nebraska Department of Insurance Meadowlark Website

Nebraska Department of Insurance (DOI)

Manager: Nebraska Interactive, LLC
Project Manager: Ashly Eickmeier
Date: 8/23/2016

This Statement of Work (“SOW”) is issued pursuant to the State of Nebraska Contract 69584-04 between the Nebraska State Records Board (“NSRB”) and Nebraska Interactive, LLC (“the Master Contract”) and is subordinate to and subject to all terms and conditions therein.

1 Introduction

Nebraska.gov Information

Because of our 20+ year history with the State, Nebraska.gov is also referred to as Nebraska Interactive, NI, NOL, Nebrask@ Online, Portal, Portal Manager, Manager, and Network Manager.

Executive Sponsor:

General Manager, Brent Hoffman

Support Contact Information:

Email: ne-support@nicusa.com

Phone: 402-471-7810

Fax: 402-471-7817

Partner Information

Partner Description

The state of Nebraska is part of the U.S. insurance regulatory framework which is a highly coordinated state-based national system designed to protect policyholders and to serve the greater public interest through the effective regulation of the U.S. insurance marketplace. Through the National Association of Insurance Commissioners (NAIC), U.S. insurance regulators establish national standards and best practices, conduct peer reviews and coordinate their regulatory oversight to better protect the interests of consumers while ensuring a strong, viable insurance marketplace. U.S. insurance regulators also participate in the International Association of Insurance Supervisors (IAIS) along with the NAIC by participating in all of its major standard setting initiatives, including working with fellow regulators from around the world to better supervise cross-border insurers, identifying systemic risk in the insurance sector, and creating international best practices.

Partner Executive Sponsor

Bruce R. Ramge

402- 471-4607

bruce.ramge@nebraska.gov

Partner Project Manager Contact

Glen Riedel

402-471-4432

Glen.Riedel@nebraska.gov

Partner Billing Contact

Bruce R. Ramge

402- 471-4607

bruce.ramge@nebraska.gov

2 Project Overview

2.1 Objectives

Nebraska Interactive will build a fully responsive, 508 compliant, redesigned website for the Partner. The new website will be built in Meadowlark, to allow for a more flexible user friendly way for the Partner to manage and maintain the website.

2.2 Scope

2.2.1 Inclusions

- Nebraska Interactive will move the Partner website from static html pages (Dreamweaver) to Meadowlark.
- Nebraska Interactive will redesign Partner website to be responsive.
- The Partner will provide Nebraska Interactive with the content for the website.
- Nebraska Interactive will build all website pages as well as add documents and images.
- Nebraska Interactive anticipates that there will be 200 web pages on the new Department of Insurance website.
- The Partner will review the overall status of the project as Nebraska Interactive adds content to the website.
- Nebraska Interactive will complete quality assurance testing on the website before launching to ensure that the website is 508 compliant, works on multiple devices, and multiple browsers.
- Nebraska Interactive will provide an hour of training to the Partner staff members that will be managing the new website before launching the new website.
- Nebraska Interactive will work with the Partner to schedule a launch date and time for the new website as well as redirect the old website to the new.

2.2.2 Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the new Partner website.
- If the Partner requests Nebraska Interactive to make any website changes after the launch of the new website, Nebraska Interactive will bill the Partner for the time spent.
- The Partner will not be able to create their own custom module for the website.
- The Partner will not install or update Drupal modules on the website.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

- 2.3.1 **Must** – The function or referenced object has to meet the desired outcome outlined in this project.
- 2.3.2 **Should** – 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.
- 2.3.3 **Credentials** – The required security information to access the application
- 2.3.4 **User** – Any member of the general public
- 2.3.5 **Data Store** – An organized collection of information
- 2.3.6 **Published** – Information sent directly to a Web site viewable to the general public
- 2.3.7 **Administrator** – staff member of Nebraska.gov

2.4 Assumptions

- 2.4.1 Partner Director or Head approves of the project and is prepared to provide feedback and input when needed.
- 2.4.2 All Partner key stakeholders will attend needed meetings and provide timely feedback and input on the project throughout all phases.
- 2.4.3 Partner will provide Nebraska Interactive with the requirements of the new site.
- 2.4.4 Partner will provide Nebraska Interactive with content; language and text for the new site.
- 2.4.5 Nebraska Interactive will communicate the running total of hours that has been spent on the project to date in bi-weekly project status reports sent via email to key stakeholders.
- 2.4.6 Nebraska Interactive will communicate remaining steps to finish project with the Partner in the bi-weekly project status reports sent via email to key stakeholders.
- 2.4.7 Nebraska Interactive and Partner must agree on a scheduled launch date.
- 2.4.8 This Statement of Work is an overall project hour estimate.
- 2.4.9 See section 2.2 for full project scope.

2.5 Constraints

- 2.5.1 Partner/Partner workload
- 2.5.2 Change(s) in staff
- 2.5.3 Change(s) in project scope

2.6 Milestones

2.6.1 Development Phase

2.6.1.1 Anticipated launch date: 9/30/2016

3 Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "Project Team" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4 Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any Partner, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: Bruce R. Ramge – Nebraska Department of Insurance
941 O Street, Suite 400
Lincoln, NE 68508
Phone: 402-471-2201
Fax: 402-471-4610
Email: bruce.ramge@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402-471-7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

4 Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Design and Development of new Website (Details in section 2.2.1)	N/A	\$4,125.00 <i>One-time fee</i>
2	Annual Maintenance (Does not include Content Management Requests)	N/A	\$825.00/year <i>(20% of total time and materials fees paid from row 1 above)</i>
3	Content Management Requests (Not included in Annual Maintenance)	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager's Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

5 Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC
Authorized Party

Brent A. Hoffman
Print Name

Brent A. Hoffman
Signature

9/8/16
Date

Nebraska State Records Board
Secretary of State John Gale, Chairman

John A. Gale
Print Name

John A. Gale
Signature

9/12/16
Date

Nebraska Department of Insurance
Authorized Party

Bruce R. Range
Print Name

Bruce R. Range
Signature

8-31-2016
Date

Statement of Work

200116 – 1

New Nebraska Investment Council Meadowlark Website

Nebraska Investment Council

Manager: Nebraska Interactive, LLC
Project Manager: Ashly Eickmeier
Date: 6/24/2016

This Statement of Work ("SOW") is issued pursuant to the State of Nebraska Contract 69584-04 between the Nebraska State Records Board ("NRSB") and Nebraska Interactive, LLC ("the Master Contract") and is subordinate to and subject to all terms and conditions therein.

1 Introduction

Nebraska.gov Information

Executive Sponsor:

General Manager, Brent Hoffman

Support Contact Information:

Email: ne-support@nicusa.com

Phone: 402-471-7810

Fax: 402-471-7817

Partner Information

Partner Description

The Nebraska Investment Council manages the investments of over 30 different entities. Numerous organizations may be included in an entity, such as the many separate departments of State government in the Operating Investment Pool. These 30 entities fall into the eight major categories displayed below.

- Defined Benefit Plans – School, State Patrol, and Judges
- State and County Retirement Plans and the State Deferred Compensation Plan
- Operating Investment Pool
- Nebraska Educational Savings Plan Trust
- General Endowment Fund
- Health Care Endowment Fund
- University Funds
- Miscellaneous Trusts

For all these entities, the Council's responsibilities are primarily asset management. It does not determine the amount of funds contributed to nor disbursed from the funds it manages.

Partner Executive Sponsor

Michael Walden-Newman

402-471-2001

Michael.walden-newman@nebraska.gov

Partner Project Manager Contact

Kathy Dawes

402-471-2044

kathy.dawes@nebraska.gov

Partner Billing Contact

Kathy Dawes

402-471-2044

kathy.dawes@nebraska.gov

2 Project Overview

2.1 Objectives

Nebraska Interactive will build a fully responsive, 508 compliant, redesigned website for the Partner. The new website will be built in Meadowlark, to allow for a more flexible user friendly way for the Partner to manage and maintain the website.

2.2 Scope

2.2.1 Inclusions

- Nebraska Interactive will move the Partner website from Dreamweaver to Meadowlark.
- Nebraska Interactive will redesign Partner website to be responsive.
- Nebraska Interactive will provide the Partner with two mockups of website design layouts
- The Partner will choose a mockup (allowing for time for Nebraska Interactive to make revisions)
- Once a mockup is approved, Nebraska Interactive will begin building the new Partner website
- The Partner's Meadowlark website may include any of the following features:
 - Custom website permissions to allow website managers varying roles
 - Built-in calendar
 - Press release feed and built-in archive
 - Easy to use WYSIWYG site editor
 - Simple file and image upload tools
 - Gallery and/or slider
 - Google Translate to translate text on website
 - Monthly Google Analytics Reports
 - Broken link report
- Nebraska Interactive will help with content mapping. NI will build a sitemap to help the Partner organize their new website and visualize the overall flow.
- The Partner will provide Nebraska Interactive with the content for the website
- Nebraska Interactive will build all website pages as well as add documents and images
- Nebraska Interactive anticipates that there will be 61 web pages on the new Nebraska Investment Council website
 - Total anticipated hours Nebraska Interactive will spend on the project: 48 hours
 - Design phase – 20 hours
 - Content Phase – 3 hours
 - Development Phase – 25 hours
- The Partner will review the overall status of the project as Nebraska Interactive adds content to the website
- Nebraska Interactive will complete quality assurance testing on the website before launching to ensure that the website is 508 compliant, works on multiple devices, and multiple browsers
- Nebraska Interactive will provide an hour of training to the Partner staff members that will be managing the new website before launching the new website
- Nebraska Interactive will work with the Partner to schedule a launch date and time for the new website as well as redirect the old website to the new

2.2.2 Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the new Partner website.
- If the Partner requests Nebraska Interactive to make any website changes after the launch of the new website, Nebraska Interactive will bill the Partner for the time spent.
- The Partner will not be able to create their own custom module for the website.
- The Partner will not install or update Drupal modules on the website.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

- 2.3.1 **Must** – The function or referenced object has to meet the desired outcome outlined in this project.
- 2.3.2 **Should** – 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.
- 2.3.3 **Credentials** – The required security information to access the application
- 2.3.4 **User** – Any member of the general public
- 2.3.5 **Data Store** – An organized collection of information
- 2.3.6 **Published** – Information sent directly to a Web site viewable to the general public
- 2.3.7 **Administrator** – staff member of Nebraska.gov

2.4 Assumptions

- 2.4.1 Partner Director or Head approves of the project and is prepared to provide feedback and input when needed.
- 2.4.2 All Partner key stakeholders will attend needed meetings and provide timely feedback and input on the project throughout all phases.
- 2.4.3 Partner will provide Nebraska Interactive with the requirements of the new site.
- 2.4.4 Partner will provide Nebraska Interactive with content; language and text for the new site.
- 2.4.5 Nebraska Interactive will communicate the running total of hours that has been spent on the project to date in bi-weekly project status reports sent via email to key stakeholders.
- 2.4.6 Nebraska Interactive will communicate remaining steps to finish project with the Partner in the bi-weekly project status reports sent via email to key stakeholders.
- 2.4.7 Nebraska Interactive and Partner must agree on a scheduled launch date.
- 2.4.8 This Statement of Work is an overall project hour estimate.
- 2.4.9 See section 2.2 for full project scope.

2.5 Constraints

- 2.5.1 Partner/Partner workload
- 2.5.2 Change(s) in staff
- 2.5.3 Change(s) in project scope

2.6 Milestones

2.6.1 Design Phase

2.6.1.1 Target completion date: 9/10/2016

2.6.2 Content Phase

2.6.2.1 Target completion date: 10/15/2016

2.6.3 Development Phase

2.6.3.1 Target completion and launch date: 12/15/2016

3 Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "[Project Team](#)" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4 Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentially

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any Partner, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: Nebraska Investment Council
Michael Walden-Newman, State Investment Officer
1526 K Street, Suite 420
Lincoln, NE 68508
Phone: 402-471-2043
Fax: 402-471-2498
Email: NIC.Info@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402 471 7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

4 Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Design and Development of new Website (Details in section 2.2.1)	48 hours	\$3,840.00 <i>One-time fee</i>
2	Annual Maintenance (Does not include Content Management Requests)	N/A	\$768.00/year <i>(20% of total time and materials fees paid from row 1 above)</i>
3	Content Management Requests (Not included in Annual Maintenance)	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager's Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

5 Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC
Authorized Party

Brent Holtz

Print Name

[Handwritten Signature]

Signature

6/25/16

Date

Nebraska State Records Board
Secretary of State John Gale, Chairman

John A. Gale

Print Name

[Handwritten Signature]

Signature

7/17/16

Date

Nebraska Investment Council
Authorized Party

Michael W. WALDEK-NEWMAN

Print Name

[Handwritten Signature]

Signature

6.24.16

Date

**AMENDMENT NO. 1
TO
NEW NEBRASKA INVESTMENT COUNCIL MEADOWLARK WEBSITE
STATEMENT OF WORK**

This Amendment No. 1 ("Amendment 1") to the New Nebraska Investment Council Meadowlark Website Statement of Work, 200116 - 1 dated 6/24/16 ("SOW") is entered into by and among the Nebraska Investment Council (NIC), the Nebraska State Records Board and Nebraska Interactive, LLC (collectively, the "Parties"), effective as of the date of execution of all parties below.

Recitals

WHEREAS, the SOW was issued pursuant to the State of Nebraska Contract between the Nebraska State Records Board ("NRSB") and Nebraska Interactive, LLC ("the Master Contract") (Contract Number 69584 04 dated April 1, 2016); and

WHEREAS, the Parties wish to modify the SOW as described herein.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, the Parties hereby amend the SOW as follows:

1. Nebraska Interactive will create 3 initial logo concepts for the Nebraska Investment Council.
 - o 2 revisions will be included
 - o The final PDF, EPS, PNG and JPEG files will be sent to NDBF
2. The design and creation of the new logo is anticipated to take 15 hours. The Nebraska Investment Council will be billed \$1,200.00 for this work (at the \$80/hour creative time rate) in addition to the cost(s) defined in section 4 of the Statement of Work, 200116 - 1.
3. This Amendment 1 may be executed in counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same amendment. All other terms and conditions of the original SOW shall remain the same as if set forth herein.

IN WITNESS WHEREOF, the parties, having read and understood the foregoing sections of this Amendment 1, expressly agree to these terms and conditions set forth herein as evidenced by their respective dated signatures below:

Nebraska Interactive, LLC
Authorized Party

Grant A. Holton
.....
Print Name

GA
.....
Signature Date

Nebraska State Records Board
Authorized Party
Secretary of State John Gale,
Chairman

John A. Gale
.....
Print Name

John A. Gale *7/14/16*
.....
Signature Date

Nebraska Investment Council
Authorized Party

Michael W. Walden-Newman
.....
Print Name

MWalden-Newman *6.24.16*
.....
Signature Date

Statement of Work

Nebraska Motor Vehicle Industry Licensing Board Website Content Management

<http://mvdealerbd.ne.gov>

Nebraska Motor Vehicle Industry Licensing Board (MVILB)

Manager: Nebraska Interactive, LLC
Project Manager: Ashly Eickmeier
Date: 5/10/2016

This Statement of Work ("SOW") is issued pursuant to the State of Nebraska Contract between the Nebraska State Records Board ("NRSB") and Nebraska Interactive, LLC ("the Master Contract") and is subordinate to and subject to all terms and conditions therein.

1. Introduction

- Utilizing this content management agreement, Nebraska Interactive will make updates/changes to Agency website.
- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.

2. Project Overview

2.1 Objectives

- The Agency will utilize the content management agreement with Nebraska Interactive if they are unable or elect not to manage their website content in-house.

2.2 Scope

2.2.1 Inclusions

- The Agency will email ne-cmc-support@egov.com with a detailed email including links and a description of what needs to be updated/changes on Agency website.
- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.
- When the Agency requests Nebraska Interactive to make any website changes, Nebraska Interactive will bill the Agency \$80/hour for the time spent (billed by a quarter-hour minimum).
- Nebraska Interactive will submit a monthly invoice when there is a balance due from the Agency for work completed under this agreement. Terms of payment are net 45 days.

2.2.2 Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the Agency website.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

2.3.1 Must - The function or referenced object has to meet the desired outcome outlined in this project.

2.3.2 Should - 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.

2.3.3 Credentials – The required security information to access the application

2.3.4 User – Any member of the general public

2.3.5 Data Store – An organized collection of information

2.3.6 Published – Information sent directly to a Web site viewable to the general public

2.3.7 Administrator- staff member of Nebraska.gov

2.4 Assumptions

- Agency director approves of the updates/changes that were submitted for Nebraska Interactive to make on the website.
- The Agency will provide Nebraska Interactive with any electronic documents, text, images that they request to be added/modified on the Agency website through email.
- All content management requests submitted by the Agency will be completed within 24 hours on regular business days (Monday – Friday) excluding state holidays.
- If Nebraska Interactive has questions or further information is needed before completing the request, the Agency will respond to emails/phone calls in a timely manner.

2.5 Constraints

- Agency/Partner workload
- Change(s) in staff
- Change(s) in project scope

2.6 Milestones

- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.

3. Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "Project Team" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4. Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any agency, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: William S. Jackson, Nebraska Motor Vehicle Industry Licensing Board
PO Box 94697
Lincoln, NE 68509
Phone: 402-471-2148
Fax: 402-471-4563
Email: bill.jackson@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402 471 7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

5. Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Content Management Requests	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager’s Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

6. Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC
Authorized Party

Brent D. Hoffman

Print Name

Brent D. Hoffman

Signature

5/31/14

Date

Nebraska State Records Board
Authorized Party

Secretary of State John Gale, Chairman

John A. Gale

Print Name

John A. Gale

Signature

7/14/16

Date

Nebraska Motor Vehicle Industry Licensing Board (MVILB)
Authorized Party

William S. Jackson, Executive Director

Print Name

William S. Jackson

Signature

May 23, 2016

Date

Contract # 898



1637896
#15939

Statement of Work

New Nebraska Department of Natural Resources Meadowlark Website

Nebraska Department of Natural Resources (DNR)

Manager: Nebraska Interactive, LLC
Project Manager: Ashly Eickmeier
Date: 5/12/2016

This Statement of Work ("SOW") is issued pursuant to the State of Nebraska Contract between the Nebraska State Records Board ("NRSB") and Nebraska Interactive, LLC ("the Master Contract") and is subordinate to and subject to all terms and conditions therein.

1. Introduction

- **Current Process:** Agency currently manages their existing website through the Orchard content management system. The existing Agency website is not responsive.
- Nebraska Interactive will redesign Agency website to be responsive.
- Nebraska Interactive will move the Agency website from Orchard to Meadowlark.

2. Project Overview

2.1 Objectives

- Nebraska Interactive will build a fully responsive, 508 compliant, redesigned website for the Agency. The new website will be built in Meadowlark, to allow for a more flexible user friendly way for the agency to manage and maintain the website.

2.2 Scope

2.2.1 Inclusions

- Nebraska Interactive will provide the Agency with two mockups of website design layouts
- The Agency will choose a mockup (allowing for time for Nebraska Interactive to make revisions)
- Once a mockup is approved, Nebraska Interactive will begin building the new Agency website
- The Agency's Meadowlark website may include any of the following features:
 - Custom website permissions to allow website managers varying roles
 - Built-in calendar
 - Press release feed and built-in archive
 - Easy to use WYSIWYG site editor
 - Simple file and image upload tools
 - Gallery and/or slider
 - Google Translate to translate text on website
 - Monthly Google Analytics Reports
 - Broken link report
- Nebraska Interactive will help with content mapping. NI will build a sitemap to help the Agency organize their new website and visualize the overall flow.
- The Agency will provide Nebraska Interactive with the content for the website
- Nebraska Interactive will build all website pages as well as add documents and images
- Nebraska Interactive anticipates that there will be 1,500 web pages on the new Nebraska Department of Natural Resources website
 - Total anticipated hours Nebraska Interactive will spend on the project: 347 hours
 - Design phase – 25 hours
 - Content Phase – 20 hours
 - Development Phase – 302 hours
- The Agency will review the overall status of the project as Nebraska Interactive adds content to the website
- Nebraska Interactive will complete quality assurance testing on the website before launching to ensure that the website is 508 compliant, works on multiple devices, and multiple browsers
- Nebraska Interactive will provide an hour of training to the Agency staff members that will be managing the new website before launching the new website
- Nebraska Interactive will work with the Agency to schedule a launch date and time for the new website as well as redirect the old website to the new

2.2.2 Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the new Agency website.

- If the Agency requests Nebraska Interactive to make any website changes after the launch of the new website, Nebraska Interactive will bill the Agency for the time spent.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

2.3.1 Must - The function or referenced object has to meet the desired outcome outlined in this project.

2.3.2 Should - 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.

2.3.3 Credentials – The required security information to access the application

2.3.4 User – Any member of the general public

2.3.5 Data Store – An organized collection of information

2.3.6 Published – Information sent directly to a Web site viewable to the general public

2.3.7 Administrator- staff member of Nebraska.gov

2.4 Assumptions

- Agency director approves of the project and is prepared to provide feedback and input when needed.
- All Agency key stakeholders will attend needed meetings and provide timely feedback and input on the project throughout all phases.
- Agency will provide Nebraska Interactive with the requirements of new website.
- Agency will provide Nebraska Interactive with content for new website.
- Nebraska Interactive will communicate the running total of hours that Nebraska Interactive has spent on the project so far in bi-weekly project status reports sent by email to key stakeholders.
- Nebraska Interactive will communicate remaining steps to finish project with the Agency in the bi-weekly project status reports sent by email to key stakeholders.
- Nebraska Interactive will communicate scheduling of launch date and time to Agency.
- See section 2.2 for full project scope

2.5 Constraints

- Agency/Partner workload
- Change(s) in staff
- Change(s) in project scope

2.6 Milestones

- Design Phase – target completion date: 7/1/2016
- Content Phase – target completion date: 10/15/2016
- Development Phase – target completion and launch date: 2/15/2017

3. Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "[Project Team](#)" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4. Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any agency, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: Gordon W. "Jeff" Fassett, P.E., Director
Nebraska Department of Natural Resources
301 Centennial Mall South
Lincoln, Nebraska 68509-4676
Phone: 402-471-2363
Fax: 402-471-2900
Email: jeff.fassett@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402 471 7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

5. Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Design and Development of new Website (Details in section 2.2.1)	347 hours	\$13,880.00 <i>One-time fee</i>
2	Annual Maintenance (Does not include Content Management Requests)	N/A	\$2,776.00/year <i>(20% of total time and materials fees paid from row 1 above)</i>
3	Content Management Requests (Not included in Annual Maintenance)	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager's Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

6. Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC
Authorized Party

Brent A. Hoffman
Print Name

Brent A. Hoffman
Signature

5/31/16
Date

Nebraska State Records Board
Authorized Party

Secretary of State John Gale, Chairman

John A. Gale
Print Name

John A. Gale
Signature

7/14/16
Date

Nebraska Department of Natural Resources (DNR)
Authorized Party

Gordon W. Fassett
Print Name

Gordon W. Fassett
Signature

5/13/16
Date

APPROVED

BY NDNR LEGAL COUNSEL

RT DATE *5/12/16*

Statement of Work

200103 – 1

New Nebraska Board of Parole Meadowlark Website

State of Nebraska Board of Parole

Manager: Nebraska Interactive, LLC

Project Manager: Ashly Eickmeier

Date: 5/31/2016

This Statement of Work (“SOW”) is issued pursuant to the State of Nebraska Contract 69584-04 between the Nebraska State Records Board (“NRSB”) and Nebraska Interactive, LLC (“the Master Contract”) and is subordinate to and subject to all terms and conditions therein.

1 Introduction

Nebraska.gov Information

Executive Sponsor:
General Manager, Brent Hoffman

Support Contact Information:
Email: ne-support@nicusa.com
Phone: 402-471-7810
Fax: 402-471-7817

Partner Information

Partner Description

The Board reviews the status of committed offenders; determines when committed offenders are released on parole; fixes parole conditions, and may revoke parole and issue warrants to arrest parole violators; discharges an offender upon expiration of the parole term; visits and inspects state and local prisons or jails; and recommends parole legislation to the Governor.

Partner Executive Sponsor

Rosalyn Cotton
402-471-2156
Rosalyn.Cotton@nebraska.gov

Partner Project Manager Contact

Nicole Miller
402-479-5680
Nicole.miller@nebraska.gov

Partner Billing Contact

Trudy Clark
402-479-5761
Trudy.clark@nebraska.gov

2 Project Overview

2.1 Objectives

Nebraska Interactive will build a fully responsive, 508 compliant, redesigned website for the Partner. The new website will be built in Meadowlark, to allow for a more flexible user friendly way for the Partner to manage and maintain the website.

2.2 Scope

2.2.1

Inclusions

- Nebraska Interactive will move the Partner website from ZOPE to Meadowlark.
- Nebraska Interactive will redesign Partner website to be responsive.
- Nebraska Interactive will provide the Partner with two mockups of website design layouts
- The Partner will choose a mockup (allowing for time for Nebraska Interactive to make revisions)
- Once a mockup is approved, Nebraska Interactive will begin building the new Partner website
- The Partner's Meadowlark website may include any of the following features:
 - Custom website permissions to allow website managers varying roles
 - Built-in calendar
 - Press release feed and built-in archive
 - Easy to use WYSIWYG site editor
 - Simple file and image upload tools
 - Gallery and/or slider
 - Google Translate to translate text on website
 - Monthly Google Analytics Reports
 - Broken link report
- Nebraska Interactive will help with content mapping. NI will build a sitemap to help the Partner organize their new website and visualize the overall flow.
- The Partner will provide Nebraska Interactive with the content for the website
- Nebraska Interactive will build all website pages as well as add documents and images
- Nebraska Interactive anticipates that there will be 20 web pages on the new State of Nebraska Board of Parole website
 - Total anticipated hours Nebraska Interactive will spend on the project: 37 hours
 - Design phase – 20 hours
 - Content Phase – 1 hour
 - Development Phase – 16 hours
- The Partner will review the overall status of the project as Nebraska Interactive adds content to the website
- Nebraska Interactive will complete quality assurance testing on the website before launching to ensure that the website is 508 compliant, works on multiple devices, and multiple browsers
- Nebraska Interactive will provide an hour of training to the Partner staff members that will be managing the new website before launching the new website
- Nebraska Interactive will work with the Partner to schedule a launch date and time for the new website as well as redirect the old website to the new

2.2.2

Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the new Partner website.
- If the Partner requests Nebraska Interactive to make any website changes after the launch of the new website, Nebraska Interactive will bill the Partner for the time spent.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

- 2.3.1 **Must** – The function or referenced object has to meet the desired outcome outlined in this project.
- 2.3.2 **Should** – 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.
- 2.3.3 **Credentials** – The required security information to access the application
- 2.3.4 **User** – Any member of the general public
- 2.3.5 **Data Store** – An organized collection of information
- 2.3.6 **Published** – Information sent directly to a Web site viewable to the general public
- 2.3.7 **Administrator** – staff member of Nebraska.gov

2.4 Assumptions

- 2.4.1 Partner Director or Head approves of the project and is prepared to provide feedback and input when needed.
- 2.4.2 All Partner key stakeholders will attend needed meetings and provide timely feedback and input on the project throughout all phases.
- 2.4.3 Partner will provide Nebraska Interactive with the requirements of the new site.
- 2.4.4 Partner will provide Nebraska Interactive with content; language and text for the new site.
- 2.4.5 Nebraska Interactive will communicate the running total of hours that has been spent on the project to date in bi-weekly project status reports sent via email to key stakeholders.
- 2.4.6 Nebraska Interactive will communicate remaining steps to finish project with the Partner in the bi-weekly project status reports sent via email to key stakeholders.
- 2.4.7 Nebraska Interactive and Partner must agree on a scheduled launch date.
- 2.4.8 See section 2.2 for full project scope.

2.5 Constraints

- 2.5.1 Partner/Partner workload
- 2.5.2 Change(s) in staff
- 2.5.3 Change(s) in project scope

2.6 Milestones

2.6.1 Design Phase

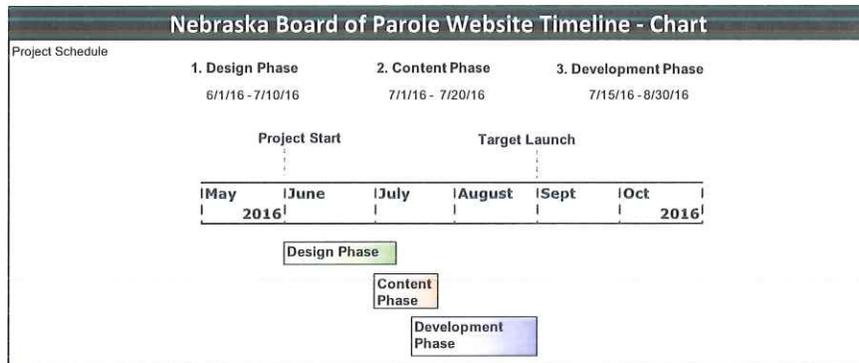
2.6.1.1 Target completion date: 7/10/2016

2.6.2 Content Phase

2.6.2.1 Target completion date: 7/20/2016

2.6.3 Development Phase

2.6.3.1 Target completion and launch date: 8/30/2016



Nebraska Board of Parole Website Timeline - Breakdown			
Timeline is subject to change depending on feedback, response time, etc.			
1	Design Phase	Hours	Target Due Date
1a.	Layout key stakeholders of the website redesign & their wishes for the new design	-	Completed
1b.	Receive website design questionnaire from Nebraska Board of Parole	-	6/3/16
1c.	2 Mockups of design layout with time for 2 revisions	20	6/20/16
2	Content Phase	Hours	Target Due Date
2a.	Nebraska Board of Parole will work on revising and/or reorganizing content for the new website	1	7/20/16
3	Development Phase	Hours	Target Due Date
3a.	Once a mockup has been approved, Nebraska Interactive will begin building the home page of the website	8	8/1/16
3b.	Also during this time, research and development time will be spend on any new modules or configurations for the site	1	8/1/16
3c.	As content is ready to be added to the website, it will be added per each section & reviewed by the agency	4	8/10/16
3d.	Further testing and overall review	1	8/22/16
3e.	Quality Assurance testing & review	1	8/22/16
3f.	Website Training	1	8/22/16
3g.	Target Launch Date		8/30/16

Total Anticipated Hours: 37
(Nebraska Interactive)

Anticipated # of Website Pages: 20

3 Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "[Project Team](#)" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4 Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any Partner, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: State of Nebraska Board of Parole
Rosalyn Cotton, Board Chair
P.O. Box 94754
Lincoln, NE 68509-4754
Phone: (402) 471-2156
Fax: (402) 471-2453
Email: rosalyn.cotton@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402 471 7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

4 Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Design and Development of new Website (Details in section 2.2.1)	37 hours	\$2,960.00 <i>One-time fee</i>
2	Annual Maintenance (Does not include Content Management Requests)	N/A	\$592.00/year <i>(20% of total time and materials fees paid from row 1 above)</i>
3	Content Management Requests (Not included in Annual Maintenance)	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager's Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

5 Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC
Authorized Party

Brent A. Hoffman

Print Name



Signature

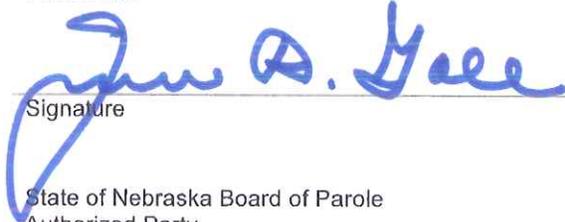
7/28/16

Date

Nebraska State Records Board
Secretary of State John Gale, Chairman

John A. Gale

Print Name



Signature

8/3/16

Date

State of Nebraska Board of Parole
Authorized Party

Rosalyn Cotton

Print Name

6/2/16



Signature

6/2/16

Date

Statement of Work

Nebraska Professional Practices Commission Website Content Management

<https://nppc.nebraska.gov/>

Nebraska Professional Practices Commission (NPPC)

Manager: Nebraska Interactive, LLC
Project Manager: Ashly Eickmeier
Date: 5/10/2016

This Statement of Work ("SOW") is issued pursuant to the State of Nebraska Contract between the Nebraska State Records Board ("NRSB") and Nebraska Interactive, LLC ("the Master Contract") and is subordinate to and subject to all terms and conditions therein.

1. Introduction

- Utilizing this content management agreement, Nebraska Interactive will make updates/changes to Agency website.
- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.

2. Project Overview

2.1 Objectives

- The Agency will utilize the content management agreement with Nebraska Interactive if they are unable or elect not to manage their website content in-house.

2.2 Scope

2.2.1 Inclusions

- The Agency will email ne-cmc-support@egov.com with a detailed email including links and a description of what needs to be updated/changes on Agency website.
- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.
- When the Agency requests Nebraska Interactive to make any website changes, Nebraska Interactive will bill the Agency \$80/hour for the time spent (billed by a quarter-hour minimum).
- Nebraska Interactive will submit a monthly invoice when there is a balance due from the Agency for work completed under this agreement. Terms of payment are net 45 days.

2.2.2 Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the Agency website.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

2.3.1 Must - The function or referenced object has to meet the desired outcome outlined in this project.

2.3.2 Should - 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.

2.3.3 Credentials – The required security information to access the application

2.3.4 User – Any member of the general public

2.3.5 Data Store – An organized collection of information

2.3.6 Published – Information sent directly to a Web site viewable to the general public

2.3.7 Administrator- staff member of Nebraska.gov

2.4 Assumptions

- Agency director approves of the updates/changes that were submitted for Nebraska Interactive to make on the website.
- The Agency will provide Nebraska Interactive with any electronic documents, text, images that they request to be added/modified on the Agency website through email.
- All content management requests submitted by the Agency will be completed within 24 hours on regular business days (Monday – Friday) excluding state holidays.
- If Nebraska Interactive has questions or further information is needed before completing the request, the Agency will respond to emails/phone calls in a timely manner.

2.5 Constraints

- Agency/Partner workload
- Change(s) in staff
- Change(s) in project scope

2.6 Milestones

- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.

3. Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "Project Team" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4. Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any agency, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: Kathi Vontz, Clerk – Nebraska Professional Practices Commission
P.O. Box 94941
Lincoln, NE 68509
Phone: 402-471-2943
Fax: 402-471-3698
Email: kathi.vontz@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402 471 7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

5. Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Content Management Requests	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager's Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

6. Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC
Authorized Party

Brent A. Hoffman

Print Name

Brent A. Hoffman

Signature

5/31/16

Date

Nebraska State Records Board
Authorized Party

Secretary of State John Gale, Chairman

John A. Gale

Print Name

John A. Gale

Signature

7/14/16

Date

Nebraska Professional Practices Commission (NPPC)
Authorized Party

Aathi Kantz

Print Name

Aathi Kantz

Signature

5-11-16

Date

Statement of Work

New Nebraska Tax Equalization & Review Commission Meadowlark Website

Nebraska Tax Equalization & Review Commission (TERC)

Manager: Nebraska Interactive, LLC
Project Manager: Ashly Eickmeier
Date: 4/26/2016

This Statement of Work ("SOW") is issued pursuant to the State of Nebraska Contract between the Nebraska State Records Board ("NRSB") and Nebraska Interactive, LLC ("the Master Contract") and is subordinate to and subject to all terms and conditions therein.

1. Introduction

- **Current Process:** Agency currently manages their existing website through Microsoft Expression. The existing Agency website is not responsive.
- Nebraska Interactive will redesign Agency website to be responsive.
- Nebraska Interactive will move the Agency website from Microsoft Expression to Meadowlark.

2. Project Overview

2.1 Objectives

- Nebraska Interactive will build a fully responsive, 508 compliant, redesigned website for the Agency. The new website will be built in Meadowlark, to allow for a more flexible user friendly way for the agency to manage and maintain the website.

2.2 Scope

2.2.1 Inclusions

- Nebraska Interactive will provide the Agency with two mockups of website design layouts
- The Agency will choose a mockup (allowing for time for Nebraska Interactive to make revisions)
- Once a mockup is approved, Nebraska Interactive will begin building the new Agency website
- The Agency's Meadowlark website may include any of the following features:
 - Custom website permissions to allow website managers varying roles
 - Built-in calendar
 - Press release feed and built-in archive
 - Easy to use WYSIWYG site editor
 - Simple file and image upload tools
 - Gallery and/or slider
 - Google Translate to translate text on website
 - Monthly Google Analytics Reports
 - Broken link report
- Nebraska Interactive will help with content mapping. NI will build a sitemap to help the Agency organize their new website and visualize the overall flow.
- The Agency will provide Nebraska Interactive with the content for the website
- Nebraska Interactive will build all website pages as well as add documents and images
- Nebraska Interactive anticipates that there will be 1,156 web pages on the new Nebraska TERC website (<http://www.terc.ne.gov/>)
 - Total anticipated hours Nebraska Interactive will spend on the project: 236 hours
 - Design phase – 20 hours
 - Content Phase – 5 hours
 - Development Phase – 211 hours
- The Agency will review the overall status of the project as Nebraska Interactive adds content to the website
- Nebraska Interactive will complete quality assurance testing on the website before launching to ensure that the website is 508 compliant, works on multiple devices, and multiple browsers
- Nebraska Interactive will provide an hour of training to the Agency staff members that will be managing the new website before launching the new website
- Nebraska Interactive will work with the Agency to schedule a launch date and time for the new website as well as redirect the old website to the new

2.2.2 Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the new Agency website.

- If the Agency requests Nebraska Interactive to make any website changes after the launch of the new website, Nebraska Interactive will bill the Agency for the time spent.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

2.3.1 Must - The function or referenced object has to meet the desired outcome outlined in this project.

2.3.2 Should - 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.

2.3.3 Credentials – The required security information to access the application

2.3.4 User – Any member of the general public

2.3.5 Data Store – An organized collection of information

2.3.6 Published – Information sent directly to a Web site viewable to the general public

2.3.7 Administrator- staff member of Nebraska.gov

2.4 Assumptions

- Agency director approves of the project and is prepared to provide feedback and input when needed.
- All Agency key stakeholders will attend needed meetings and provide timely feedback and input on the project throughout all phases.
- Agency will provide Nebraska Interactive with the requirements of new website.
- Agency will provide Nebraska Interactive with content for new website.
- Nebraska Interactive will communicate the running total of hours that Nebraska Interactive has spent on the project so far in bi-weekly project status reports sent by email to key stakeholders.
- Nebraska Interactive will communicate remaining steps to finish project with the Agency in the bi-weekly project status reports sent by email to key stakeholders.
- Nebraska Interactive will communicate scheduling of launch date and time to Agency.
- See section 2.2 for full project scope

2.5 Constraints

- Agency/Partner workload
- Change(s) in staff
- Change(s) in project scope

2.6 Milestones

- Design Phase – target completion date: 7/30/2016
- Content Phase – target completion date: 9/15/2016
- Development Phase – target completion and launch date: 12/15/2016

3. Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the "Project Team" will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4. Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any agency, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: Nancy J. Salmon, Chairperson
Nebraska Tax Equalization & Review Commission
301 Centennial Mall South
P.O. Box 95108
Lincoln, Nebraska 68509-5108
Phone: 402-471-2842
Fax: 402-471-7720
Email: nancy.salmon@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402 471 7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW

d. This SOW

5. Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Design and Development of new Website (Details in section 2.2.1)	236 hours	\$18,880.00 <i>One-time fee</i>
2	Annual Maintenance (Does not include Content Management Requests)	N/A	\$3,776.00/year <i>(20% of total time and materials fees paid from row 1 above)</i>
3	Content Management Requests (Not included in Annual Maintenance)	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager’s Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

6. Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC
Authorized Party

Brent A Hoffman

Print Name

B.A.H.

Signature

5/31/16

Date

Nebraska State Records Board
Authorized Party

Secretary of State John Gale, Chairman

John A. Gale

Print Name

John A. Gale

Signature

7/14/16

Date

Nebraska Tax Equalization & Review Commission (TERC)
Authorized Party

Nancy J Salmon

Print Name

Nancy J Salmon

Signature

5-23-16

Date

Statement of Work

Nebraska Volunteer Service Commission (ServeNebraska) Website Content Management

<http://serve.nebraska.gov/>

Nebraska Volunteer Service Commission (ServeNebraska)

Manager: Nebraska Interactive, LLC
Project Manager: Ashly Eickmeier
Date: 5/9/2016

This Statement of Work (“SOW”) is issued pursuant to the State of Nebraska Contract between the Nebraska State Records Board (“NRSB”) and Nebraska Interactive, LLC (“the Master Contract”) and is subordinate to and subject to all terms and conditions therein.

1. Introduction

- Utilizing this content management agreement, Nebraska Interactive will make updates/changes to Agency website.
- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.

2. Project Overview

2.1 Objectives

- The Agency will utilize the content management agreement with Nebraska Interactive if they are unable or elect not to manage their website content in-house.

2.2 Scope

2.2.1 Inclusions

- The Agency will email ne-cmc-support@egov.com with a detailed email including links and a description of what needs to be updated/changes on Agency website.
- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.
- When the Agency requests Nebraska Interactive to make any website changes, Nebraska Interactive will bill the Agency \$80/hour for the time spent (billed by a quarter-hour minimum).
- Nebraska Interactive will submit a monthly invoice when there is a balance due from the Agency for work completed under this agreement. Terms of payment are net 45 days.

2.2.2 Exclusions

- Nebraska Interactive will not write, edit, proof, or draft any website content (text) for the Agency website.

2.3 Terminology

When used herein, capitalized words shall have the respective meanings set forth below:

2.3.1 Must - The function or referenced object has to meet the desired outcome outlined in this project.

2.3.2 Should - 1) The desired function or referenced object may create a favorable environment if achieved but is not required. 2) An opinion based on the assumptions made by the creator of the function or referenced object.

2.3.3 Credentials – The required security information to access the application

2.3.4 User – Any member of the general public

2.3.5 Data Store – An organized collection of information

2.3.6 Published – Information sent directly to a Web site viewable to the general public

2.3.7 Administrator- staff member of Nebraska.gov

2.4 Assumptions

- Agency director approves of the updates/changes that were submitted for Nebraska Interactive to make on the website.
- The Agency will provide Nebraska Interactive with any electronic documents, text, images that they request to be added/modified on the Agency website through email.
- All content management requests submitted by the Agency will be completed within 24 hours on regular business days (Monday – Friday) excluding state holidays.
- If Nebraska Interactive has questions or further information is needed before completing the request, the Agency will respond to emails/phone calls in a timely manner.

2.5 Constraints

- Agency/Partner workload
- Change(s) in staff
- Change(s) in project scope

2.6 Milestones

- All requests submitted by the Agency will be completed by Nebraska Interactive within 24 hours on regular business days (Monday – Friday, 8:00am – 5:00pm central time zone) excluding state holidays.

3. Requirements

The following sections constitute all application requirements. It is understood that the application will be developed in accordance with these requirements using industry standards.

After development has been completed each requirement will be included in a comprehensive testing plan for purposes of quality assurance. All members of the [“Project Team”](#) will be responsible for executing the testing plan in accordance with these requirements.

Any omission or change in requirements after execution of this SOW has occurred must be reviewed and approved by the project team and could cause delays in the project timeline.

4. Terms and Conditions

Partner and Manager agree to the following terms and conditions:

4.1 Confidentiality

All materials and information provided by the Partner to Manager or acquired by the Manager on behalf of the Partner shall be regarded as confidential information and treated as described in Section OO of Addendum One of the Master Contract and handled in accordance with Federal and State Law. The Manager shall treat, and shall require that its agents, employees, affiliates, parent company, and subcontractors treat such materials or information as confidential. The Manager shall not be responsible for the acts or omissions of the State, any agency, members of the public, or others not under the control of Manager.

4.2 SOW Representatives and Notices

All matters relating to this SOW shall be directed to the following persons. These designations may be changed following written notice from each party to the other party to this SOW.

Mailing address: Cathleen Plager, Executive Director
P.O. Box 98927
Lincoln, NE 68509-8927
Phone: 402-471-6212
Fax: 402-471-6286
Email: cathleen.plager@nebraska.gov

Mailing Address: General Manager/Network Manager
301 S 13, Suite 301
Lincoln, NE 68508
Phone: 402 471 7810
Fax: 402-471-7817
Email: ne-general-manager@nicusa.com

Mailing Address: Nebraska State Records Board
Secretary of State
1445 K Street, Suite 2300
Lincoln, NE 68509
Phone: 402-471-1572
Fax: 402-471-3237

4.3 Termination of SOW

4.3.1 Either Partner or Manager may terminate this SOW for cause, subject to cure, by providing written notice of termination, to the other parties. Such notice shall specify the "for cause" reason, including citation to any specific provision of this SOW, which gives rise to the notice and shall specify action that can be taken by the other party to avoid termination of the SOW or any addendum. A reasonable period of time of not less than thirty (30) days shall be given to cure, unless as otherwise agreed to by the parties. For purposes of this SOW, the phrase "for cause" shall mean any material breach by any party to this SOW of the terms or conditions of this SOW.

4.3.2 Either Partner or Manager may terminate this SOW for convenience by giving 30 days' prior written notice to the other party.

4.4 Term of SOW

This SOW shall commence on the date of execution by all parties and shall be co-terminal with the Master Contract and any extensions or renewals or replacements thereof, unless earlier terminated in accordance with the terms of this SOW.

4.5 Relationship of Parties

Notwithstanding any other provisions contained herein, it is expressly agreed that Manager is an Independent Contractor in the performance of each and every part of this SOW and not an agent or employee of the Partner.

4.6 Changes, Modifications or Amendments

This SOW may be changed, modified or amended at any time by an instrument in writing signed by the Manager, NSRB, and the Partner.

4.7 Entire Agreement

This SOW constitutes the complete and exclusive statement of the agreement between the parties hereto and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

4.8 Governing Law

This SOW shall be governed in all respects by the laws and statutes of the State of Nebraska.

4.9 Severability

If any term or condition of the SOW is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the SOW did not contain the particular provision held to be invalid.

4.10 Order of Precedence

In the event of an inconsistency between the documents of this SOW, the inconsistency will be resolved by giving precedence in the order indicated to the following:

- a. Any amendments to the Master Contract
- b. The Master Contract
- c. An amendment to this SOW
- d. This SOW

5. Invoicing and Payment

	Project Type	Hours Estimate	Cost Estimate
1	Content Management Requests	Per Request	\$80/hour billed by the quarter hour

Manager agrees to provide services on a time and material basis in accordance with the rates provided in Form A.2 of Manager’s Response to RFP 4877 Z1 in the Master Contract, or as amended by the Parties and approved by NSRB. In addition, Partner will pay an annual maintenance charge associated with the application developed hereunder, in an amount equal to 20% of the total time and materials fees paid pursuant to this SOW, as compensation for maintenance services to ensure the application or service developed under this SOW runs correctly in the hosted network environment, including testing, partner and customer support, IT troubleshooting assistance and bug resolution arising out of or related to the network environment. Applications or services not included within maintenance services are modifications or additions that materially change the utility, efficiency, or functional capability of the applications or services developed. Manager shall submit invoices for payment to Partner with sufficient detail to support payment on a monthly basis, in accordance with Section II in Addendum One of the Master Contract. Partner shall pay invoices within 30 days, and otherwise in accordance with Section HH of Addendum One of the Master Contract.

6. Signatures

Approval of the SOW indicates an understanding of the purpose and content described in this SOW. By signing this SOW, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

Nebraska Interactive, LLC
Authorized Party

Breat A. Hoffman

Print Name

Breat A. Hoffman

Signature

5/20/16

Date

Nebraska State Records Board
Authorized Party

Secretary of State John Gale, Chairman

John A. Gale

Print Name

John A. Gale

Signature

7/14/16

Date

Nebraska Volunteer Service Commission (ServeNebraska)
Authorized Party

Cathleen D. Plager

Print Name

Cathleen D. Plager

Signature

5-18-16

Date

**Addendum Four to the
Electronic Government Service Level Agreement Between
Nebraska Interactive, LLC,
Nebraska State Patrol,
and
Nebraska State Records Board**

This Addendum Four to the Electronic Government Service Level Agreement (“EGSLA”) made by and among Nebraska Interactive, LLC (hereinafter referred to as Nebraska.gov), the Nebraska State Records Board (NSRB), and Nebraska State Patrol 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. The (Partner) has authority to assess and collect the fees described herein.

Project: Conceal and Carry Weapons Permit Renewals for Nebraska State Patrol
Revenue Type: Instant Access
Implementation: 2016

Service	Nebraska State Patrol Fee	Nebraska.gov Portal Fee	NSRB Share
Conceal and Carry Weapons Permit Renewals Electronic Check	Full statutory/assessed fee charged by Partner	\$4.50	10% of Nebraska.gov Portal Fee
Conceal and Carry Weapons Permit Renewals Credit Card	Full statutory/assessed fee charged by Partner	\$4.50	10% of Nebraska.gov Portal Fee

Payment Processing: Nebraska.gov will provide electronic services for payment processing in accordance with Section 14 of the EGSLA through one of the following processors (check one):

- State-Selected Processor
- Nebraska.gov-Selected Processor
- Not Applicable

[OPTIONAL PROVISION] **Swipe Hardware Provision:** Swipe Hardware will be serviced and maintained by Nebraska.gov in accordance with Section 14(b) of the EGSLA and provided as follows (check one):

- Nebraska.gov purchases XX swipe devices of make/model
- Partner purchases XX swipe devices of make/model
- Not applicable

Security: Nebraska.gov security provisions are found at nebraska.gov/securitypolicy.html

By: _____ Date: _____
 General Manager – Brent Hoffman
 Nebraska Interactive, LLC

By: _____ Date: _____

Chairman – Secretary of State John Gale
Nebraska State Records Board

By: _____
Colonel Brad Rice - Superintendent
Nebraska State Patrol

Date: _____

Summary

Nebraska State Patrol

Addendum Four

Project: Conceal and Carry Weapons Permit Renewals

The new Conceal and Carry Application will allow the user to complete their application online and submit payment (payment will be collected for renewals only). The payment process for the application allows Nebraska State Patrol (NSP) to easily reconcile payments. The application will collect name, residential address, mailing address and application questions. The application will generate a PDF with user data for image repository in Filebound to maintain consistency with paper application process. The application allows the permit application data to be transmitted and updated in the NSP database, which will eliminate data entry for NSP, streamlining the application process for them to approve or decline the application. Users will be required to renew in person every 10 years in order to update their photo on file.

Task	Estimate of Hours
User Interface Prototype	25
Development Planning	10
Application Plugins	17.5
Database Integration	5
Application Error Coding	3
Common Application Template Layout	4
Landing Page	16
Request CCW Permits from RITS	14
Name and Address Page	30
Optional: DMV Data Lookup for Pre-population	14
Application Questions	21
File with RITS	20
File with Filebound	14
Receipt Page	12
Quality Assurance Testing	30
Project Management Testing/Hours	30
Total Est. of Hours	265.5

Current Process:

Renewals, Name/Address Changes and Lost/Stolen/Damaged Permit requests are currently processed in person with a paper application, at one of 6 Nebraska State Patrol (NSP) offices. NSP has to manually enter data for the renewal/name/address/lost/stolen/damaged permit application, scan the application, and then for renewals they collect and process payment. Payments are handled at all locations and then reconciled at the main NSP office in Lincoln.

Project Overview/Proposal:

The Nebraska State Patrol has asked Nebraska Interactive to create an online application for Conceal and Carry Permit renewal, name/address changes and lost/stolen/damaged permits for current permit holders. This process will allow the State Patrol to reduce traffic in their offices by allowing users to do these tasks online. In addition, the online application process will make the process more convenient and time effective for permit holders attempting to complete one of these processes. Office locations in Omaha, Norfolk, Grand Island, Scottsbluff and Lincoln may still be a long drive away for some permit holders, and this application will allow users to complete these tasks online eliminating their drive time and cost of fuel for the trip.

Market Potential/Target Audience

Active permit holders who wish to perform one of the following tasks: name change, address change, replace a lost/stolen/damaged permit, or renew their permit.

In 2017 Nebraska State Patrol expects to process:

- 4,800-5,000 Conceal and Carry Weapons Renewal Permits
- 2,340 Data Changes/Lost/Stolen/Damaged Permit Requests

In 2018 Nebraska State Patrol expects to process:

- 8,500-9,500 Conceal and Carry Weapons Renewal Permits
- 3,088 Data Changes/Lost/Stolen/Damaged Permit Requests

Information on what the fee presented is based upon:

The portal fee is calculated based upon anticipated adoption rates, project hours, ongoing project work and enhancements and maintenance. The user will be billed \$4.50 for a Conceal and Carry Weapons Permit Renewal. Users performing a data change or replacing a lost/stolen/damaged permit are not charged a portal fee. If Nebraska State Patrol requests a refund due to a declined CCW Permit NI will provide a full refund to the permit holder.

Anticipated volume of users of the application and what percentage of the total potential users is the anticipated volume:

The total estimated market potential was provided to us by the Nebraska State Patrol, and was based on the number of conceal and carry permits issued over the previous five-year period.

Description	2016	2017	2018	2019	2020	Total	Merchant Fees	Revenue Potential
Project Hours	265.5							
Ongoing Project Work & Enhancements		30	20	20	20			
Total Project Cost	\$33,188	\$3,750	\$2,500	\$2,500	\$2,500	\$44,438		
Est. Market Potential		4819	9828	5673	6542			
Adoption %		30%	40%	50%	60%			
Adoption #		1446	3931	2837	3925	12139		
Revenue @ \$4.50		\$6,506	\$17,690	\$12,764	\$17,663	\$54,624	14,135	-\$3,949

Expected rate of return (in what time period):

Noting that adoption of a new service is gradually from year to year, to estimate a rate of return, Nebraska.gov made the following assumptions:

- 30% of conceal and carry permit holders that renew adopt the Conceal and Carry Weapons Permit application within the first year of project launch (YR2, after project launch)
- Each year, following project launch, an estimated 10% increase of adoption is expected

There is no guarantee that anyone will use the services developed and no guaranteed rate of return.

NI's investment in this application (any costs incurred):

Nebraska Interactive assumes all the upfront costs and investments associated with this project. There is no guarantee that anyone will use the services developed and no guaranteed rate of return.

NI's risk (in providing this service):

As with all applications that Nebraska.gov provides for the State of Nebraska, all costs related to hosting, hardware, licensing, security etc., are assumed by Nebraska.gov. Every project involves project management, development, testing and ongoing customer support that is not charged to the partner.

**Addendum Two
to the
Electronic Government Service Level Agreement Between
Nebraska Interactive, LLC,
Nebraska Brand Committee,
and
Nebraska State Records Board**

This Addendum Two to the Electronic Government Service Level Agreement (“EGSLA”) made by and among Nebraska Interactive, LLC (hereinafter referred to as Nebraska.gov), the Nebraska State Records Board (NSRB), and Nebraska Brand Committee 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. The Nebraska Brand Committee has authority to assess and collect the fees described herein.

Project: Nebraska Brand Committee Suite of Services for Nebraska Brand Committee (NBC)

- Inspection Mobile Application
- NBC Headquarters Interface & Database

Revenue Type: Instant Access

Implementation: July 1, 2017

Service	Nebraska Brand Committee Fee	Nebraska.gov Portal Fee	NSRB Share
Brand Inspections	Full statutory/assessed fee charged by Partner	\$0.06/Cattle Inspection	10% of Nebraska.gov Portal Fee

Payment Processing: Nebraska.gov will provide electronic services for payment processing in accordance with Section 14 of the EGSLA through one of the following processors (check one):

- State-Selected Processor
Nebraska.gov-Selected Processor
Not Applicable

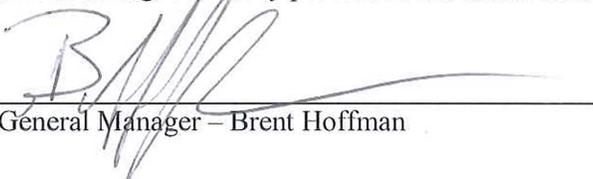
[OPTIONAL PROVISION] **Tablet Hardware Provision:** Tablets, covers and printers will be purchased, serviced and maintained by Nebraska.gov in accordance with Section 14(b) of the EGSLA and provided as follows (check one):

- Nebraska.gov purchases devices
Partner purchases devices
Not applicable

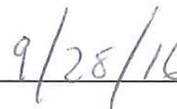
Nebraska Interactive will commit to move all devices to an OCIO compliant operating system to coincide with the initial device refresh, in accordance with the OCIO position to approve the current project direction.

Security: Nebraska.gov security provisions are found at nebraska.gov/securitypolicy.html

By:


General Manager – Brent Hoffman

Date:



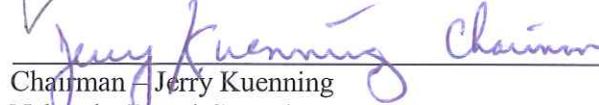
Nebraska Interactive, LLC

By:


Chairman – Secretary of State John Gale
Nebraska State Records Board

Date: 9-28-2016

By:

 Chairman
Chairman – Jerry Kuenning
Nebraska Brand Committee

Date: 9-28-2016

Summary

Nebraska Brand Committee

Addendum Two

Project Overview/Proposal:

Project: Nebraska Brand Committee Suite of Services

The Nebraska Brand Committee (NBC) is interested in automating many of its functions, increasing efficiencies (e.g. reducing data entry and call volume) and implementing additional audit controls. Nebraska Interactive plans to develop a mobile brand inspection application for inspectors. This includes the supply and support of mobile devices and printers. We have included the implementation of payment processing, minimizing the need for inspectors to hold and carry cash or checks. The payment data along with the inspection records will automatically be submitted to the NBC Database System, eliminating data entry, providing timely receipt and disbursement of monies and access to inspection records. NBC constituents may be provided an electronic or printed record of the transaction.

The NBC Database System will provide a fully-functional backend database that will house inspector, inspection, producer, sale barn and violation data. This system will also incorporate the management of all brand related tasks; new brand applications, brand renewals, brand transfers, etc. Giving the NBC administrators, with proper authority and permission, the ability to create, read, update and delete (CRUD) records. The system will allow for invoices, certificates and other documents to be generated, printed and/or emailed. Search and filter features will be included, along with ad hoc reporting. Reporting functions must meet NBC requirements for providing data, internal tracking, and audit reporting. A cashier drawer function will provide the ability for NBC to record payments (multiple payment types) received at NBC Headquarters, track unpaid invoices, record refunds/returns and other features to be outlined in the functional specifications. The storing of data will meet or exceed the records retention policy, as defined.

Task		Est. of Hours
Concept/Planning Phase		
Concept		
	Meetings	30
	Concept Document	7
Planning		
	Meetings	120
	Functional Specs	60
Prototype		120
Development Phase Brand Inspection		
Grails Application Preparation		
	AppManager Plugin	3
	Global Message Plugins	3
	Spring Security Plugin	5
Cashier Drawer & Management		40

Administrative Side - General	
Admin User management	2
Administrative Side - Brand Inspection	
Data Migration	110
Manage* Sale Barn Locations	20
Generate/Create/Email/Print Sale Ring & Local inspection (Invoice)	16
Manage* Inspectors	28
Manage* Producers (buyers/sellers)	24
Merge Producers	16
Manage Inspections	32
Manage* Violations	24
Manage* Grazing Permits	22
Generate/Create/Email/Print Grazing Permits	20
Review and Decline/Approve Permits	12
Review and Decline/Approve Renewal Permits	4
Run Summary Reports	75
Run Ad Hoc Report	72
Manage Prices/fees for inspections	16
Administrative Side - Brand Renewal, Transfer, Lease & New	
Data Migration	110
Manage Brands	32
Search Brands	30
Brand Drawing Tool	80
Review and Decline/Approve New Brands	8
Generate/Create/Email/Print Brand Certificate	8
Review and Decline/Approve Transfers Brands	24
Uploading supporting documentation	4
Manage RFL Alt Agreements	24
Search RFL Agreements	16

Review and Decline/Approve RFL Alt Inspections	8
Mange RFL Alternate Brand Inspection	16
Tracking/Reporting of RFL inspections	8
Manage Leases	4
Review and Decline/Approve Leases	4
Reports on all Brand Functions	40
Developer Testing	144
Brand Inspection Mobile Application	
create mobile database	8
Search for Producer	6
Manage* Producer	20
Manage* Paper Brands	2
Manage* No Brands (NOB or NOBR)	2
Manage* Recorded Brands	2
Bar code/QR code scanner	32
Brand Drawing Tool Hand Drawn Only	12
Brand Drawing Toolbar Add-on	80
Capture and store image of documentation/title	20
Allow capture of signature image	2
Auto Sync	80
Manual Sync	2
Data Clean up	4
Generate/Create/Email/Print Sale Ring Clearance	120
Auto Create Notifications when daily totals don't match	8
Generate/Create/Email/Print Receipt for Brand Release	2
Generate/Create/Email/Print Sale Ring Inspection (Invoice)	40
Generate/Create/Email/Print Location Inspection	40
Enter and Store time/hourly rate calculations for fee	8
Create and enter Surcharge & Miles traveled	40
Integrate Payment Solution for Mobile App	24
Generate/Create/Email/Print Truck - Fleet Permit	24
View Grazing Permits	16
Manage* Local Inspections	120
Create Violation Record	16

	Developer Testing	107.1
New Brand	Brand Renewal, Transfer, Lease & New User Interface	
	Brand Book public search	20
	Enter and Store data for a Brand	25
	LCC or Corporation Verification with SOS	20
	Upload Certified Document of filing	2
	Select an unrecorded brand	5
	Brand Drawing Tool	0
	Integration with Payment Page and Processing	2
Renew or Add to Brand	Renewal Notification	16
	Search for Producer	12
	Enter and Store data	2
	Address update	4
	Integration with Payment Page and Processing	2
Brand Transfer	Search for RFL	12
	Enter and Store data	4
	Upload supporting documentation	2
	Integration with Payment Page and Processing	2
RFL Alt.	Search for Producer	12
	Enter and Store Data	2
	Integration with Payment Page and Processing	2
Grazing Permit	Generate/Create/Email/Print RFL ALT Agreement	4
	Search for Producer	12
	Enter and Store Data	2
	Integration with Payment Page and Processing	2
	Generate/Create/Email/Print Permit	4
	Developer Testing	17
Project Management Oversight		
Senior PM Hours		109.05
Management Oversight		
Management Hours		50
Quality Assurance		
QA Review		368.8
Total Hours		2992.95

Current Process:

Nebraska Brand Committee (NBC) currently uses a complete paper process for Brand Inspections. Inspectors, who are working in the field within the Nebraska Brand Area, use paper/utensil to record all cattle being inspected, manually calculate fees due and sale barn invoices, collect fees, report inspections and monies due via hand-delivery or mail to NBC

Headquarters. This manual process causes many internal business process and audit control concerns.

Brand Inspections and monies received are manually entered into the database and then reconciled. All updates to inspection data are also manually entered. Brand related tasks such as, new brands and brand renewals, are submitted to the NBC headquarters via a paper processed, they are manually reviewed, recorded and reconciled.

The NBC administrative staff manages brand inspection recording; including producers, sale barns, inspectors, and all brand related tasks using a Custom NBC Program (origin unknown), Filemaker and Marquer. The data is stored and backed up in an Iomega Automatic Backup Pro installed on a local server which utilizes a Verbatim 500GB external hard drive. All equipment is connected to heavy duty surge protectors, however lacks a disaster recovery plan.

Information on what the fee presented is based upon:

The portal fee calculation is based upon the number of cattle inspections per year (an average of the previous four years), project hours, mobile device and printer cost, ongoing project work/ enhancements. The NBC will be paying the \$0.06 Nebraska.gov portal fee per cattle inspection. This fee will be billed monthly, as of the first of each month.

Brand Committee App & Backend	YR 1	YR 2	YR 3	YR 4	YR 5	5 yr Totals	5 yr Gross Revenue	5 yr Merchant Fees	5 yr NSRB Share	5 yr Net Revenue
Project Hours	2992.95					2,993				
Ongoing Project Work & Enhancements		50	50	50	50	200				
Total Project Cost	\$366,128	\$6,250	\$6,438	\$6,631	\$6,830	\$392,276				
Device Cost	\$75,000	\$5,000	\$5,000	\$5,000	\$75,000	\$165,000				
Est. Market Potential	3,600,000.00	3,600,000.00	3,600,000.00	3,600,000.00	3,600,000.00	18,000,000.00				
Revenue @ \$.06	\$216,000	\$216,000	\$216,000	\$216,000	\$216,000	\$1,080,000	\$522,724	\$284,000	\$108,000	\$130,724

Market Potential/Target Audience

The Mobile Inspection application will be used by an estimated 90 Inspectors. The NBC administrative users will access the NBC Backend database. All users are identified as NBC staff/employees.

Expected rate of return (in what time period):

Nebraska.gov made the following assumptions:

- Costs associated to Mobile Device and Printer Management
- An average head of cattle per year (given the previous 4 years of data) of 3,6000,000
- An estimate of 75% of users will pay via credit card, provided the current data trend for Nebraska.gov online services most used by businesses.

Provided these assumptions, a rate of return is expected in year 5 at approximately \$130,724 There is no guarantee that anyone will use the services developed and no guaranteed rate of return.

Nebraska.gov's investment in this application (any costs incurred):

Nebraska Interactive assumes all the upfront costs and investments associated with this project.

Nebraska.gov's risk (in providing this service):

As with all applications that Nebraska.gov provides for the State of Nebraska, all costs related to hosting, hardware, licensing, security etc., are assumed by Nebraska.gov. Every project involves project management, development, testing and ongoing customer support that is not charged to the partner.

2016 NSRB GRANT APPLICANTS

AGENCY	TITLE	AMOUNT REQUESTED		STATED COMPLETION DATE
Burt County	Assessor GIS and County WebGIS	\$9,855.00		3/31/2017
Custer County	Assessor GIS and County WebGIS	\$16,815.00		12/31/2016
Deaf & Hard of Hearing, Commission	Interpreter Online Payment Portal	\$25,000.00		7/1/2017
Foster Care Review Office	Electronic Content Management	\$25,000.00		6/30/2017
Furnas County	County WebGIS	\$25,000.00		4/30/2017
Geologist, Board of	Website	\$2,500.00		12/31/2017
Harlan County	Assessor GIS and County WebGIS	\$11,210.00		3/1/2017
Labor, Department of	Electronic Content Management	\$21,684.00		6/1/2019
Loup County	County WebGIS	\$19,600.00		12/15/2016
McPherson County	County WebGIS	\$24,500.00		9/30/2017
Public Service Commission	ECM Transportation 1 - Record Mgmt.	\$25,000.00	*	6/1/2018
	ECM Transportation 2 - Workflows	\$25,000.00	*	6/1/2018
	ECM Transportation 3 - Portal	\$25,000.00	*	6/1/2018
	ECM NATP 1 - Database	\$25,000.00	*	6/1/2018
	ECM NATP 2 - Workflows	\$25,000.00	*	6/1/2018
	ECM NATP 3 - Portal	\$25,000.00	*	6/1/2018
Roads, Dept. of	Electronic Content Management	\$25,000.00		7/1/2017
West Point, City of	Online Payment Portal	\$10,117.00		7/1/2017
Wheeler County	County WebGIS	\$25,000.00		12/31/2017

\$391,281.00

TOTAL REQUESTED

* Multiple grant request from same agency

9/20/2016

Subscriber Fee increase

What we are asking

Nebraska Interactive is asking to increase the subscriber fee to \$95 to fund additional customer support staff in assisting Nebraska citizens and businesses with online services and to appropriately adjust the fee per the increase in services and technologies being serviced over 23 years. The current \$50 subscriber fee was established in 1992 with only a couple of services available.

Why we are asking

- To prevent the increased number of customers and partners being sent to voicemail.
- To provide adequate funding for additional customer support staff.
- Increased focus on billing activities required with the new contract
- Investment into the longevity of the current and future support staff.

Rational

Nebraska Interactive's 2 Customer support staff are funded through an annual subscriber fee paid by companies receiving access to bulk information services. This support staff is responsible for providing assistance to citizens, business and partners through various channels such as phone, email and LiveChat. When they are not providing support they are working on financial aspects of subscriber account administration. The customer support staff on-board new subscribers, add and remove new users, change passwords, analyze accounts for fraudulent activity, prepare billing statements, receives payments among many other support activities. Since 1994 support options have been added such as LiveChat and acceptance of credit cards which required the addition of a new support person in 2011.

The customer support staff are responsible for the management of EGSLA's, Addenda's and Statements of work (SoW). Our support team processes these documents through a series of audited controls in order before a service can go live. With the addition of SoW's and political subdivision's the time required to manage these documents will continue to make support less available to answer phones.

Subscribers pay an annual fee \$50 to cover the administrative costs of supporting and managing accounts. Thru June of 2016, NI generated \$118,450 from subscriber fees and expended \$115,812 for banking and staff costs. The increase is needed to invest the longevity of the current and future support staff.

Nebraska	Kansas	Arkansas	Idaho
\$50 annual fee 10 users per account \$100 for 11-20 and so on	\$95 Annual fee 10 users per account \$190 for 11 to 20 and so on.	\$95 Annual fee 10 users per account \$190 for 11 to 20 and so on.	\$95 annual fee 100 users
1 Finance admin/support, 1 Support	2 support techs, 1 Office admin, 1 Finance admin,	1 Office admin, 10 Help/support staff	1 Finance admin and 3 support techs
31 Services	14 services	25 services	11 services
4,362 Active subscriptions	2,763 Active subscriptions	3,911 Active subscriptions	955 Active subscribers
33,679 Active users	22,990 Active users	66,735 Active users	3817 Active users

**** IT IS IMPORTANT TO NOTE EACH \$50 SUBSCRIPTION, THERE ARE 10 USERS ALLOWED. THERE IS NO ANNUAL FEE PER USER.**

Subscriber Fee increase

Conclusion

Nebraska Interactive believes it is important to have people available to help constituents with crucial filing deadlines which have a tangible impact on people's lives and their companies. Customer support is about Nebraskan's helping Nebraskan's to feel confident about the transactions they have made online with our partners. A subscriber fee increase of \$45 will secure the additional customer support staff and maintain the same level ongoing service to the constituents of the Nebraska State Records Board. I believe this is a reasonable adjustment of the fee for the benefit being provided through the additional services and technologies being serviced since 1992.

(Section IV. W. 3. c) Project Priority Report - Page 1 of 4

Priority Score	Type of Project	Project Name	Sponsoring Government Entity	Proposed Funding Model	Project Phase	Target	Launch
40	Enhancement	DMV - COA - Change Request 2	Department of Motor Vehicles	Self Funded	Development		
38	Enhancement	DMV - Splate - New Plate Year	Department of Motor Vehicles	Self Funded	Planning		
37	Enhancement	AOC eFiling Enhancement Pkg I 2016	Court Administrator, State	Self Funded	Planning		
36	Re-Template	DMV - Plate Manager - New Plate Year Retemplate	Department of Motor Vehicles	Self Funded	QA Review		8/30/16
35	Enhancement	AOC ePayment Batch	Court Administrator, State	Self Funded	Queue		
35	Payment Processing	Boiler Inspections (CCP)	Labor, Department of	Revenue	Launched		
35	Enhancement	DMV - Plate Manager - New Plate Year	Department of Motor Vehicles	Self Funded	Planning		
35	Enhancement	Foreign & Domestic Nonprofit Corporations Filing	Secretary of State	Self Funded	Planning		
34	Online Service	Change of Address	Department of Motor Vehicles	Self Funded	Launched		
34	Enhancement	Change of Address - Change Request #1	Department of Motor Vehicles	Self Funded	Launched		8/9/16
34	Online Service	NSP - CCW - CCW Renewal	Nebraska State Patrol	Revenue	Planning		12/30/16
33	Payment Processing	Storefront (CCP)	Department of Roads	Revenue	Concept		
32	Enhancement	DMV - DLR - CDL Renewal	Department of Motor Vehicles	Self Funded	Concept		
32	Enhancement	DMV - Handicap Permits DMV Mainframe Changes and FAQ updates	Motor Vehicles, Department of	Self Funded	Launched		7/21/16
32	Online Service	DMV - SR22/26 - SR22/26	Department of Motor Vehicles	Revenue	Concept		
32	Enhancement	DMV - TLR - New Plate Year	Department of Motor Vehicles	Self Funded	Planning		
32	Online Service	Notary-New Apps, Renewals, & Testing	Secretary of State	Revenue	Queue		
31	Enhancement	DMV - Vehicle Reg - New Plate Year	Department of Motor Vehicles	Revenue	Planning		12/1/16
31	Re-Template	DMV Driver Licensing Services Re-template	Department of Motor Vehicles	Self Funded	Queue		
31	Native Mobile App	NBC Mobile Inspection Application	Nebraska Brand Committee	Revenue	Planning		
30	Enhancement	AOC eFiling Subscriber Billing	Court Administrator, State	Self Funded	Planning		
30	Enhancement	AOC Judge Portal Phase 1 A & B	Court Administrator, State	Self Funded	Launched		
30	Online Service	NBC Admin Interface	Nebraska Brand Committee	Revenue	Concept		
30	Online Service	NBC Backend Database	Nebraska Brand Committee	Revenue	Concept		
29	Enhancement	AOC eFiling Web Service Enhancement (CHARTS & New Civil)	Court Administrator, State	Self Funded	Partner Testing		
29	Enhancement	AOC ePayments Bulk Interactive	Court Administrator, State	Self Funded	QA Review		
29	Enhancement	DMV - VIN Validation Process Changes	Motor Vehicles, Department of	Self Funded	Launched	6/30/16	6/30/16
28	Online Service	AOC Appellate Court eFiling	Court Administrator, State	Revenue	Partner Testing		
28	Enhancement	AOC eFiling Judge Portal Phase II	Court Administrator, State	Self Funded	Planning		
28	Enhancement	AOC Judge Portal III	Court Administrator, State	Self Funded	Queue		
28	Payment Processing	DHHS MLTC Payport	Health & Human Services, Department of	Revenue	Launched	8/15/16	9/1/16
27	Payment Processing	DHHS Radiology Payport & Mail Form	Health & Human Services, Department of	Revenue	Launched	6/6/16	9/1/16
27	Enhancement	DMV - Pass a new IFTA Parameter	Motor Vehicles, Department of	Self Funded	Launched	5/9/16	6/1/16
27	Online Service	Elevator Inspection Invoice Payments	Labor, Department of	Revenue	Partner Testing		8/10/16
27	Online Service	NSP - Appointment Calendar - Calendaring	Nebraska State Patrol	Revenue	Concept		
26	Payment Processing	DHHS Nursing License Payport/Mail Form	Health & Human Services, Department of	Revenue	Partner Testing		
26	Enhancement	DMV - School Permit Qualification Change	Department of Motor Vehicles	Self Funded	Launched		7/21/16
26	Enhancement	SPLATE - Breast Cancer Awareness	Department of Motor Vehicles	Self Funded	QA Review		8/12/16
26	Enhancement	SPLATE - Mountain Lion Conservation	Department of Motor Vehicles	Self Funded	QA Review		8/12/16
25	Payment Processing	DHHS Reproductive Health Payport	Health & Human Services, Department of	Revenue	Suspended		
25	Payment Processing	NLCC SDL License System- Payment Processing ONLY	Nebraska Liquor Control Commission	Revenue	Launched	5/1/16	8/1/16
24	Online Service	DMV - CLP/CDL Data Form, and New, Renewal, Replace (Class O,M and State ID forms)	Department of Motor Vehicles	Non-revenue	Queue		
24	NIC Service	Gov - Gov2Go - Gov2Go	Governor	Non-revenue	Concept		
24	Enhancement	NDA Pesticide Dealers & Product Registration CR 082016	Agriculture, Department of	Self Funded	Development		
24	Online Service	TERC Appeal Application	Tax Equalization Review Commission	Revenue	Planning		
22	Online Service	AOC Interpreter Scheduling	Court Administrator, State	Grant	Concept		
22	Enhancement	AOC JUSTICE Bulk - New tier rate	Court Administrator, State	Self Funded	Concept		
22	Enhancement	DMV - Certificate of Completion	Department of Motor Vehicles	Self Funded	Launched		7/21/16
22	Online Service	NDA - Nursery	Agriculture, Department of	Revenue	Development		11/1/16
22	Enhancement	NDA Device Registration Late Fee Date Adjust for Weekends & Holidays	Agriculture, Department of	Self Funded	Launched		7/1/16
22	Enhancement	Professional Certificate Renewals	Secretary of State	Self Funded	Queue		
21	Enhancement	NDA Monthly Reports Late Fee Date Adjust for Weekends & Holidays	Agriculture, Department of	Self Funded	Launched		7/7/16

(Section IV. W. 3. c) Project Priority Report - Page 2 of 4

Priority Score	Type of Project	Project Name	Sponsoring Government Entity	Proposed Funding Model	Project Phase	Target	Launch
21	Enhancement	NDA Semi/Annual Reports Late Fee Date Adjust for Weekends & Holidays	Agriculture, Department of	Self Funded	Launched	7/15/16	7/25/16
21	Enhancement	SPLATE - Historical Plates	Department of Motor Vehicles	Self Funded	Concept		
20	Enhancement	DHHS License Search Retemplate, Wallet Card & Function Changes	Health & Human Services, Department of	Self Funded	Launched	7/27/16	8/22/16
20	Re-Template	Electrician License Renewals	State Electrical Division	Self Funded	Partner Testing		7/18/16
20	Enhancement	NDA Device Reg - Hide CRUD	Agriculture, Department of	Self Funded	Launched	5/27/16	5/4/16
20	Online Service	State Property Damage Payments	Department of Roads	Revenue	Concept		
19	Enhancement	NLCC License Renewal - Add Classes	Nebraska Liquor Control Commission	Self Funded	Development		
19	Online Service	VA Application for Tuition Waiver/Credit	Veterans' Affairs, Department of	Time and Materials	Concept		
18	Re-Template	Bill Tracker - Re-template	Legislative Council	Self Funded	Queue		
18	Enhancement	Certificate of Reinstatement Filing	Secretary of State	Self Funded	Queue		
18	Re-template	Corporate Document eDelivery System Re-template	Secretary of State	Self Funded	Partner Testing		7/8/16
18	Enhancement	NDA Food Permits Owner/Firm Payment Option CR	Agriculture, Department of	Self Funded	Planning		
18	Online Service	NDA Seed Registration and Renewal	Agriculture, Department of	Revenue	Concept		
18	Online Service	SFM Training Application	State Fire Marshall	Time and Materials	Concept		
17	Payment Processing	CCP/EGX Implementation	Nebraska Interactive	Self Funded	Planning		
17	Enhancement	NDA FFAL Tonnage Fertilizer Pagination CR	Agriculture, Department of	Self Funded	Planning		
17	Enhancement	NDA FFAL Tonnage Remove Lime Reporting Records CR	Agriculture, Department of	Self Funded	Planning		
17	Online Service	NLCC Books & Roster Order Form	Nebraska Liquor Control Commission	Revenue	Queue		
17	Enhancement	NREC Licensee Portal CR 042016	Nebraska Real Estate Commission	Self Funded	Planning		
17	Enhancement	Voter Reg - Add Double-Submit Protection & Messaging	Secretary of State	Self Funded	Launched	7/15/16	7/18/16
16	Enhancement	Model Corp Act Filings	Secretary of State	Self Funded	Queue		
16	Enhancement	SOS - Corp Search Change Request - 012016	Secretary of State	Self Funded	Launched	6/22/16	6/27/16
15	Online Service	UCC Bulk Filing	Secretary of State	Revenue	Planning		
14	Online Service	APA - Bonds Search Application	Auditor of Public Accounts	Time and Materials	Queue		
14	Enhancement	Comity (Licensure) - Add PDF Reports	Engineers and Architects, Board of	Self Funded	Launched		
14	Other	DAS NBIP Demo	Department of Administrative Services	Self Funded	Concept		
14	Enhancement	DMV - Vehicle Tax Estimator - Feedback Updates	Department of Motor Vehicles	Self Funded	Partner Testing		8/15/16
14	Enhancement	Trade Name Amendment & Assignment Filings	Secretary of State	Self Funded	Concept		
13	Enhancement	NCC - Criminal Justice Directory FTP/Contact Name	Nebraska Crime Commission	Self Funded	Planning		
13	Online Service	NLCC Craft Brewery, Micro Distillery & Farm Winery Reports	Nebraska Liquor Control Commission	Non-revenue	Queue		
13	Online Service	Statement of Lost Permit/License Form	Department of Motor Vehicles	Non-revenue	Queue		
12	Online Service	APA - Forfeiture Reports Submission Application	Auditor of Public Accounts	Time and Materials	Queue		
12	Online Service	APA - Retirement Submission Application	Auditor of Public Accounts	Time and Materials	Queue		
12	Enhancement	SED - License List Order Change Request 2016	State Electrical Division	Self Funded	Launched	7/18/16	7/20/16
12	Re-template	SPLATE - Admin Re-template	Department of Motor Vehicles	Self Funded	Launched		
12	Re-Template	UCC/EFS Special Request Form Re-template	Secretary of State	Self Funded	Planning		7/19/16
11	Re-template	Brand Book Retemplate	Nebraska Brand Committee	Self Funded	Launched		
11	Enhancement	DNR Water Well Reg - New API Call	Department of Natural Resources	Self Funded	Partner Testing	6/7/16	8/16/16
11	Online Service	NCC - Criminal Justice Directory	Nebraska Crime Commission	Time and Materials	Launched	7/20/16	7/18/16
10	Enhancement	EFS Amendment Filings	Secretary of State	Revenue	Queue		
10	Enhancement	LLC Biennial Reports & LLP Annual Reports	Secretary of State	Self Funded	Planning		
10	Re-template	NLCC Active License Holders Retemplate	Nebraska Liquor Control Commission	Self Funded	Launched		6/6/16
10	Enhancement	VA Registry Text & Function Changes	Veterans' Affairs, Department of	Self Funded	Concept		
9	Re-template	NLCC Licensee Search Retemplate	Nebraska Liquor Control Commission	Self Funded	Launched	7/15/16	8/24/16
8	Enhancement	APA - Reports Issued App Separate County and County Courts and Reports by Year ER - 012016	Auditor of Public Accounts	Non-revenue	Launched	7/27/16	7/25/16
8	Enhancement	Reporter Search Change	Commission of Industrial Relations	Self Funded	Planning		
7	Enhancement	APA - Admin Interface	Auditor of Public Accounts	Self Funded	Launched	7/27/16	7/25/16
7	Enhancement	State Tuition Assistance Changes	National Guard (Military Department)	Self Funded	Queue		
6	Enhancement	UCC Image Corrections	Secretary of State	Self Funded	Partner Testing		7/26/16
	Enhancement	Accountant & Firm License Renewals	Public Accountancy, Board of	Self Funded	Launched		
	Enhancement	BPA-2016 License Renewals	Public Accountancy, Board of	Self Funded	Launched	5/2/16	4/20/16
	Enhancement	Court eFiling Enhancement II 072015	Court Administrator, State	Self Funded	Launched	12/1/15	1/12/16

(Section IV. W. 3. c) Project Priority Report - Page 3 of 4

Priority Score	Type of Project	Project Name	Sponsoring Government Entity	Proposed Funding Model	Project Phase	Target	Launch
	Online Service	Courts Document Transfer (to Judge)	Court Administrator, State	Non-revenue	Launched	7/1/16	7/5/16
	Online Service	Covered Farm Vehicle	Governor	Time and Materials	Launched		
	Enhancement	DHHS - Epidemiology - Event Registration	Health & Human Services, Department of	Self Funded	Launched	8/30/16	8/8/16
	Enhancement	DHHS License Search CR (#2) & Add Child Age Ranges	Health & Human Services, Department of	Non-revenue	Launched	3/31/16	5/10/16
	Enhancement	DHHS Payport Setup (Office of Public Health Laboratory Services)	Health & Human Services, Department of	Self Funded	Launched	12/1/15	1/12/16
	Enhancement	DMV CDL Test Segment Scheduling ER	Motor Vehicles, Department of	Non-revenue	Launched	4/20/16	5/2/16
	Enhancement	DMV eNotice Prepopulate Data	Motor Vehicles, Department of	Non-revenue	Launched		3/21/16
	Enhancement	DMV MVR Add Plate Types	Motor Vehicles, Department of	Self Funded	Launched		1/4/16
	Enhancement	DMV TLR Add Plate Types	Motor Vehicles, Department of	Self Funded	Launched	12/31/15	1/11/16
	Enhancement	DMV, CDL_Text_DOB_Locationedits	Motor Vehicles, Department of	Self Funded	Launched		1/4/16
	Enhancement	DMV-Change of Address	Motor Vehicles, Department of	Self Funded	Launched		6/28/16
	Enhancement	DMV-Motor Voter Screen Conversion & UI Changes	Motor Vehicles, Department of	Self Funded	Launched		1/1/16
	Enhancement	E&A-Comity PDF Reports	Engineers and Architects, Board of	Self Funded	Launched		3/24/16
	Enhancement	eDocs Add Message to Confirmation Page	Secretary of State	Self Funded	Planning		
	Enhancement	Engineers & Architects License Renewals	Engineers and Architects, Board of	Self Funded	Planning		
	Enhancement	Event Registration - Nebraska Tourism Commission	Travel & Tourism, Division of	Self Funded	Launched	8/1/16	7/29/16
	Online Service	Migration-Elavon, SPS, ACH Pay, WorldPay	Nebraska Interactive	Non-revenue	Launched	3/31/16	3/31/16
	Enhancement	Name Reservation Filings	Secretary of State	Self Funded	Concept		
	Enhancement	NCC-Agency Traffic Stop Data Reports - Re-template	Law Enforcement and Criminal Justice, Commission	Non-revenue	Launched	1/11/16	1/11/16
	Enhancement	NCC-Arrest Data Query - Re-template	Law Enforcement and Criminal Justice, Commission	Non-revenue	Launched	1/11/16	1/11/16
	Enhancement	NCC-Basic JCR Query - Re-template	Law Enforcement and Criminal Justice, Commission	Non-revenue	Launched	1/11/16	1/11/16
	Enhancement	NCC-County Map of Arrest & Offense Rates - Re-template	Law Enforcement and Criminal Justice, Commission	Non-revenue	Launched	1/11/16	1/11/16
	Enhancement	NCC-Enhanced JCR Query - Re-template	Law Enforcement and Criminal Justice, Commission	Non-revenue	Launched	1/11/16	1/11/16
	Enhancement	NCC-Offense Data Query - Re-template	Law Enforcement and Criminal Justice, Commission	Non-revenue	Launched	1/11/16	1/11/16
	Enhancement	NCC-Offense Rates & Population Data Query - Re-template	Law Enforcement and Criminal Justice, Commission	Non-revenue	Launched	1/11/16	1/11/16
	Online Service	NDA Auction Market Inspection Fee Report	Agriculture, Department of	Revenue	Launched		6/15/16
	Online Service	NDA Milk Act Renewal Notice	Agriculture, Department of	Revenue	Launched		7/5/16
	Enhancement	NDA Milk Inspection Fee Reports	Agriculture, Department of	Revenue	Launched		2/17/16
	Enhancement	NDR-Motor Fuels Active Licensee Database Search - Re-template	Revenue, Department of	Self Funded	Launched		2/2/16
	Enhancement	NDR-Motor Fuels Filings - New Tax Rates for Forms 74/74a & 86/86a	Revenue, Department of	Self Funded	launched		2/2/16
	Enhancement	NDR-Motor Fuels Tax Form Filings - Re-template	Revenue, Department of	Self Funded	Launched		2/2/16
	Native Mobile App	Nebraska.gov Mobile Application ReTemplate	Nebraska Interactive	Non-revenue	Development		
	Enhancement	NLCC - City of Holdrege	Local Government	Self Funded	Launched		4/22/16
	Enhancement	NLCC - Village of Brady	Local Government	Self Funded	Launched		7/22/16
	Enhancement	NLCC Licensee Search & Renewal Trade Name Display	Nebraska Liquor Control Commission	Non-revenue	Launched	4/29/16	4/18/16
	Enhancement	OTC - City of Alma	Local Government	Self Funded	Launched	4/29/16	4/22/16
	Enhancement	OTC - City of Curtis	Local Government	Self Funded	launched	4/30/16	4/22/16
	Enhancement	OTC - City of Oakland	Local Government	Self Funded	Launched	2/22/16	3/6/16
	Enhancement	OTC - City of Wood River	Local Government	Self Funded	Launched	3/28/16	3/21/16
	Enhancement	OTC - Nebraska Tourism Commission	Travel & Tourism, Division of	Self Funded	Launched	7/15/16	7/18/16
	Enhancement	OTC - PayPort New Skin Update	Nebraska Interactive	Self Funded	Launched	7/11/16	7/11/16
	Enhancement	OTC - Village of Eagle	Local Government	Self Funded	Launched	4/25/16	4/22/16
	Enhancement	OTC - Village of Giltner	Local Government	Self Funded	Launched	2/8/16	2/5/16
	Enhancement	SOS-2016 Annual & Biennial Report Filings	Secretary of State	Self Funded	Launched	1/2/16	1/2/16
	Enhancement	SOS-Redaction for UCC & EFS Filings	Secretary of State	Non-revenue	Launched	2/29/16	2/26/16
	Enhancement	SOS-UCC Filing Image Corrections	Secretary of State	Self Funded	Launched	3/2/16	3/2/16
	Enhancement	SOS-Voter Reg - DL Statuses/Permits & Voter Age	Secretary of State	Time and Materials	Launched	2/15/16	2/24/16
	Enhancement	VA - Registry SSN need for Military Plates - CR 012016	Veterans' Affairs, Department of	Self Funded	Launched	3/25/16	4/11/16
	Enhancement	WCC eFiling Image Links	Workers Compensation Court	Self Funded	Launched		3/29/16

(Section IV. W. 3. c) Project Priority Report - Page 4 of 4

Website Projects

Website Project Name	Sponsoring Government Entity	Project Phase	Proposed Funding Model	Target	Launch
Liquor Control Commission Website Redesign	Nebraska Liquor Control Commission	Launched	Time and Materials	12/31/15	1/18/16
NCC (Crime Commission) website redesign	Law Enforcement and Criminal Justice, Commission	Launched	Time and Materials	12/31/15	1/4/16
NEMA website redesign	Nebraska Emergency Management Agency	Launched	Time and Materials	2/1/16	2/1/16
Polk County Website Redesign	County Government	Launched	Time and Materials	3/1/16	3/1/16
Polk County Website Redesign	County Government	Launched	Time and Materials	3/1/16	3/1/16
Attorney General Consumer Fraud "Protect the Good Life" website	Attorney General's Office	Launched	Time and Materials	3/7/16	3/7/16
Attorney General Consumer Fraud "Protect the Good Life" website	Attorney General's Office	Launched	Time and Materials	3/7/16	3/7/16
Brand Committee (NBC) Website Redesign	Brand Committee	Launched	Time and Materials	3/31/16	4/1/16
SFM Website	Fire Marshal, State	Launched	Time and Materials	6/1/16	8/22/16
SFM Website	Fire Marshal, State	Launched	Time and Materials	6/1/16	8/22/16
VA Website WWI Commemoration Page	Veterans' Affairs, Department of	Launched	Time and Materials	7/15/16	7/18/16
Meadowlark Website	Nebraska Interactive	Launched	Self-Funded	7/29/16	8/1/16
Meadowlark Website	Nebraska.Gov Internal	Launched	Self-Funded	7/29/16	8/1/16
NCBVI website redesign	Blind and Visually Impaired	Launched	Time and Materials	8/26/16	8/26/16
Board of Parole Website	Parole Board	Launched	Time and Materials	8/30/16	9/6/16
NCBVI website redesign	Blind and Visually Impaired	Launched	Time and Materials	8/30/16	8/26/16
Board of Parole Website	Parole Board	Launched	Time and Materials	8/30/16	9/6/16
APA Interlocal, Retirement, and Forfeitures pages	Auditor of Public Accounts	In Progress	Self-Funded	9/15/16	
DOI Website Redesign	Insurance, Department of	In Progress	Time and Materials	9/30/16	
DAS NBIP Demo	Administrative Services	In Progress	Self-Funded	10/1/16	
ATP website redesign	Assistive Technology Partnership	In Progress	Time and Materials	11/10/16	
NDBF (Banking & Finance) website	Banking & Finance	In Progress	Time and Materials	12/1/16	
NCDHH website	Deaf and Hard of Hearing, NE Commission for the	In Progress	Time and Materials	12/1/16	
Nebraska Investment Council Website	Investment Council	In Progress	Time and Materials	12/15/16	
TERC Website	Tax Equalization & Review Commission	In Progress	Time and Materials	12/15/16	
Nebraska.gov Portal Updates 2016	Nebraska.Gov Internal	In Progress	Self-Funded	12/30/16	
Update/Redesign Subscriber site	Nebraska.Gov Internal	In Progress	Self-Funded	12/30/16	
Update/Redesign clickBackground site	Nebraska.Gov Internal	In Progress	Self-Funded	12/30/16	
Attorney General Webiste	Attorney General's Office	In Progress	Time and Materials	12/30/16	
City of Lyons Website	City Government	In Progress	Time and Materials	12/30/16	
Nebraska Center for Nursing Website	Health & Human Services, Department of	In Progress	Time and Materials	12/30/16	
DNR Website	Natural Resources, Department of	In Progress	Time and Materials	2/15/17	
DHHS Website Redesign	Health & Human Services, Department of	In Progress	Time and Materials	3/15/17	
Nebraska Historical Society Website	Historical Society	In Progress	Time and Materials	3/31/17	
DMV - 2017 Website Redesign	Motor Vehicles, Department of	In Progress	Time and Materials	6/30/17	
Sarpy County Drupal Site	Sarpy	In Progress	Time and Materials		



Presents the Nebraska.gov General Manager's Report & Business Plan Update

Third Quarter
July 2016 – September 2016

Table of Contents

Glossary of TermsPage 3

2016 Business Plan Assessment

1. Manage (*Section IV. J. 1.*)

- Overview of Portal Financial ValuePage 4-6
- Network ReportingPage 7
- Statistical Reports, Portal Traffic & Hit CountsPage 8

2. Collaborate (*Section IV. J. 2.*)

- Projects Under Way, and Marketing EffortsPage 9

3. Leverage (*Section IV. J. 3.*)

- NIC projects and portals in the newsPage 10

4. Initiatives (*Section IV. J. 4.*)Page 11

5. Explore (*Section IV. J. 5.*)

- Staff GrowthPage 12

6. Propose (*Section IV. J. 6.*)

- New Services and Ideas Proposed to the StatePage 13

Appendix 1: Financials outlining volume and revenue details for each service

(*Section IV. W. 2. c.*)

Appendix 2: Project Status Reports (*Section IV. W. 4. a.*)

Glossary of Terms

- **Free Service:** An application or website developed, hosted, and maintained by Nebraska Interactive that does not process payments.
- **Self Funded Service:** An application developed, hosted, and maintained by Nebraska Interactive that processes payments. Revenue from the service may or may not cover the cost of service, self fund.
- **Revenue:** Funds collected via a portal fee (user/statutory/partner) before revenue share to NSRB, hosting, merchant fees, marketing, etc.
- **Grant:** New application or enhancement funded by a grant obtained by the partner.
- **Time & Materials:** A new application or enhancement funded by the partner on a time and materials rate.

(Section IV. W. 2. c) **Manage – Overview of Portal Financial Value**

	2016	2015	2016	2015
	June	June	Jan-June	Jan-June
NI Revenue	\$522,871	\$468,548	\$3,307,005	\$3,016,905
10% NSRB Margin Share**	\$35,342	\$32,096	\$222,486	\$205,927
Gross Margin	\$487,530	\$436,451	\$3,084,519	\$2,810,977
Operating Expenses	\$402,318	\$324,200	\$2,402,656	\$1,935,890
Nebraska Interactive Pre-Tax Income	\$85,212	\$112,252	\$681,863	\$875,087
Nebraska Interactive Provision for Income Tax Expense	\$34,150	\$44,937	\$273,267	\$350,705
Nebraska Interactive Net After-Tax Income	\$51,062	\$67,315	\$408,596	\$524,382

July & August Financial Value will be included in the 20 copies due 9/23

** This revenue is deposited into the NSRB Cash fund and reported in the NSRB Cash Fund Balance Report in the Executive Director's report. This Partner share is the primary contributor to the NSRB Cash fund.

Nebraska Interactive Revenue Subject to 10%

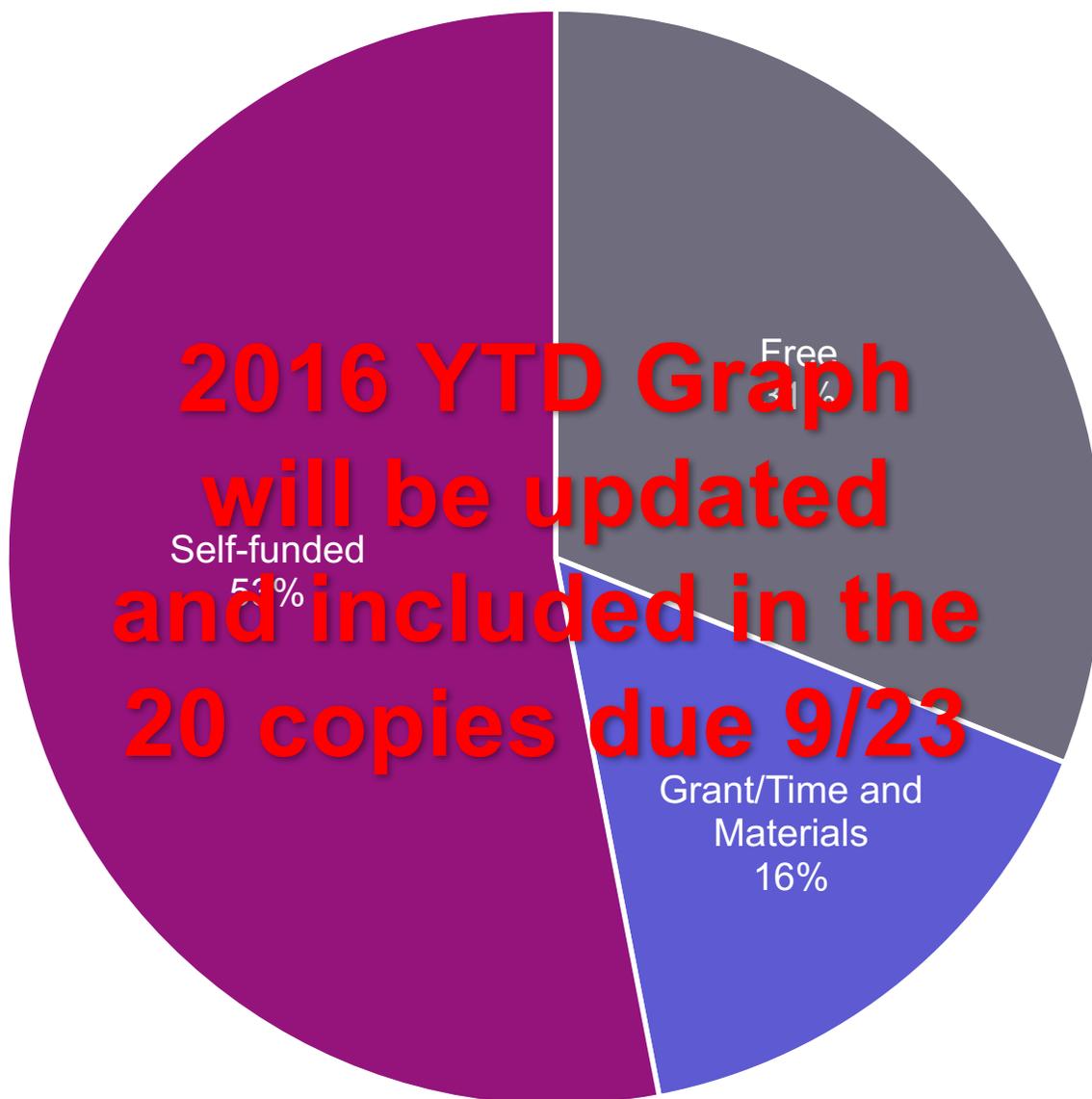
There a very limited number of services which are not subject to a 10% Partner share. These service do not include transactions such as T&M, Annual Subscriber revenues or are not subject to the NSRB through Legislation such as Courts and the Legislature.

NI Revenue	\$522,871	\$468,548	\$3,307,005	\$3,016,905
Courts, Subscriber and T&M (not included in NSRB 10%)	\$169,451	\$147,588	\$1,082,145	\$957,635
NI Revenue Subject to 10%	\$353,420	\$320,960	\$2,224,860	\$2,059,270

See Appendix 1 for Outlining Volume and Revenue for each service (Section IV. W. 2. c.)

2016 Year-to-Date

Time Spent on Revenue vs. Non-Revenue Generating Projects



For definitions, please see Glossary of Terms on page 3

(Section IV. W. 2. c) **Manage - Overview of Portal Financial Value**

Q1 thru Q2 2016 Self-funded Value



July & August Self-Funded Value will be included in the 20 copies due 9/23

Note: The above graph is not all inclusive.

* Value categories displayed are based on actual expenses and Time & Material contract prices.

(Section IV. W. 3. a-b) Manage – Network Monthly and Quarterly Reporting

UPTIME REPORT

JULY	AUGUST	SEPT
100%	100%	-

RESPONSE TIME REPORT

JULY	AUGUST	SEPT
Avg. response time 490 ms	Avg. response time 490 ms	-

NETWORK ISSUES DETAIL REPORT

	Start Time	End Time	Time*	Description	Impact
7/15/2016	1:20 PM	1:40 PM	0:20	Latency was impacting the internal name server It was not able to respond to quick enough to incoming request. The meadowlark servers could not get the IP address of their database server in order to make a connection. The name servers were reloaded and this resolved the issue.	The Meadowlark Content Management system was unavailable as it could not communicate with it's database..
8/7/2016	4:15 AM	4:30 AM	0:15	NIC was performing scheduled maintenance on the network file storage that caused some downtime.	Web sites and applications were down for 15 minutes.

* Downtime reporting tool rounds the time to 5 minute increments, actual downtime may be less.

Nebraska Interactive 3rd Quarter Disaster Recovery Report

Scheduled to be completed in September.

(Section IV. W. 2. a) Manage – Statistical Reports, Portal Traffic & Hit Counts

Quarterly www.nebraska.gov Report

7/1/16 – 8/31/16

Unique Visitors

107,166

% of Total: 100.00% (107,166)



Total Visits

205,722

% of Total: 100.00% (205,722)



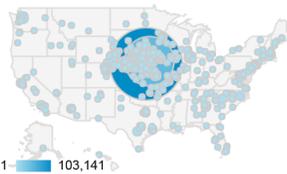
% New Visits

45.54%

Avg for View: 45.54% (0.00%)



Unique Pageviews



Traffic Drivers

Source / Medium	Sessions	Avg. Session Duration
(direct) / (none)	139,878	00:03:45
google / organic	23,723	00:01:57
bing / organic	12,463	00:02:04
yahoo / organic	4,691	00:01:42
clickdmv.ne.gov / referral	4,343	00:02:13
dcs-inmatesearch.ne.gov / referral	2,132	00:02:07
access.sterlinginfosystems.com / referral	1,803	00:03:30
sos.ne.gov / referral	1,751	00:01:52
dhhs.ne.gov / referral	1,091	00:01:01
agaccess.sterlinginfosystems.com / referral	907	00:04:37

Most Popular Pages

Page Title	Pageviews	Avg. Time on Page
Home Nebraska.gov	236,735	00:05:02
Authorization Required Nebraska.gov	18,480	00:03:22
All Agencies Nebraska.gov	16,649	00:03:28
All Services Nebraska.gov	14,359	00:02:48
Find a Job Nebraska.gov	11,270	00:04:29
Error 404 Nebraska.gov	10,056	00:00:55
Courts & Legal Nebraska.gov	6,654	00:04:36
Judicial Branch Nebraska.gov	5,847	00:06:00
Contact Us Nebraska.gov	5,327	00:01:49
Unexpected Error Nebraska.gov	4,206	00:01:50

Top Landing Pages

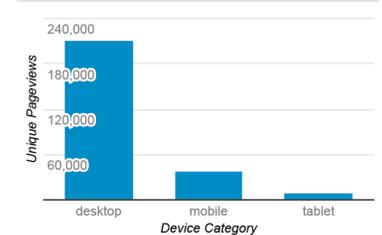
Landing Page	Entrances	Bounce Rate
/	152,348	63.87%
/agencies/	5,917	70.19%
/services/	5,586	80.93%
/employment/find-job/	4,750	86.97%
/contact-us/	2,953	70.44%
/justice/name.shtml	2,773	70.54%
/policies/	1,832	80.95%
/justice/	1,685	75.25%
/featured/courts-legal/	1,649	75.62%
/justice/name.cgi	1,125	79.20%

NOTE:
September data will be included in the next quarterly report.

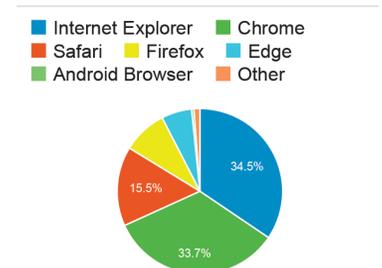
Traffic from Social Networks

Social Network	Sessions
Facebook	171
Twitter	52
LinkedIn	32
WordPress	26
Blogger	23

Device Type used to Visit Website



Users by Browser



Internet Explorer Browser Versions

Browser Version	Users
11.0	27,607
7.0	4,333
9.0	1,957
10.0	1,685
8.0	1,575
9.10	1

Progress Reports of Projects & Marketing Efforts Underway

Projects

- See appendix 2 (page 22) for Project Status Reports

Marketing

Award Winners

State of Nebraska: 2016 Best of the Web Winner (tied for 5th place), Nebraska.gov

Award Submissions

State of Nebraska: Government, W3 Award, NERegtoVote

State of Nebraska: User Interface, W3 Award, NERegtoVote

State of Nebraska: Government, Davey Wards, Nebraska.gov

Attorney General: Social Responsibility, Davey Wards, Protect the Good Life

SOS: WebAwards, NERegtoVote application

State of Nebraska: Government, WebAwards

State of Nebraska: Government, Summit Marketing Effective Award

State of Nebraska: Government, MobilewebAward

Social Media

63 posts on behalf of 24 different partners

Press Release

State of Nebraska Website Awarded Top 5 in the Nation

Public Relations

Rotary Club #14 Business Networking Host

Presentations in the works

Winter Tech Summit collaboration with OCIO

Branding, Marketing Collateral & Communications

Nebraska DMV Campaign: Where would you rather be?

Courts eFiling Communication Plan

Nebraska Interactive Bus-Dev toolkit

General overview one pager

- Email messaging
 - Returns/Chargebacks
 - Intro. to Bus-Dev

(Section IV. J. 3.) **Leverage - NIC projects and portals in the news**

- August 30, 2016** | [Oklahoma Tax Commission Launches Enhanced Cars.Ok.Gov](#)
- August 23, 2016** | [Support The Connecticut State Library & Museum Of History With Online Donations](#)
- August 19, 2016** | [Hawaii Launches Online Heald College Transcript Ordering System](#)
- August 16, 2016** | [Hawaii Contractors Are Urged To Renew Early Online At Mypvl](#)
- August 12, 2016** | [You're Always First In Line When You Renew Your Colorado Vehicle Registration Anytime, Anywhere](#)
- August 11, 2016** | [Maryland State Police Electronic Maryland Safety Inspection System A Success](#)
- August 10, 2016** | [Colorado Fire Prevention And Control Information Now More Accessible](#)
- August 10, 2016** | [Alabama Driver License Application Integrates Voter Registration](#)
- August 3, 2016** | [Maine's Board Of Dental Examiners Announces New Online Services And Easier Access To Critical Information](#)
- August 3, 2016** | [New Online Driver Exam Promotes Highway Safety](#)
- July 28, 2016** | [Garland County, Arkansas, Dept. Of Environmental Services Launches New Payment Processing Service](#)
- July 27, 2016** | [New Online Efficiencies Launched In The City Of Caneyville, Kentucky](#)
- July 20, 2016** | [Alabama Adds Online Pre-Filing Options For Domestic Business Entities](#)

The Project Process

Finding government initiatives

- Our business development manager meets personally with officials from cities, counties, villages and political subdivisions to follow-up with existing services and discusses new services or opportunities for government efficiencies. (* see Expanding services page XX)
- Our Project, Marketing and support team working with partners continually brainstorm new ideas to expand the reach of the agency to deliver services to citizens and businesses of Nebraska.

Expedite and Execute government initiatives

- We prioritize our projects based on a series of questions answered by agency stakeholders, designed to meet the intent of the contract.
- We have an active list online in collaboration with the CIO which exceeds the contract requirements.

Project Process

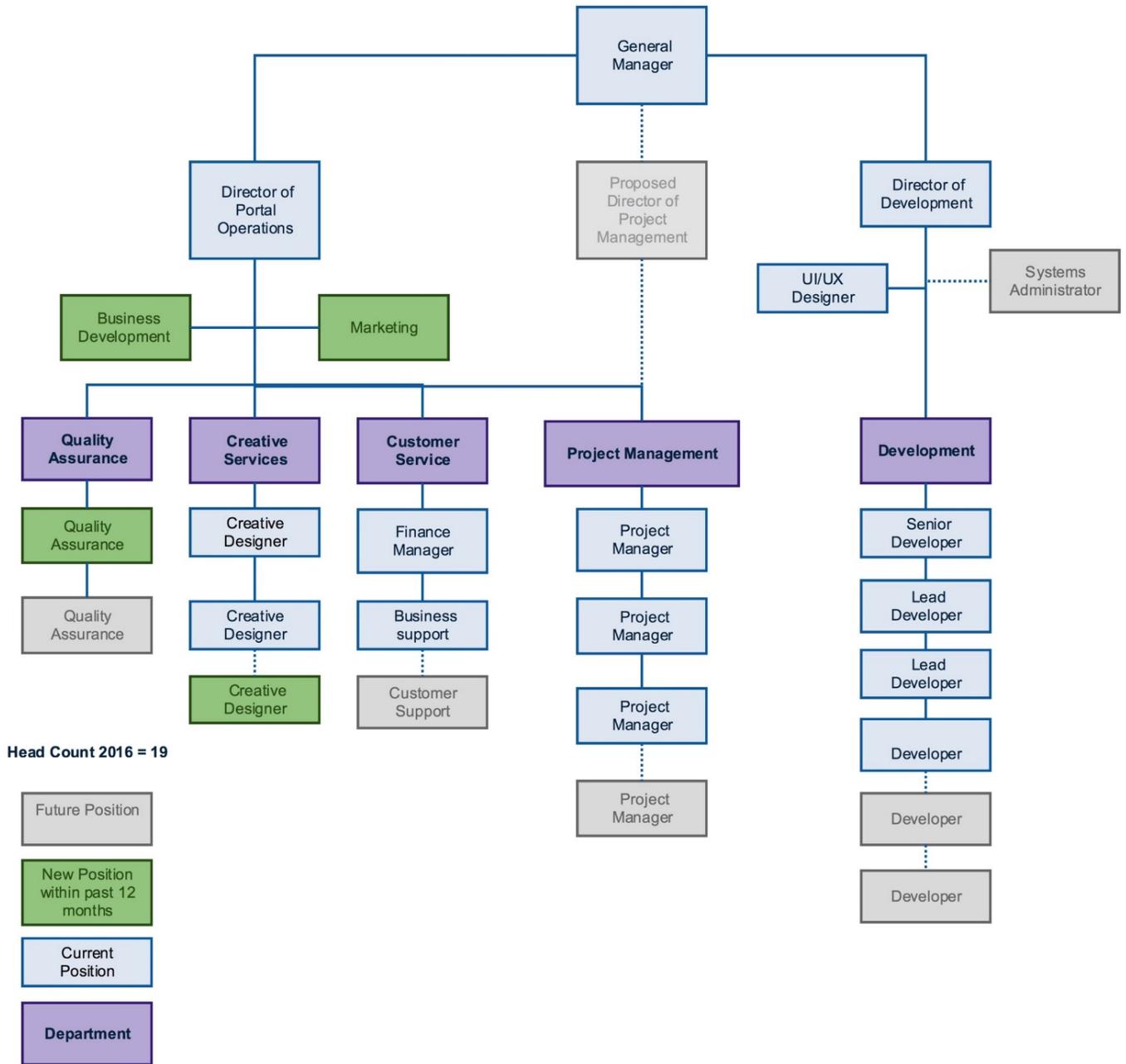
- Our project lifecycle is broken up into 5 phases and primarily work in a waterfall model.
- Each project goes through the 5 phase process.
 - Concept
 - Planning
 - Development
 - Testing
 - Roll-out
- Each phase of our projects has specific deliverables with specific agency sign-off.
 - Concept Document
 - Functional Specifications
 - Prototype
 - Quality Assurance Review
- Projects are team based which include the Partner, PM, Developer, Web designer and QA staff. Larger initiatives may require Marketing, Finance, UI/UX and additional development and project staff.
 - Each phase requires Partner sign-off in order to begin the next phase.
 - Many deliverables require frequent reassessment and development across the team members in order to develop the full scope of work. (add in language, expedite ...)

The value of the process

- All services are continually enhanced to increase citizen engagement, ensure security, update infrastructure, marketed at no cost to the state of Nebraska.
- New services yet to be explored are cultivated and developed to meet the needs of constituents and businesses.
- Over XX% of enhancements and new services are developed at little to no cost to the State or citizen.

(Section IV. J. 5.) Explore – Staff Growth

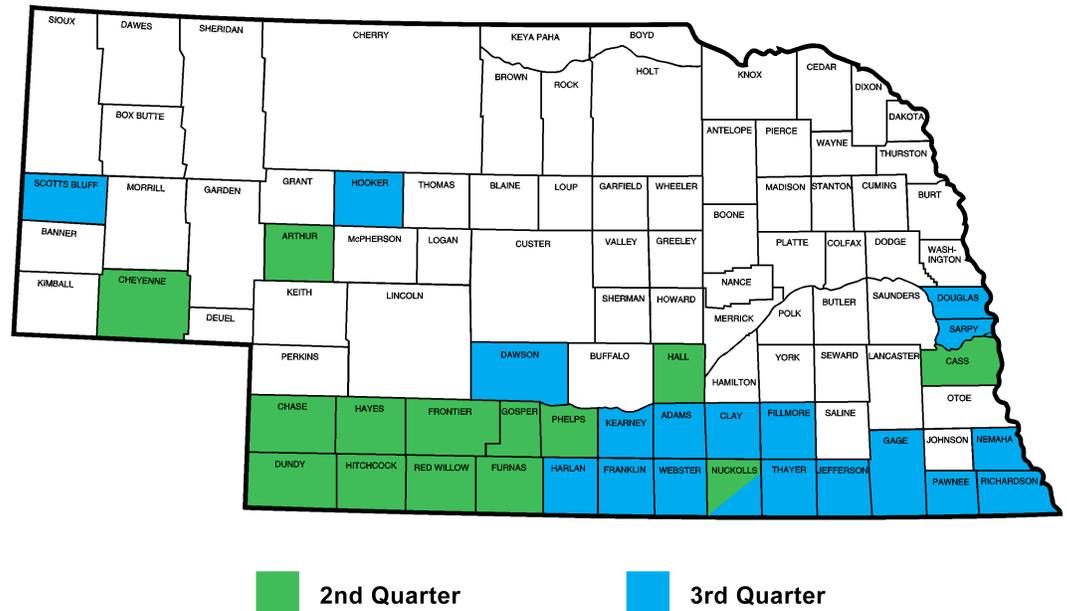
Staff requirements to actualize initiatives



(Section IV. J. 6.) Propose - New Services and Ideas Proposed

Expanding Services – 3rd Quarter

1. Scotts Bluff
2. Hooker
3. Dawson
4. Harlan
5. Kearney
6. Adams
7. Webster
8. Clay
9. Nuckolls
10. Fillmore
11. Thayer
12. Douglas
13. Sarpy
14. Franklin
15. Jefferson
16. Gage
17. Pawnee
18. Nemaha
19. Richardson



Business Development Updates:

- Signed seven of the counties listed above up for Proof of Insurance (POI) with the DMV. Another two to three counties are pending.
- Starting to make calls to the villages and cities of Nebraska. Julian Staab, Nebraska Interactive Business Development Manager, has been in contact with three thus far.
- E-mailed over forty State Agencies about the New Branding and how we can help re-design their websites.
- Currently in talks with over ten partners to move their website content to the Meadowlark system.
- In talks with the City of Bellevue and Lincoln Parking regarding developing a custom application.
- Signed up the DHHS – Epidemiology to use Event Registration.
- Worked with DHHS and completed two agencies with PayPort and still making progress on others setting several departments up with PayPort and Mail Forms.
- Through collaborations with the counties that are being contacted and our partnership with GIS Workshop, three grants will be written to enable the ability to have constituents pay for their real estate taxes online through the GIS Workshop County Site.

Appendix 1

Appendix 2

PROJECT STATUS REPORT – 9/1/2016PROJECT MANAGER: EVERS, JESSICA

State Court Administrator

Current phase: N/A –This bi-weekly updates will cover all work in progress on multiple services

Phase completion target date: 12/31/2016 The bi-weekly updates will outline and follow progress on all work to be completed.

Progress since last update:**Service:** Appellate Court eFiling

- Tentative Schedule, pending partner approval
 - Friday, Sept 9th Partner Testing Completed & Sign off
 - Monday, Sept 12th, Go Live & Soft Launch Testers begin using the live version
 - September: Appellate Court and NI work to determine promotion and communication to NE Attorneys
 - Monday, Oct 3rd Official Go Live
- 7/28/2016 Mary provided more testing feedback
 - 9/2/2016 NI has completed all changes, with the exception of a clarifying question sent to Mary on 9/5

Service: Trial Court eFiling

- eFiling Enhancement to add logic changes needed to incorporate all civil subtypes should be slatted after Judge Portal II
 - Need to determine if subscription billing change should be included
- Modify eFiling billing to subscription
 - 9/5/2016 NI needs to determine a new developer to complete the TPE plug in
 - Next Step:
 - Identify hours estimate for application changes
 - Resource development to modify the eFiling applications

Service: Trial Court eFiling Batch/Web Service

- 7/13/2016 Justice Works is still working to implement District Court
- 8/18/2016 NI completed the multiple end point build and has roll changes into our test environment
 - Pending testing and approval from Software Unlimited and Justice works
- Software Unlimited is suggested they are working with the following
 - Platte County
 - Sarpy County
 - City of Omaha, Attorney Office
- Other Interests in Batch/Web Service
 - Lancaster County Attorney
 - Brumbaugh & Quandahl

- 6/17/2016 Developer working on integration is no longer with the company. NI is reaching out for a new contact.
- Legal Aide
- CHARTS
 - 8/12/2016 NI completed web service changes and pass for partner testing
- Probation
- Jefferson County Sheriff
- Gurstel Chargo Law Office
 - 9/1/2016 First round of filings was accepted in clerk review. NI provided feedback and is awaiting second round of test filings.

Service: Judge Portal

Judge Portal Confidential Document Transfer

- 8/15/2016 NI provided AOC Audit Logs changes for approval
 - 8/31/2016 Development completed additional changes, QA and PM currently reviewing
- 8/24/2016 Stakeholders have provided feedback for enhancements. NI and AOC need to determine priority

Service: Judge Portal

Judge Portal Phase IB

Includes: Docket Entries and Case Search (to include primary web services only; case/party info, docket entries and the register of actions)

- 8/24/2016 Promoted to Production

Judge Portal Phase II

Includes: Case Management & Progression

- 9/1/2016 NI has completed prototype
- 9/2/2016 Hours Estimate was completed and is currently being reviewed by PM
 - AOC finalizing web service build
- 9/6/2016 NI to begin development
- Next Steps
 - NI and AOC to discuss Case Search Web Service implementation

Service: ePayments

- **ePayment (Interactive)**
 - 8/27/2016 AOC completed web service changes
 - 8/31/2016 NI completed development against web service changes
 - 9/1/2016 Currently being reviewed by QA

Projects in Queue

Service: ePayments

- **ePayment (Bulk)**
 - Deferred until Interactive changes are implemented

Service: ePublication/SCCALES Case Search

- NI will work with the AOC to determine resource and priority for the change request to link to opinions from the case search application

Service: Mediator

- NI will work with the AOC to determine resource and priority for the change request to allow PDF upload and other changes to Mediator Biennial submissions. Estimated hours = 30

Service: JUSTICE bulk subscription tier

- Ne.gov needs to prioritize this so that an evaluation can be completed

Service: JUSTICE Special requests

- Ne.gov is waiting for Table Schemas and progress on a new database for JUSTICE record tables.
- AOC will provide previous user requests for Ne.gov to review

Service: Certified Records

- Ne.gov and AOC have deferred this for a future project

Outstanding items:

Project	Action item	Start Date	Due Date	Responsible Party	Complete: Yes/No
Appellate eFiling	Partner Testing Completion	7/29/2016	9/9/2016	Appellate Clerks	No
Appellate eFiling	Provide Attorneys for Soft Launch	7/28/2016	8/15/2016 8/17/2016	Appellate Clerks	Yes
Appellate eFiling	QA/Testing Mary's feedback, round II	8/15/2016	8/19/2016	NI	Yes
Trial Court eFiling	Add Condemnation Subtype	6/1/2016	6/15/2016	NI	No
Trial Court eFiling	TPE Grails Plugin	8/1/2016	8/15/2016 8/31/2016	NI	No
Case Search	Provide Previous User requests	--	1/31/2016	AOC	No
Judge Portal Phase I B	Schedule Deploy	8/15/2016	8/31/2010	AOC & NI	Yes
Judge Portal Phase II	Technical Requirement responses via email	8/10/2016	8/19/2016	AOC	Yes
Judge Portal CDT	Complete and approval audit log changes	8/31/2016	9/10/2016	NI	No
ePayment	QA Review	6/24/2016	8/15/2016 9/30/2016	NI	No
SCCALES Case Search	Resource/Prioritize case search change request	4/18/2016	5/13/2016 7/5/2016	NI & AOC	No
Mediator	Resource/Prioritize change request	6/17/2016	7/16/2016	NI & AOC	No

PROJECT STATUS REPORT –9/1/2016PROJECT MANAGER: STAAB, JULIAN

Health & Human Services, Department of–

Current phase: N/A - This bi-weekly updates will cover all work in progress on multiple services.

Phase completion target date: This status reports provides progress and value for ongoing projects with NDA.

Progress since last update:**Service:** Child Care Licensing

- 8/2/2016 NI met with Child Care Licensing to demo PayPort/Mail Form as a solution
- 9/1/2016 NI followed up to determine level of interest and next steps.

Service: Nursing License PayPort & Mail Form

- 8/9/2016 NI met with Heidi to discuss pending items on Mail Form. NI waiting response from Heidi.
- 8/31/2016 NI sent e-mail to set up Payport Live
- Steps:
 - NSP Demo and Discussion **MUST be done before Go Live*
 - NI to Verify Payment Process Set up in PROD
 - NI to set up Transaction Reporting & Live PayPort Instance
 - NI to provide Training Guides
 - NI to set up users

Service: Medicaid & Long-Term Care (MLTC) *Go Live September 1st*

- NI to create addendum for NSRB approval, due to partner paying fees
 - Further determination is that there is no need for a different addendum
- 08/29/2016 NI communicated to confirm that service is ready to go live
- 08/29/2016 MLTC confirmed that service is ready to go with a 09/01/2016 live date

Service: Radiological Health PayPort & Mail Form *Go Live September 1st*

- 8/18/2016 NI and Radiology met for final PayPort Training
- 8/29/2016 NI, Radiology and DHHS Accounting met for Money & Reconciliation Training
- 09/01/2016 Radiology to Go Live

Service: Heath Lab Payport

- 8/11/2016 NI, the Lab and Accounting meet to discuss process flow.
- 8/31/2016 NI to determine reporting options to increase efficiency
 - NI still investigating reporting options for efficiencies

Service: License Lookup

- 8/28/2016 Wallet card changes and other enhancements promoted to production.

Service: DHHS Website

- Has been deferred until further notice

Service: Vital Records

- 1/6/2016 Last Follow up from NI after demonstration of the NI Enterprise solution
 - Further follow up pending Management discussion regarding merchant fees pursuant to new contact.

PROJECT STATUS REPORT – 9/1/2016

PROJECT MANAGER: NATALIE ERB

Department of Motor Vehicles**Current phase: On-going****Phase completion target date: 12/31/2016****Service: Driver Licensing Services**

Project: Change of Address – Change Request

Project Phase: Launched

DMV Contact: Sara O'Rourke

NE.gov Developer: Aaron Steager

NE.gov PM: Jane Rihanek

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Planning	6/24/16	7/14/16	2.00	\$250.00
Development	7/28/16	8/9/16	16.50	\$2,062.50
Testing	8/8/16	8/9/16	3.00	\$375.00
Launch	8/22/16	8/22/16	0.50	\$62.50
Total Value	-	-	22.00	\$2,750.00

Target Launch Date: ~~8/10/16~~ 8/17/16**Actual Launch Date:** 8/22/16*This project will be removed from the next Project Status Report.***Service: Driver Licensing Services**

Project: Change of Address – Change Request #2

Project Phase: Planning

DMV Contact: Sara O'Rourke

NE.gov Developer: Aaron Steager

NE.gov PM: Natalie Erb

NE.gov is writing change request for 6 identified changes. 1. Add a list of address formatting/abbreviation rules/tips for users on the application. 2. Update the field length for the current residential address and mailing address to 35 characters. 3. Disallow users to submit a change of address request with the same address on file. 4. In the Admin, pressing the Cancel button will unlock the record and place it back into the queue. 5. In Admin, Add a new multi-select for rejecting COA that would allow Admin to select which upload(s) are being declined. 6. Update the email decline message.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Planning	8/12/16	9/1/16	7.00	\$875.00
Development				
Testing				
Launch				
Total Value	-	-	7.00	\$875.00

Target Launch Date: ~~9/5/16~~ Increased Scope on 9/1 new date: 9/16/16**Actual Launch Date:**

Service: New Service

Project: Driver Licensing Forms

Project Phase: Concept

DMV Contact: Sara O'Rourke

NE.gov PM: Natalie Erb

NE.gov met with DMV on 5/17/16 to learn of the initial scope of the project. NE.gov is partnering with DMV to review the RFP for lobby management regarding the NE.gov portion of the project for Forms. NE.gov has approved the draft of RFP language that references NE.gov. This project timeline is dependent on working with the identified lobby management vendor chosen by the DMV.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	05/17/16		2.5	\$312.50
Planning				
Development				
Testing				
Total Value	-	-	2.5	\$312.50

Target Launch Date: Pending DMV RFP for Lobby Management System. Initial estimate from DMV is that they would like to launch Phase 1, End of 2017.

Actual Launch Date:

Service: New Service

Project: CDL Renewals

Project Phase: Concept

DMV Contact: Sara O'Rourke

NE.gov Developer: Aaron Steager

NE.gov PM: Natalie Erb

NE.gov held a Concept document final review meeting with the DMV. NE.gov will rework CDL replacement cost feedback and return Concept document to DMV by 9/7/16.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	6/16/16		28.5	\$3,562.50
Planning				
Development				
Testing				
Total Value	-	-	28.5	\$3,562.50

Target Launch Date: Tentative March 2017

Actual Launch Date:

Service: New Service

Project: SR22/SR26

Project Phase: Concept

DMV Contact: Kathy Van Brocklin, DMV Financial Responsibility Division

NE.gov Developer: TBD

NE.gov PM: Natalie Erb

Create an online interface to allow approved insurance companies to submit insured information to the DMV as an SR22/SR26 filing.

- NE.gov is reviewing specifications document from insurance industry.
- NE.gov has met with Idaho.gov to review their SR22/26 solution.
- NE.gov is meeting with Alex Hageli and his team from PCI to discuss documentation for building SR/22/26 service on 9/7/16.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	7/12/16		15	\$1,875.00
Planning				

Development				
Testing				
Total Value	-	-	3.5	\$1,875.00

Target Launch Date: TBD

Actual Launch Date:

Vehicle Services – Progress since last update:

Service: Specialty/Message License Plate System

Project: Breast Cancer Awareness Plates and Mountain Lion Conservation Plates

Project Phase: Testing

DMV Contact: Betty Johnson

NE.gov PM: Jane Rihaneck

There are a couple additional fixes that DMV is currently testing. Once these are approved and pushed to Production, NE.gov will begin testing the changes for this project.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	5/10/16	5/10/16	0.25	\$31.25
Planning	5/23/16	6/3/16	5.75	\$718.75
Development	8/8/16	8/12/16	5.75	\$718.75
Testing				
Total Value	-	-	11.75	\$1,468.75

Target Launch Date: 10/1/16 for Mountain Lion and 1/1/17 for Breast Cancer Awareness

Actual Launch Date:

Service: New Service

Project: Historical Plates

Project Phase: Concept

DMV Contact: Betty Johnson

NE.gov PM: Jane Rihaneck

NE.gov is waiting to hear back from DMV to see if they have resources available to begin Concept meetings to start this new project.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept				
Planning				
Development				
Testing				
Total Value	-	-		

Target Launch Date: TBD

Actual Launch Date:

Service: Vehicle Registration

Project: New Plate Year

Project Phase: Planning

DMV Contact: Betty Johnson

NE.gov Developer: Aaron Steager

NE.gov PM: Natalie Erb

- NE.gov has supplied DMV with 2 Change Request documents for New Plate Year for Vehicle Reg and Plate Manager. NE.gov is working on the final change request documents for some smaller changes that need to be implemented on other applications for the new plate year.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Planning	5/10/16		15.75	\$1,968.75

Development				
Testing				
Total Value	-	-	15.75	\$1,968.75

Target Launch Date: 12/1/16
Actual Launch Date:

Service: Vehicle Registration

Project: New Plate Year – Plate Manager Re-template

Project Phase: Testing

DMV Contact: Betty Johnson

NE.gov Developer: Caleb Wiedel

NE.gov PM: Natalie Erb

- NE.gov is working on development.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Planning	8/9	8/10	0.5	\$62.50
Development	8/15	8/26/2016	8	\$1,000
Testing				
Total Value	-	-	8.5	\$1,062.50

Target Launch Date: 12/1/16
Actual Launch Date:

Service: Vehicle Tax Estimator

Project: Vehicle Tax Estimator User Feedback Change Request

Project Phase: Testing

DMV Contact: Betty Johnson

NE.gov PM: Natalie Erb

NE.gov has started development. Changes to User Interface regarding Purchase Information fields and layout. These application changes were initiated by NE.gov from user feedback.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Planning	7/18/16	8/1/2016	1	\$125.00
Development	8/15/16	8/15/16	1	\$125.00
Testing	8/26/16			
Total Value	-	-	2	\$300.00

Target Launch Date: 8/31/16
Actual Launch Date:

Motor Carrier Services – Progress since last update:

Task: CCP and EGX implementation

DMV Contact: Cathy Beedle

NE.gov PM: Natalie Erb

- NI is also working to determine solutions for CCP feedback provided during the meeting.

Future Projects:

DMV and NE.gov have been in discussions about upcoming project opportunities. These include the below list and we will work toward identifying feasibility and priority in the coming months.

Vehicle Services Projects

Status: NE.gov has initiated a review of the mobile design of the Specialty Plate Ordering Application.

- Review of Specialty Plates Mobile Design, initiated by NE.gov. Development is complete for changes, and is being tested by DMV.

Financial Responsibility Projects

Status: NE.gov has met with DMV to determine initial scope of projects.

- Driver Privilege Services – Statement of Lost Motor Vehicle

Driver Licensing Services Projects

Status: DMV is waiting for the next Legislative Session to determine need for this project.

- School Bus Driver Medical Examiner Report Uploads - Add the capability for school bus drivers/schools to upload their drivers' Medical Examiner Reports to the DMV. Estimated users in one year would be 750 annually, facilitating online renewals.

Outstanding Items:

Action item	Due Date	Responsible Party	Completed: Yes/No
NE.gov to create Concept document for CDL Renewal	8/24/16 9/7/16	NE.gov	No, Initial Draft Delivered on 9/1, revisions in progress to be delivered by 9/7.
NE.gov to create Change Request for New Plate Year	8/22/16 9/9/16	NE.gov	No, Largest change requests for Veh Reg and Plate Manager delivered and awaiting sign-off from DMV. NE.gov to finish off remaining small CR documents by end of next week.
NE.gov to create Change Request for COA change request #2	8/19/16	NE.gov	Yes
SPLATE defect fix and fix for mobile view of plate images Testing Sign-off.	9/9/16	DMV	No
Vehicle Tax Estimator Change Testing Sign-off	9/14/16	DMV	No
Signed Change Request Document for New Plate Year – Vehicle Reg and New Plate Year – Plate Manager	9/9/16	DMV	No

PROJECT STATUS REPORT - 9/1/16

DESIGNER: Ashly Eickmeier

**Department of Insurance (DOI) -
Meadowlark Website Redesign**

Current Phase: Content & Development Phase

Completion Target Date: September 30, 2016

Progress Since Last Update:

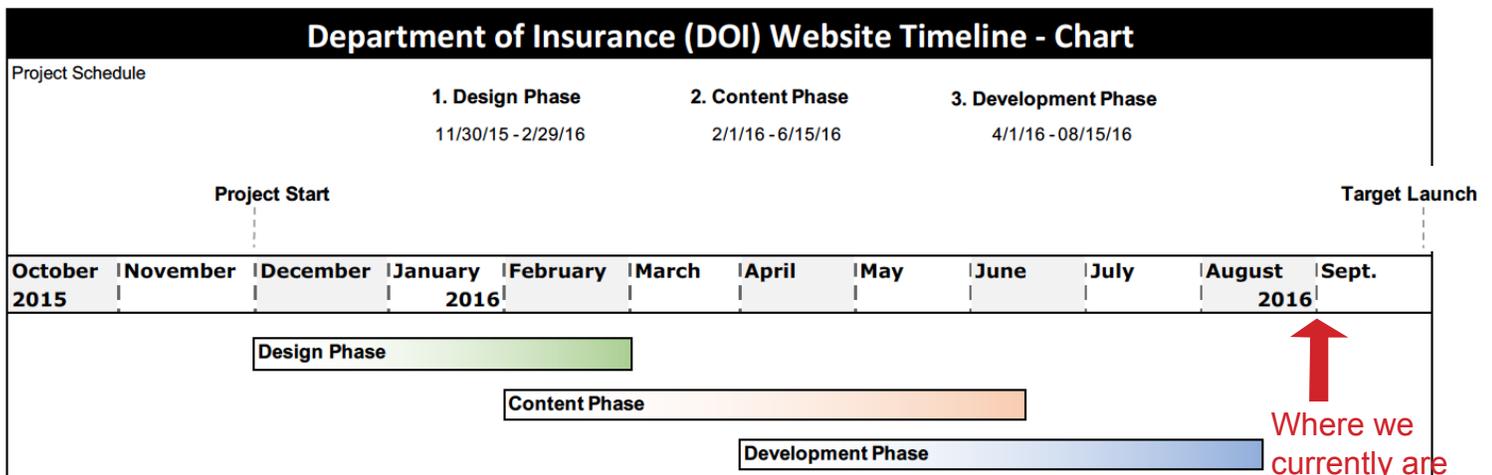
- State branding (colors and new DOI logo) has been implemented on website
- More content has been added to the site.
- Waiting on final navigation structure from DOI (due to NI 9/2/16)

Total hours Nebraska Interactive has spent on the project: 65

Outstanding items to be completed:

Action Item	Start Date	Due Date	Responsible Party	Completed: Yes/No
Content updates from DOI		6/15/16	DOI	in progress

Project Overview & Time Line:



PROJECT STATUS REPORT - 9/1/16

DESIGNER: Ashly Eickmeier

DHHS Website Timeline - Breakdown		
<i>Timeline is subject to change depending on feedback, response time, etc</i>		
1	Design Phase	Target Due Date
1a.	Layout key stakeholders of the website redesign & their wishes for the new design	
1b.	3 Mockups of design layout with time for 2 revisions	2/29/16
1c.	DOI new logo design	2/29/16
2	Content Phase	Target Due Date
2a.	DOI departments will work on revising and/or reorganizing content for the new website	
2b.	Once the content from each department is ready, it will be added into the website by department	
	Departments:	
	For Consumers	4/1/16*
	For Producers	5/1/16*
	For Insurers	6/1/16*
	Public Information	7/1/16*
	<small>*This timeframe may be adjusted depending upon the department's available time</small>	
3	Development Phase	Target Due Date
3a.	Once a mockup has been decided upon and approved, Nebraska Interactive will begin building the home page of the website	4/1/16
3b.	Also during this time, research and development time will be spend on new modules and configurations for the site	5/1/16
3c.	As each Department's content is ready to be added to the website, it will be added per each section & reviewed	
	Departments:	
	For Consumers	4/30/16*
	For Producers	5/30/16*
	For Insurers	6/30/16*
	Public Information	7/30/16*
	<small>*This timeframe may be adjusted depending upon the department's available time and the amount of content Nebraska Interactive will import</small>	
3d.	Further testing and overall review	8/1/16
3e.	Website Training (wth James & Glen after first section is complete)	5/1/16
3f.	Target Launch Date	8/15/16
		9/30/16

Where we currently are*

PROJECT STATUS REPORT - 9/1/16

DESIGNER: Wes Fairhead

Nebraska Commission for the Deaf and Hard of Hearing (NCDHH) - Meadowlark Website Redesign

Current Phase: Content & Development

Completion Target Date: December 1, 2016

Progress Since Last Update:

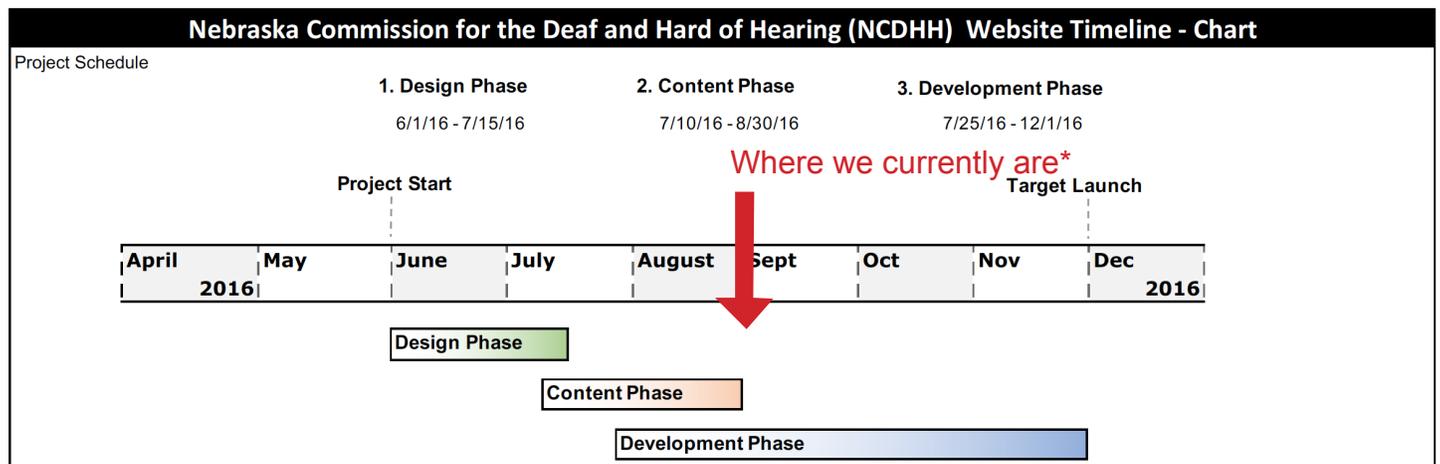
- NCDHH is reviewing additional images to be used throughout the new site. Their selections are due to Nebraska Interactive 9/2/16.
- NCDHH will review the entire site and provide NI with any changes by 9/15/16.
- Nebraska Interactive is waiting to hear back from NCDHH regarding training dates that work for them during the 2nd week of September.

Total hours Nebraska Interactive has spent on the project to date: 106

Total hours Nebraska Interactive anticipates spending on the project to completion: 149 hours

Outstanding items to be completed before moving on to next phase:

Action Item	Start Date	Due Date	Responsible Party	Completed: Yes/No
NCDHH to complete FINAL review of site and send any changes to NI		9/15/16	NCDHH	No
Schedule training time with NCDHH		Before Oct.	NI	No

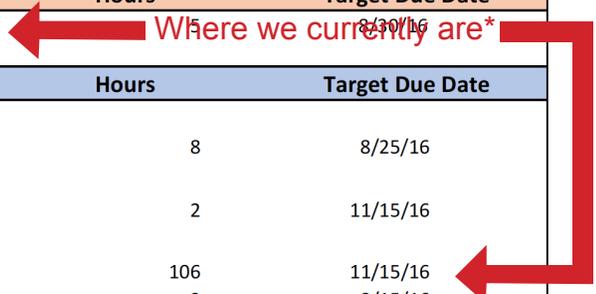


PROJECT STATUS REPORT - 9/1/16

DESIGNER: Wes Fairhead

Project Overview & Time Line:

NCDHH Website Timeline - Breakdown			
<i>Timeline is subject to change depending on feedback, response time, etc</i>			
1	Design Phase	Hours	Target Due Date
1a.	Layout key stakeholders of the website redesign & their wishes for the new design	-	Completed
1b.	Receive website design questionarre from NCDHH	-	6/1/16
1c.	2 Mockups of design layout with time for 2 revisions	20	7/1/16
2	Content Phase	Hours	Target Due Date
2a.	NCDHH will work on revising and/or reorganizing content for the new website	5	8/30/16
3	Development Phase	Hours	Target Due Date
3a.	Once a mockup has been approved, Nebraska Interactive will begin building the home page of the website	8	8/25/16
3b.	Also during this time, research and development time will be spend on any new modules or configurations for the site	2	11/15/16
3c.	As content is ready to be added to the website, it will be added per each section & reviewed by the agency	106	11/15/16
3d.	Further testing and overall review	2	8/15/16
3e.	Quality Assurance testing & review	5	11/25/16
3f.	Website Training	1	11/15/16
3g.	Target Launch Date		12/1/16



PROJECT STATUS REPORT – 9/1/2016

PROJECT MANAGER: EVERS, JESSICA

Department of Agriculture

Current phase: N/A - This bi-weekly updates will cover all work in progress on multiple services.

Phase completion target date: This status reports provides progress and value for ongoing projects with NDA.

Progress since last update:

Service: Nursery License Fees

Expected Go Live: NDA prefers a 10/2016 Go Live, however, many deadlines have been missed. The Go Live is not expected to be met.

- 9/9/2015 (week of) Partner testing will begin
 - *Partner has been notified that testing availability is a requirement to move forward with development at this time.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	10/22/2015	10/22/2015	6	\$750.00
Planning	10/22/2015	7/29/2016	210	\$26,250.00
Development	8/15/2016		33.5	\$4,187.50
Testing				
Total Value				

Service: Pesticide Registration & Dealer

- **11/2016 Priority:**
 - 9/2/2016 NDA returned signed change request
 - 9/6/2016 NI to resource this request
- **NDA to touch base with Kelly Registration for API documentation or schedule a meeting with their contact for a technical discussion including NI**

Service: FFAL Tonnage

- **01/2017 Priority:** NI development hours estimate to add pagination to Fertilizer reports
 - Est Hours: 65 Hours

Service: Food Permits

- **07/2017 Priority:** NDA needs to send test files for the below changes
 - NDA is modifying IDs for Owners or Firms so there is no overlap,
 - NDA is modifying the file sent to include a paid status (p or u)
 - Retemplate Hours Est: 30

Service: Seed

- 8/12/2016 IPQ was approved and submitted
- 9/30/2016 NI determine resource for this project
 - This project will require either a SOW or addendum

Service: Weed Book (Payport)

- 6/28/2016 Dale to schedule first meeting

Service: Webpage for Dairy Constituents

- 6/28/2016 NDA to determine if monthly postcards (or email notifications) can be sent with different URLs for Dairy vs. Egg and Turkey
 - If possible, create a web page so Dairy Constituents have one URL to navigate to for all things Dairy (monthly commodity and renewal)

Future Projects (Current): Needing prioritization

- Electronic Data Entry – Pending Backend database switch, FFAL Renewal has been identified as the first application
- Retemplates:
 - Applicator Permits
 - Quarterly Reports
 - Semi/Annual Reports
- Shopping Cart approach

Future Projects (New): Needing prioritization

- New Product Registration with images
- European Corn Borer License
- European Corn Borer Certificate
- Reregistration of Service companies
- Domesticated Cervine Act Licenses
- Dog and Cat *ON HOLD
- Weights and Measures Laboratory Fees *ON HOLD

PROJECT STATUS REPORT - 9/1/16

DESIGNER: Levi Campbell

Nebraska Department of Banking and Finance (NDBF) - Meadowlark Website Redesign

Current Phase: Design

Completion Target Date: December 1, 2016

Progress Since Last Update:

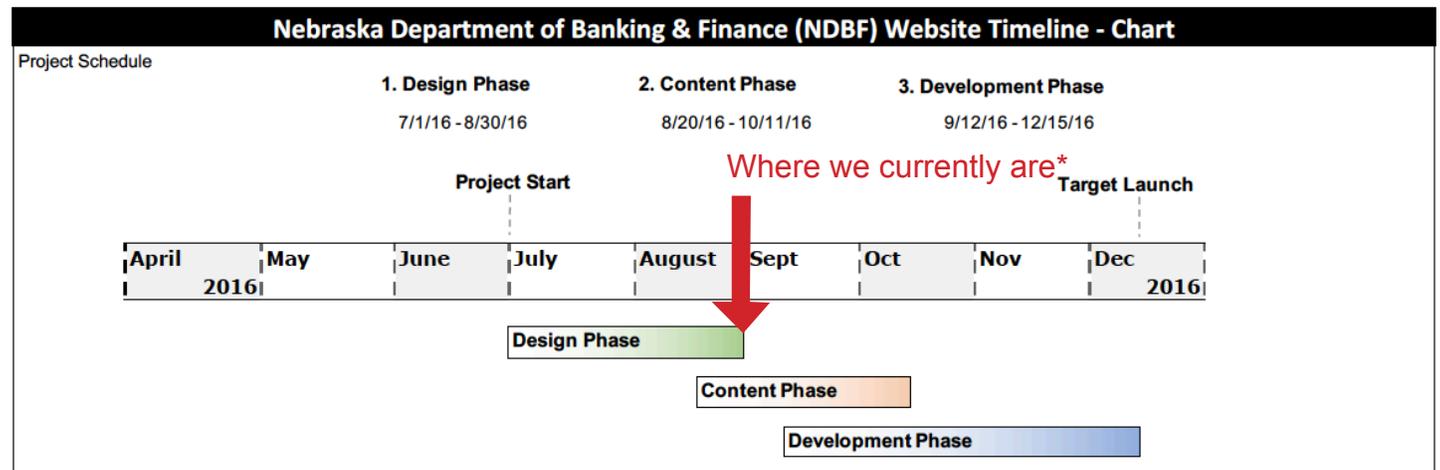
- Levi emailed the updated homepage and mobile mockups to NDBF on 8/31/16. If NDBF has any further changes, they need to provide Nebraska Interactive with the requested changes by **9/2/16**.

Total hours Nebraska Interactive has spent on the project to date: 19 hours

Total hours Nebraska Interactive anticipates spending on the project to completion: 125 hours

Outstanding items to be completed before moving on to next phase:

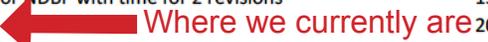
Action Item	Start Date	Due Date	Responsible Party	Completed: Yes/No
NDBF to review proposed designs and provide feedback		9/2/16	NDBF	No
NDBF will work on revising and/or reorganizing content for the new website	8/15/16	10/11/16	NDBF	No
Once design is approved, NI will begin building home page	9/1/16	10/11/16	NI	No



PROJECT STATUS REPORT - 9/1/16

DESIGNER: Levi Campbell

Project Overview & Time Line:

NDBF Website Timeline - Breakdown			
<i>Timeline is subject to change depending on feedback, response time, etc</i>			
1	Design Phase	Hours	Target Due Date
1a.	Layout key stakeholders of the website redesign & their wishes for the new design	-	7/1/16
1b.	Receive website design questionarre from NDBF	-	7/1/16
1c.	Nebraska Interactive will design 3 new logo options for NDBF with time for 2 revisions	15	7/30/16
1d.	2 Mockups of design layout with time for 2 revisions 	20	8/15/16
2	Content Phase	Hours	Target Due Date
2a.	NDBF will work on revising and/or reorganizing content for the new website	5	10/11/16
3	Development Phase	Hours	Target Due Date
3a.	Once a mockup has been approved, Nebraska Interactive will begin building the home page of the website	10	10/11/16
3b.	Also during this time, research and development time will be spend on any new modules or configurations for the site	2	10/15/16
3c.	As content is ready to be added to the website, it will be added per each section & reviewed by the agency	65	11/15/16
3d.	Further testing and overall review	3	12/5/16
3e.	Quality Assurance testing & review	4	12/5/16
3f.	Website Training	1	12/8/16
3g.	Target Launch Date		12/15/16

PROJECT STATUS REPORT – 9/1/2016

PROJECT MANAGER: JANE RIHANEK

Nebraska Department of Labor

Service: Elevator Inspection Payments (New)

Project: Elevator Inspection Payments implemented with CommonCheckout – Elevator Inspection Payments will now be available online. NDOL inspectors will be able to search for the invoice(s) to be paid, add them to a shopping cart to review and edit before proceeding to CommonCheckout to complete payment information. The individual or business will be charged the statutory fee and have the opportunity to pay online using credit card and electronic check (ACH).

NDOL Contacts: Christopher Cantrell and Gerald Brown

Status: Partner Testing

NI is updating the application and CCP with the new logos received from NDOL. Then NDOL will be able to test the process through again. If testing is approved, a new target launch date will need to be determined by NDOL and NI.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	11/18/15	4/14/16	9.75	\$1,218.75
Planning	4/4/16	5/10/16	31.25	\$3,906.25
Development	7/25/16	8/10/16	62.25	\$7,781.25
Testing	8/8/16		15.00	\$1,875.00
Launch				
Total Value	-	-	118.25	\$14,781.25

Target Launch Date: TBD

Actual Launch Date:

PROJECT STATUS REPORT - 9/1/16

DESIGNER: Levi Campbell

**Nebraska Department of Natural Resources (NeDNR)
Meadowlark Website Redesign**

Current Phase: Content/Development

Completion Target Date: February 15, 2017

Progress Since Last Update:

- Levi has completed development of the homepage of the website and the link was emailed out for DNR to review <http://ne-test-site13.cdc.nicusa.com/>
- NI received the email Pam sent on 8/22 with the additional work-flows.

Total hours Nebraska Interactive has spent on the project to date: 67

Total hours Nebraska Interactive anticipates spending on the project to completion: 347 hours

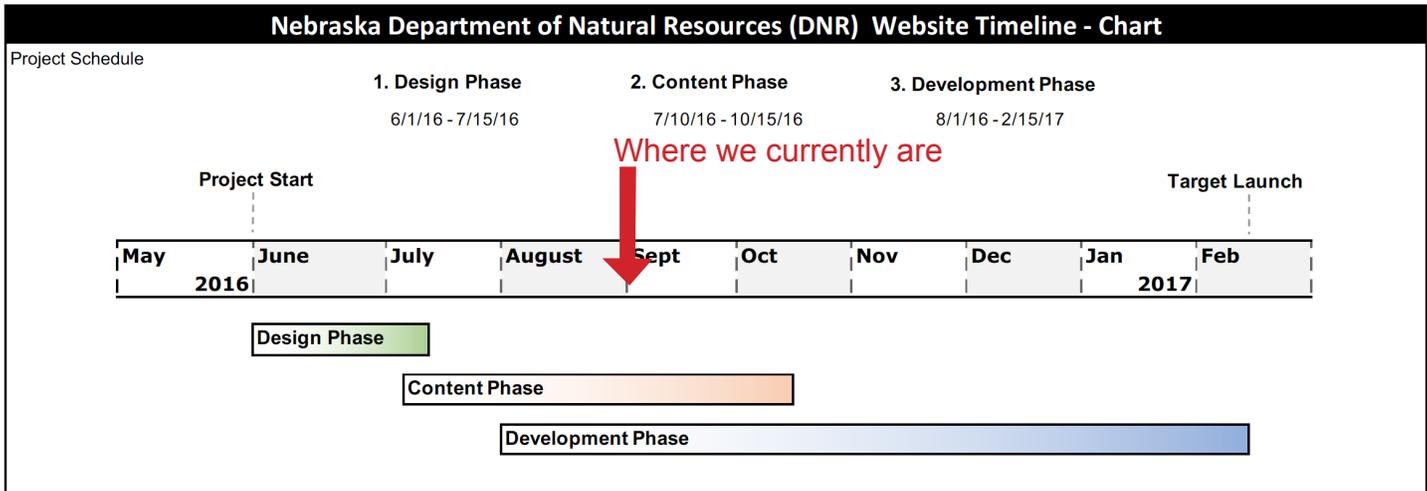
Outstanding items to be completed before moving on to next phase:

Action Item	Start Date	Due Date	Responsible Party	Completed: Yes/No
NeDNR will send new logo and colors when available		7/15/16*	NeDNR	No
NI begin developing home page once mockup has been approved	8/1/16	8/30/16	NI	YES
NeDNR work on revising to revamping any website content before moved over to new site	7/10/16	10/15/16	NeDNR	No

PROJECT STATUS REPORT - 9/1/16

DESIGNER: Levi Campbell

Project Overview & Time Line:



DNR Website Timeline - Breakdown

Timeline is subject to change depending on feedback, response time, etc

1	Design Phase	Hours	Target Due Date
1a.	Layout key stakeholders of the website redesign & their wishes for the new design	-	Completed
1b.	Receive website design questionnaire from DNR	-	Completed
1c.	2 Mockups of design layout with time for 2 revisions	25	7/1/16
2	Content Phase	Hours	Target Due Date
2a.	DNR will work on revising and/or reorganizing content for the new website	20	10/15/16
3	Development Phase	Hours	Target Due Date
3a.	Once a mockup has been approved, Nebraska Interactive will begin building the home page of the website	16	8/30/16
3b.	Also during this time, research and development time will be spend on any new modules or configurations for the site	12	10/1/16
3c.	As content is ready to be added to the website, it will be added per each section & reviewed by the agency	250	10/15/16
3d.	Further testing and overall review	12	1/25/17
3e.	Quality Assurance testing & review	10	2/1/17
3f.	Website Training	2	2/10/17
3g.	Target Launch Date		2/15/17

← **Where we currently are**

PROJECT STATUS REPORT - 9/1/16

DESIGNER: Ashly Eickmeier & Wes Fairhead

Nebraska Investment Council (NIC) - Meadowlark Website Redesign

Current Phase: Logo Design

Completion Target Date: December 15, 2016

Progress Since Beginning Project:

- Ashly and Wes met with Michael, Kathy, and Jennifer from the Nebraska Investment Council on 8/18 to discuss the vision for the new NIC logo.
- Nebraska Interactive is meeting with NIC 9/6 to discuss proposed logo options (emailed 9/1/16).

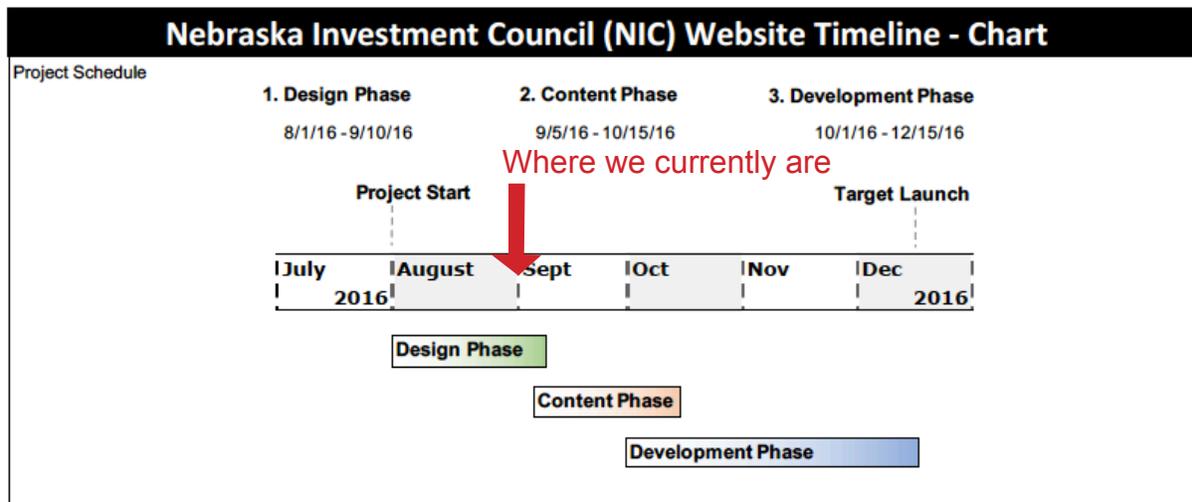
Total hours Nebraska Interactive has spent on the project to date: 7.5

Total hours Nebraska Interactive anticipates spending on the project to completion: 48 hours

Outstanding items to be completed before moving on to next phase:

Action Item	Start Date	Due Date	Responsible Party	Completed: Yes/No
NIC to approve logo choice		9/10/16	NIC	No
Nebraska Interactive build mockups of new NIC website	ASAP (after logo approved)	9/20/16	NI	No

Project Overview & Time Line:



Project Overview & Time Line continued on page 2

PROJECT STATUS REPORT - 9/1/16

DESIGNER: Ashly Eickmeier & Wes Fairhead

Project Overview & Time Line:

NIC Website Timeline - Breakdown			
<i>Timeline is subject to change depending on feedback, response time, etc</i>			
1	Design Phase	Hours	Target Due Date
1a.	Layout key stakeholders of the website redesign & their wishes for the new design	-	Completed
1b.	Receive website design questionnaire from NIC	-	Completed
1c.	2 Mockups of design layout with time for 2 revisions	20	8/15/16
2	Content Phase	Hours	Target Due Date
2a.	NIC will work on revising and/or reorganizing content for the new website	3	10/15/16
3	Development Phase	Hours	Target Due Date
3a.	Once a mockup has been approved, Nebraska Interactive will begin building the home page of the website	8	10/1/16
3b.	Also during this time, research and development time will be spend on any new modules or configurations for the site	2	10/15/16
3c.	As content is ready to be added to the website, it will be added per each section & reviewed by the agency	10	11/15/16
3d.	Further testing and overall review	1	12/1/16
3e.	Quality Assurance testing & review	3	12/5/16
3f.	Website Training	1	12/10/16
3g.	Target Launch Date		12/15/16

← Where we currently are*

PROJECT STATUS REPORT –9/1/2016

PROJECT MANAGERS: NATALIE ERB AND JESS EVERS

Nebraska State Patrol

NSP CCW Renewal & Replacement Permits

Current phase: Planning

Phase completion target date: 9/6/2016

Progress since last update:

- NI completed writing functional specifications.
- NI and NSP meet with DMV to discuss image sharing for CCW permits on 8/24.
- Next Steps:
 - NSP to return signed concept document to Nebraska Interactive.
 - NI has completed work on Functional Specification, but is awaiting signed Concept document from NSP before submitting to NSP for sign-off.

Outstanding items:

Action item	Due Date	Responsible Party	Completed: Yes/No
Signed Concept Document Due to Nebraska Interactive	8/19	NSP	No
Final web service functional specification details for RITS	8/19	Chris	Yes
Functional Specifications	8/26	NI	Yes, but waiting on Signed Concept Document from NSP before submitting.
Final Hours Estimate from Development	8/26	NI	Yes
Signed Function Specifications due back	8/31	NSP	No
Development Start	8/31	NI	No
Web service Lookup	8/31	Chris	No, needs to be in place by the start of development.
Web Service Submit	9/15	Chris	No
FAQ for the Application	TBD	NSP	No
Web link to Statutory requirement for completing the CCW process / Terms and Conditions Language, including information to display on timelines for completion of Approval/Denial of applications.	TBD	NSP	No

Project overview:

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	2/8/16		116.75	\$14,593.75
Planning				
Development				
Testing				
Total Value	-	-	116.75	\$14,593.75

Target Launch Date	Actual Launch Date
12/28/2016	

Appointment Calendaring Project

Current phase: Concept

Phase completion target date: 9/2/2016

Progress since last update:

- NI and NSP are continuing further discussion on calendar functionality.
- Next Steps:
 - Complete Prototype design.

Outstanding items:

Action item	Due Date	Responsible Party	Completed: Yes/No
Concept Document	8/3	NI	Yes
Data Map Completed	9/30	NI	No
Set up meeting with Bruce, Christy and Front Desk staff to discuss process flow and determine possibility of loading information into Live Scan from application	Set up next meeting by 8/31	NI and NSP to work to schedule meeting	No – waiting to hear back from NSP on dates/times that work.
Appointment type names and determine information needed for each appointment type	8/31	NSP	No

Project overview:

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	2/8/16		27	\$3,375
Planning				
Development				
Testing				
Total Value	-	-	27	\$3,375

Target Launch Date	Actual Launch Date
February 2017 - TBD	

Future Projects

- New CCW Permits – dependency on launching Renewal Permits and Calendar solution.

PROJECT STATUS REPORT - 9/1/16

DESIGNER: Wes Fairhead

State of Nebraska Board of Parole - Meadowlark Website Redesign

Current Phase: Content/Development

Completion Target Date: August 30, 2016

Progress Since Last Update:

- <https://parole.nebraska.gov/> Website launch scheduled for Tuesday 9/6/16 at noon.
- Nebraska Interactive will notify the Board of Parole via email once the site has been successfully launched.

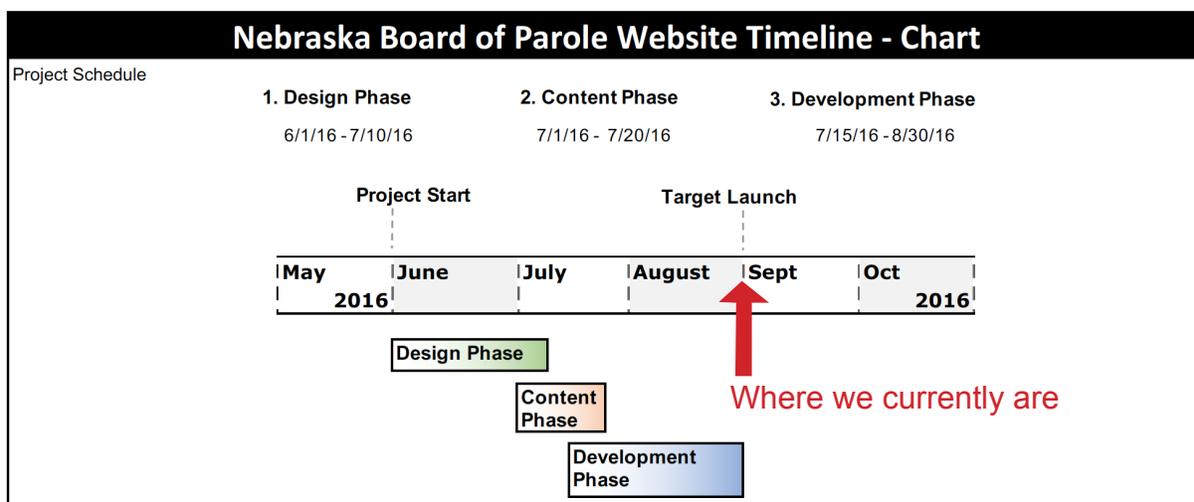
Total hours Nebraska Interactive has spent on the project to date: 51.25

Total hours Nebraska Interactive anticipated spending on the project to completion: 37 hours

Outstanding items to be completed before moving on to next phase:

Action Item	Start Date	Due Date	Responsible Party	Completed: Yes/No
Board of Parole will review site approve or send any remaining changes	7/1/16	8/16/16	Board of Parole	Yes
Nebraska Interactive will launch new site on 9/6/16		9/6/16	NI	No

Project Overview & Time Line:



Project Overview & Time Line continued on page 2

PROJECT STATUS REPORT - 9/1/16

DESIGNER: Wes Fairhead

Project Overview & Time Line:

Nebraska Board of Parole Website Timeline - Breakdown			
<i>Timeline is subject to change depending on feedback, response time, etc</i>			
1	Design Phase	Hours	Target Due Date
1a.	Layout key stakeholders of the website redesign & their wishes for the new design	–	Completed
1b.	Receive website design questionarre from Nebraska Board of Parole	–	6/3/16
1c.	2 Mockups of design layout with time for 2 revisions	20	6/20/16
2	Content Phase	Hours	Target Due Date
2a.	Nebraska Board of Parole will work on revising and/or reorganizing content for the new website	1	7/20/16
3	Development Phase	Hours	Target Due Date
3a.	Once a mockup has been approved, Nebraska Interactive will begin building the home page of the website	8	8/1/16
3b.	Also during this time, research and development time will be spend on any new modules or configureations for the site	1	8/1/16
3c.	As content is ready to be added to the website, it will be added per each section & reviewed by the agency	4	8/10/16
3d.	Further testing and overall review	1	8/22/16
3e.	Quality Assurance testing & review	1	8/22/16
3f.	Website Training	1	8/22/16
3g.	Target Launch Date		8/30/16

Where we currently are 

Status	Sheet Name	Task	Assigned To	Start Date	Forecasted End Date	Actual End Date	Task Status
1	SOS eDocs Trade Name Assign & Amend Filings	Trade Name Assignment & Amendment/Name Reservation Filings	Jane RihaneK	01/14/16	12/30/16	12/30/16	
2	SOS eDocs Trade Name Assign & Amend Filings	Concept		07/22/16	10/19/16	10/19/16	
3	SOS eDocs Trade Name Assign & Amend Filings	Schedule Concept/SOW Meeting(s)	Jane RihaneK	07/22/16	08/26/16		
4	SOS eDocs Trade Name Assign & Amend Filings	Concept/SOW Meetings	Jane RihaneK	08/26/16	09/16/16		
5	SOS eDocs Trade Name Assign & Amend Filings	Process Flow Chart	Jane RihaneK	08/26/16	09/16/16		
6	SOS eDocs Trade Name Assign & Amend Filings	Concept/SOW Meeting(s) (DOD)	Bruce Rice	08/26/16	09/16/16		
7	SOS eDocs Trade Name Assign & Amend Filings	Data - Determine Receipt and Delivery	Jane RihaneK	08/26/16	09/16/16		
8	SOS eDocs Trade Name Assign & Amend Filings	Database Schema - Provided by Partner	Jane RihaneK	08/26/16	09/16/16		
9	SOS eDocs Trade Name Assign & Amend Filings	Change Request		09/19/16	10/19/16	10/19/16	
10	SOS eDocs Trade Name Assign & Amend Filings	Create Change Request	Jane RihaneK	09/19/16	09/22/16		
11	SOS eDocs Trade Name Assign & Amend Filings	Hours Estimate (Initial) - Provided by Developer	DEV	09/23/16	09/29/16		
12	SOS eDocs Trade Name Assign & Amend Filings	Change Request - Review & Approval by Mgmt	Carmen Easley	09/30/16	10/03/16		
13	SOS eDocs Trade Name Assign & Amend Filings	Change Request - Send to Partner	Jane RihaneK	10/04/16	10/04/16		
14	SOS eDocs Trade Name Assign & Amend Filings	Change Request - Received from Partner	SOS	10/07/16	10/13/16		
15	SOS eDocs Trade Name Assign & Amend Filings	Change Request - Signed by GM	Brent Hoffman	10/14/16	10/18/16		
16	SOS eDocs Trade Name Assign & Amend Filings	Change Request - Provide Original Signed Copy to Partner	Jane RihaneK	10/19/16	10/19/16		
17	SOS eDocs Trade Name Assign & Amend Filings	Planning		09/19/16	10/07/16	10/07/16	
18	SOS eDocs Trade Name Assign & Amend Filings	Determine Project Developer	Rice, Bruce	09/19/16	10/07/16		
19	SOS eDocs Trade Name Assign & Amend Filings	Development		10/13/16	11/23/16	11/23/16	
20	SOS eDocs Trade Name Assign & Amend Filings	Schedule Marketing Plan Meeting	Jane RihaneK	11/09/16	11/11/16		
21	SOS eDocs Trade Name Assign & Amend Filings	Create Marketing Plan	Sara Larkins	11/14/16	11/22/16		
22	SOS eDocs Trade Name Assign & Amend Filings	Marketing Plan - Implement	Sara Larkins	11/23/16	11/23/16		
23	SOS eDocs Trade Name Assign & Amend Filings	Data - Request Test Cases from Partner	Jane RihaneK	10/14/16	10/18/16		
24	SOS eDocs Trade Name Assign & Amend Filings	Data - Received Test Cases from Partner	SOS	10/19/16	10/25/16		
25	SOS eDocs Trade Name Assign & Amend Filings	Development		10/13/16	10/31/16	10/31/16	
26	SOS eDocs Trade Name Assign & Amend Filings	Scrum	Jane RihaneK	10/13/16	10/13/16		
27	SOS eDocs Trade Name Assign & Amend Filings	Data - Receipt Method Ready	DEV	10/14/16	10/17/16		
28	SOS eDocs Trade Name Assign & Amend Filings	Data - Delivery Method Ready	DEV	10/14/16	10/17/16		
29	SOS eDocs Trade Name Assign & Amend Filings	Development Milestone #1	DEV	10/13/16	10/21/16	10/21/16	
30	SOS eDocs Trade Name Assign & Amend Filings	Google Analytics	DEV	10/13/16	10/13/16		
31	SOS eDocs Trade Name Assign & Amend Filings	Trade Name Assignment Filing	DEV	10/14/16	10/21/16		
32	SOS eDocs Trade Name Assign & Amend Filings	Development Milestone #2	DEV	10/21/16	10/26/16		
33	SOS eDocs Trade Name Assign & Amend Filings	Trade Name Amendment Filing	DEV	10/21/16	10/26/16		
34	SOS eDocs Trade Name Assign & Amend Filings	Development Milestone #3	DEV	10/26/16	10/31/16	10/31/16	
35	SOS eDocs Trade Name Assign & Amend Filings	Name Reservation Filing	DEV	10/26/16	10/31/16		

Status	Sheet Name	Task	Assigned To	Start Date	Forecasted End Date	Actual End Date	Task Status
36	SOS eDocs Trade Name Assign & Amend Filings	Test Against Functional Spec	DEV	10/26/16	10/26/16		
37	SOS eDocs Trade Name Assign & Amend Filings	Security Scan	DEV	10/26/16	10/26/16		
38	SOS eDocs Trade Name Assign & Amend Filings	Review		10/31/16	12/26/16	12/26/16	
39	SOS eDocs Trade Name Assign & Amend Filings	Marketing Plan - Review	Jane Rihaneck	11/24/16	11/30/16		
40	SOS eDocs Trade Name Assign & Amend Filings	QA Review	Neil Sorensen	10/31/16	11/16/16	11/16/16	
41	SOS eDocs Trade Name Assign & Amend Filings	Scrum	Jane Rihaneck	10/31/16	11/01/16		
42	SOS eDocs Trade Name Assign & Amend Filings	Create QA Feedback Page in Confluence	Neil Sorensen	10/31/16	10/31/16		
43	SOS eDocs Trade Name Assign & Amend Filings	QA Review	Neil Sorensen	10/31/16	11/07/16		
44	SOS eDocs Trade Name Assign & Amend Filings	Development for QA Feedback	DEV	11/07/16	11/14/16		
45	SOS eDocs Trade Name Assign & Amend Filings	QA Approval of Dev Changes	Neil Sorensen	11/14/16	11/16/16		
46	SOS eDocs Trade Name Assign & Amend Filings	Partner Testing		11/16/16	12/21/16	12/21/16	
47	SOS eDocs Trade Name Assign & Amend Filings	Create Partner Test Plan	Neil Sorensen	11/16/16	11/16/16		
48	SOS eDocs Trade Name Assign & Amend Filings	Partner Testing Meeting - Schedule	Jane Rihaneck	11/16/16	11/18/16		
49	SOS eDocs Trade Name Assign & Amend Filings	Partner Testing Meeting	Jane Rihaneck	11/18/16	11/21/16		
50	SOS eDocs Trade Name Assign & Amend Filings	Partner Test Plan - Send to Partner	Jane Rihaneck	11/21/16	11/22/16		
51	SOS eDocs Trade Name Assign & Amend Filings	Partner Testing	SOS	11/22/16	12/06/16		
52	SOS eDocs Trade Name Assign & Amend Filings	Partner Testing Feedback - Received	SOS	12/06/16	12/07/16		
53	SOS eDocs Trade Name Assign & Amend Filings	Partner Testing Feedback - Development	DEV	12/07/16	12/12/16		
54	SOS eDocs Trade Name Assign & Amend Filings	Partner Testing Feedback - QA Review	Neil Sorensen	12/12/16	12/14/16		
55	SOS eDocs Trade Name Assign & Amend Filings	Partner Testing Feedback - QA Approval	Neil Sorensen	12/14/16	12/14/16		
56	SOS eDocs Trade Name Assign & Amend Filings	Partner Test Plan - Signed Off Copy Received from Partner	SOS	12/14/16	12/21/16		
57	SOS eDocs Trade Name Assign & Amend Filings	Schedule Go Live	Jane Rihaneck	12/21/16	12/26/16		
58	SOS eDocs Trade Name Assign & Amend Filings	Demo for Support	Jane Rihaneck	12/14/16	12/14/16		
59	SOS UCC Bulk Filing	SOS UCC Bulk Filing	Jane Rihaneck	08/13/13	12/28/16	12/28/16	
60	SOS UCC Bulk Filing	Planning		08/01/16	09/27/16	09/27/16	
61	SOS UCC Bulk Filing	Create Test Document with 97 (Bulk)	Bruce Rice	08/29/16	09/07/16		
62	SOS UCC Bulk Filing	Send Test Document with 97 (Bulk)	Jane Rihaneck	09/08/16	09/08/16		
63	SOS UCC Bulk Filing	Review Test Document with 97 (Bulk)	SOS	09/08/16	09/09/16	09/09/16	Done
64	SOS UCC Bulk Filing	Functional Specifications		08/09/16	09/27/16	09/27/16	Done
65	SOS UCC Bulk Filing	Create Functional Spec	Jane Rihaneck	08/09/16	08/17/16	08/17/16	Done
66	SOS UCC Bulk Filing	Functional Spec - Approval from Developer	Brian Schmoll	08/18/16	08/23/16	08/23/16	Done
67	SOS UCC Bulk Filing	Functional Spec - Send to Partner	Jane Rihaneck	08/24/16	08/24/16	08/24/16	Done
68	SOS UCC Bulk Filing	Functional Spec - Review with Partner	Jane Rihaneck	08/25/16	09/07/16		
69	SOS UCC Bulk Filing	Functional Spec - Revise Specs	Jane Rihaneck	09/08/16	09/12/16		
70	SOS UCC Bulk Filing	Functional Spec Revision - Send to Partner	Jane Rihaneck	09/13/16	09/13/16		
71	SOS UCC Bulk Filing	Functional Spec - Revision Review by Partner	SOS	09/14/16	09/19/16		

Status	Sheet Name	Task	Assigned To	Start Date	Forecasted End Date	Actual End Date	Task Status
72	SOS UCC Bulk Filing	Functional Spec - Received Partner Approval	SOS	09/20/16	09/20/16		
73	SOS UCC Bulk Filing	Functional Spec - Signed by GM	Brent Hoffman	09/21/16	09/23/16		
74	SOS UCC Bulk Filing	Functional Spec - Provide Original Signed Copy to Partner	Jane Rihaneck	09/26/16	09/27/16		
75	SOS UCC Bulk Filing	Development		09/08/16	10/14/16	10/14/16	
76	SOS UCC Bulk Filing	Payment Set Up		09/08/16	09/15/16	09/15/16	
77	SOS UCC Bulk Filing	CDB/TPE Setup Forms - Create	Jane Rihaneck	09/08/16	09/12/16		
78	SOS UCC Bulk Filing	CDB/TPE Setup	Anna Arushanova	09/13/16	09/15/16		
79	SOS UCC Bulk Filing	Development		09/16/16	10/14/16	10/14/16	
80	SOS UCC Bulk Filing	Scrum	Jane Rihaneck	09/28/16	10/11/16		
81	SOS UCC Bulk Filing	Request CDB Web Access Groups by Developer	Brian Schmoll	09/16/16	09/16/16		
82	SOS UCC Bulk Filing	Data - Receipt Method Ready	Brian Schmoll	09/28/16	10/04/16		
83	SOS UCC Bulk Filing	Data - Delivery Method Ready	Brian Schmoll	09/27/16	09/27/16		
84	SOS UCC Bulk Filing	Development	Brian Schmoll	09/28/16	10/04/16		
85	SOS UCC Bulk Filing	Test Against Functional Spec	Brian Schmoll	10/05/16	10/06/16		
86	SOS UCC Bulk Filing	Security Scan	Brian Schmoll	10/07/16	10/14/16		
87	SOS UCC Bulk Filing	Review		10/05/16	11/11/16	11/11/16	
88	SOS UCC Bulk Filing	Filing Company Testing		10/05/16	11/08/16	11/08/16	
89	SOS UCC Bulk Filing	Company #1 - Contact for Testing Availability	Jane Rihaneck	10/05/16	10/05/16		
90	SOS UCC Bulk Filing	Company #1 - Send Functional Specs	Jane Rihaneck	10/06/16	10/06/16		
91	SOS UCC Bulk Filing	Company #1 - Testing	CO #1	10/07/16	10/26/16		
92	SOS UCC Bulk Filing	Company #1 - Testing Feedback Received	CO #1	10/27/16	10/27/16		
93	SOS UCC Bulk Filing	Company #1 - Testing Feedback Development	Brian Schmoll	10/28/16	10/28/16		
94	SOS UCC Bulk Filing	Company #1 - Testing Feedback Verified	CO #1	10/31/16	11/02/16		
95	SOS UCC Bulk Filing	Company #1 - Partner Verify Testing Results	SOS	11/03/16	11/07/16		
96	SOS UCC Bulk Filing	Company #1 - Partner Testing Sign Off	SOS	11/08/16	11/08/16		
97	SOS UCC Bulk Filing	Company #2 - Contact for Testing Availability	Jane Rihaneck	10/05/16	10/05/16		
98	SOS UCC Bulk Filing	Company #2 - Send Functional Specs	Jane Rihaneck	10/06/16	10/06/16		
99	SOS UCC Bulk Filing	Company #2 - Testing	CO #2	10/07/16	10/26/16		
100	SOS UCC Bulk Filing	Company #2 - Testing Feedback Received	CO #2	10/27/16	10/27/16		
101	SOS UCC Bulk Filing	Company #2 - Testing Feedback Development	Brian Schmoll	10/28/16	10/28/16		
102	SOS UCC Bulk Filing	Company #2 - Testing Feedback Verified	CO #2	10/31/16	11/02/16		
103	SOS UCC Bulk Filing	Company #2 - Partner Verify Testing Results	SOS	11/03/16	11/07/16		
104	SOS UCC Bulk Filing	Company #2 - Partner Verify Testing Feedback	SOS	11/08/16	11/08/16		
105	SOS UCC Bulk Filing	Schedule Go Live	Jane Rihaneck	11/09/16	11/11/16		
106	SOS eDocs Add Message to Confirmation Page	SOS eDocs Add Message to Confirmation Page	Jane Rihaneck	08/17/16	11/10/16	11/10/16	
107	SOS eDocs Add Message to Confirmation Page	Initial Project Tasks		08/17/16	08/17/16	08/17/16	Done

Status	Sheet Name	Task	Assigned To	Start Date	Forecasted End Date	Actual End Date	Task Status	
108		SOS eDocs Add Message to Confirmation Page	Initial Contact	Jane Rihaneck	08/17/16	08/17/16	08/17/16	Done
109		SOS eDocs Add Message to Confirmation Page	Concept		08/18/16	09/06/16	09/06/16	
110		SOS eDocs Add Message to Confirmation Page	Research solution to direct users from eDocs back to LLC filing app	Brian Schmoll	08/18/16	08/24/16	08/24/16	Done
111		SOS eDocs Add Message to Confirmation Page	Send Solution Option	Jane Rihaneck	08/25/16	08/25/16	08/26/16	Done
112		SOS eDocs Add Message to Confirmation Page	Evaluate Solution Option	SOS	08/29/16	09/02/16		
113		SOS eDocs Add Message to Confirmation Page	Approve Solution Option	SOS	09/05/16	09/06/16		
114		SOS eDocs Add Message to Confirmation Page	Planning		09/07/16	10/17/16	10/17/16	
115		SOS eDocs Add Message to Confirmation Page	Change Request		09/07/16	10/17/16		
116		SOS eDocs Add Message to Confirmation Page	Change Request - Create	Jane Rihaneck	09/07/16	09/09/16		
117		SOS eDocs Add Message to Confirmation Page	Hours Estimate (Initial) - Provided by Developer	DEV	09/12/16	09/12/16		
118		SOS eDocs Add Message to Confirmation Page	Change Request - Send to Partner	Jane Rihaneck	09/13/16	09/13/16		
119		SOS eDocs Add Message to Confirmation Page	Change Request - Received from Partner	SOS	09/14/16	09/20/16		
120		SOS eDocs Add Message to Confirmation Page	Change Request - Signed by GM	Brent Hoffman	09/21/16	09/23/16		
121		SOS eDocs Add Message to Confirmation Page	Change Request - Provide Original Signed Copy to Partner	Jane Rihaneck	09/26/16	09/26/16		
122		SOS eDocs Add Message to Confirmation Page	Determine Project Developer	Rice, Bruce	09/27/16	10/03/16		
123		SOS eDocs Add Message to Confirmation Page	Schedule Planning Meetings	Jane Rihaneck	10/04/16	10/06/16		
124		SOS eDocs Add Message to Confirmation Page	Planning Meeting(s)	Jane Rihaneck	10/07/16	10/07/16		
125		SOS eDocs Add Message to Confirmation Page	Planning Meeting(s) Developer	DEV	10/07/16	10/07/16		
126		SOS eDocs Add Message to Confirmation Page	Schedule Resource	Jane Rihaneck	10/10/16	10/14/16		
127		SOS eDocs Add Message to Confirmation Page	Timeline - Provide to Partner	Jane Rihaneck	10/17/16	10/17/16		
128		SOS eDocs Add Message to Confirmation Page	Development		10/07/16	10/12/16	10/12/16	
129		SOS eDocs Add Message to Confirmation Page	Development		10/07/16	10/12/16		
130		SOS eDocs Add Message to Confirmation Page	Scrum	Jane Rihaneck	10/07/16	10/07/16		
131		SOS eDocs Add Message to Confirmation Page	Development	DEV	10/10/16	10/10/16		
132		SOS eDocs Add Message to Confirmation Page	Test Against Change Request	DEV	10/10/16	10/11/16		
133		SOS eDocs Add Message to Confirmation Page	Security Scan	DEV	10/11/16	10/12/16		
134		SOS eDocs Add Message to Confirmation Page	Review		10/12/16	11/04/16	11/04/16	
135		SOS eDocs Add Message to Confirmation Page	Create QA Feedback Page in Confluence	Neil Sorensen	10/12/16	10/13/16		
136		SOS eDocs Add Message to Confirmation Page	QA Review	Neil Sorensen	10/13/16	10/17/16		
137		SOS eDocs Add Message to Confirmation Page	Development for QA Feedback	DEV	10/17/16	10/18/16		
138		SOS eDocs Add Message to Confirmation Page	QA Approval of Dev Changes	Neil Sorensen	10/18/16	10/20/16		
139		SOS eDocs Add Message to Confirmation Page	Partner Testing	SOS	10/20/16	10/25/16		
140		SOS eDocs Add Message to Confirmation Page	Partner Testing Feedback - Received	SOS	10/25/16	10/26/16		
141		SOS eDocs Add Message to Confirmation Page	Partner Testing Feedback - Development	DEV	10/26/16	10/27/16		
142		SOS eDocs Add Message to Confirmation Page	Partner Testing Feedback - QA Review	Neil Sorensen	10/27/16	10/31/16		
143		SOS eDocs Add Message to Confirmation Page	Partner Testing Feedback - QA Approval	Neil Sorensen	10/31/16	11/01/16		

Status	Sheet Name	Task	Assigned To	Start Date	Forecasted End Date	Actual End Date	Task Status
144		SOS eDocs Add Message to Confirmation Page	Partner Testing - Sign Off	SOS	11/01/16	11/04/16	
145		SOS eDocs Add Message to Confirmation Page	Schedule Go Live	Jane Rihaneck	11/04/16	11/04/16	
146		SOS UCC Filings Image Corrections	SOS UCC Filings Image Corrections	Jane Rihaneck	03/04/16	09/13/16	09/13/16
147		SOS UCC Filings Image Corrections	Development		03/07/16	08/24/16	08/24/16 Done
148		SOS UCC Filings Image Corrections	Development - Formatting	Ashly Eickmeier	03/07/16	08/23/16	08/23/16 Done
149		SOS UCC Filings Image Corrections	Development - Programming	Aaron Steager	08/23/16	08/24/16	08/24/16 Done
150		SOS UCC Filings Image Corrections	Review		08/24/16	09/13/16	09/13/16
151		SOS UCC Filings Image Corrections	PM Review	Jane Rihaneck	08/24/16	08/26/16	08/26/16 Done
152		SOS UCC Filings Image Corrections	Partner Testing	SOS	08/26/16	08/29/16	08/29/16 Done
153		SOS UCC Filings Image Corrections	Partner Testing Feedback - Received	SOS	08/30/16	08/30/16	08/30/16 Done
154		SOS UCC Filings Image Corrections	Partner Testing Feedback - Development Formatting	Ashly Eickmeier	08/30/16	08/30/16	08/30/16 Done
155		SOS UCC Filings Image Corrections	Partner Testing Feedback - Development Programming	Aaron Steager	08/30/16	08/30/16	08/30/16 Done
156		SOS UCC Filings Image Corrections	Partner Testing Feedback - PM Review	Jane Rihaneck	08/30/16	08/30/16	08/30/16 Done
157		SOS UCC Filings Image Corrections	Partner Testing Feedback - Partner Approval	SOS	08/30/16	08/31/16	08/31/16 Done
158		SOS UCC Filings Image Corrections	Change Request		08/30/16	09/13/16	
159		SOS UCC Filings Image Corrections	Create Change Request	Jane Rihaneck	08/30/16	08/30/16	08/30/16 Done
160		SOS UCC Filings Image Corrections	Change Request - Send to Partner	Jane Rihaneck	08/30/16	08/30/16	08/30/16 Done
161		SOS UCC Filings Image Corrections	Change Request - Received from Partner	SOS	08/31/16	09/06/16	
162		SOS UCC Filings Image Corrections	Change Request - Signed by GM	Brent Hoffman	09/07/16	09/08/16	
163		SOS UCC Filings Image Corrections	Change Request - Provide Original Signed Copy to Partner	Jane Rihaneck	09/09/16	09/13/16	
164		SOS UCC Filings Image Corrections	Schedule Go Live	Jane Rihaneck	09/07/16	09/07/16	
165		SOS eDocs Re-template	SOS eDocs Re-template	Jane Rihaneck	06/23/14	10/21/16	10/21/16
166		SOS eDocs Re-template	Review		07/04/16	10/13/16	10/17/16
167		SOS eDocs Re-template	QA Approval of Dev Changes	Neil Sorensen	08/03/16	08/22/16	08/22/16 Done
168		SOS eDocs Re-template	Create Partner Test Plan	Neil Sorensen	08/23/16	08/29/16	08/29/16 Done
169		SOS eDocs Re-template	Partner Testing	SOS	08/30/16	09/14/16	
170		SOS eDocs Re-template	Partner Testing Feedback - Received	SOS	09/15/16	09/13/16	
171		SOS eDocs Re-template	Partner Testing Feedback - Development	Brian Schmoll	09/16/16	09/20/16	
172		SOS eDocs Re-template	Partner Testing Feedback - QA Review	Neil Sorensen	09/23/16	09/23/16	
173		SOS eDocs Re-template	Partner Testing Feedback - QA Approval	Neil Sorensen	09/28/16	09/26/16	
174		SOS eDocs Re-template	Partner Testing - Sign Off	SOS	09/29/16	10/10/16	
175		SOS eDocs Re-template	Schedule Go Live	Jane Rihaneck	10/13/16	10/13/16	
176		SOS LLC/LLP Biennial 2017 Changes	SOS LLC/LLP Biennial 2017 Changes	Jane Rihaneck	07/20/16	12/15/16	12/15/16
177		SOS LLC/LLP Biennial 2017 Changes	Planning		08/17/16	10/11/16	10/11/16
178		SOS LLC/LLP Biennial 2017 Changes	Planning Meeting - PM	Jane Rihaneck	08/17/16	08/17/16	08/17/16 Done
179		SOS LLC/LLP Biennial 2017 Changes	Planning Meeting - Creative Services	Levi Campbell	08/17/16	08/17/16	08/17/16 Done

Status	Sheet Name	Task	Assigned To	Start Date	Forecasted End Date	Actual End Date	Task Status
180	SOS LLC/LLP Biennial 2017 Changes	Change Request		08/18/16	10/10/16	10/10/16	
181	SOS LLC/LLP Biennial 2017 Changes	Create Change Request	Jane Rihanek	08/18/16	09/07/16		
182	SOS LLC/LLP Biennial 2017 Changes	Mock up PDF Forms	Jess Evers	08/18/16	09/02/16		
183	SOS LLC/LLP Biennial 2017 Changes	Mock up TIF Images	Jess Evers	08/18/16	09/02/16		
184	SOS LLC/LLP Biennial 2017 Changes	Change Request - Create	Jane Rihanek	09/05/16	09/07/16		
185	SOS LLC/LLP Biennial 2017 Changes	Functional Specs - Update	Jane Rihanek	09/08/16	09/12/16		
186	SOS LLC/LLP Biennial 2017 Changes	Determine Project Developer	Bruce Rice	09/08/16	09/14/16		
187	SOS LLC/LLP Biennial 2017 Changes	Functional Spec - Review & Approval by Developer	DEV	09/15/16	09/19/16		
188	SOS LLC/LLP Biennial 2017 Changes	Hours Estimate (Initial) - Provided by Developer	DEV	09/20/16	09/26/16		
189	SOS LLC/LLP Biennial 2017 Changes	Change Request & Functional Spec - Send to Partner	Jane Rihanek	09/27/16	09/27/16		
190	SOS LLC/LLP Biennial 2017 Changes	Change Request - Received from Partner	SOS	09/28/16	10/04/16		
191	SOS LLC/LLP Biennial 2017 Changes	Change Request - Signed by GM	Brent Hoffman	10/05/16	10/05/16		
192	SOS LLC/LLP Biennial 2017 Changes	Change Request - Provide Original Signed Copy to Partner	Jane Rihanek	10/06/16	10/10/16		
193	SOS LLC/LLP Biennial 2017 Changes	Change Request - Upload to Confluence	Jane Rihanek	10/06/16	10/10/16		
194	SOS LLC/LLP Biennial 2017 Changes	Schedule Resource	Jane Rihanek	10/05/16	10/11/16		
195	SOS LLC/LLP Biennial 2017 Changes	Timeline - Provide to Partner	Jane Rihanek	10/05/16	10/11/16		
196	SOS LLC/LLP Biennial 2017 Changes	Development		10/05/16	10/24/16	10/24/16	
197	SOS LLC/LLP Biennial 2017 Changes	Development - Creative Servies	Levi Campbell	10/05/16	10/11/16		
198	SOS LLC/LLP Biennial 2017 Changes	PDF Form Changes	Levi Campbell	10/05/16	10/11/16		
199	SOS LLC/LLP Biennial 2017 Changes	TIF Image Changes	Levi Campbell	10/05/16	10/11/16		
200	SOS LLC/LLP Biennial 2017 Changes	Development		10/12/16	10/24/16	10/24/16	
201	SOS LLC/LLP Biennial 2017 Changes	Development	DEV	10/12/16	10/18/16		
202	SOS LLC/LLP Biennial 2017 Changes	Test Against Functional Spec	DEV	10/19/16	10/20/16		
203	SOS LLC/LLP Biennial 2017 Changes	Security Scan	DEV	10/20/16	10/24/16		
204	SOS LLC/LLP Biennial 2017 Changes	Development - Pass for QA	Jane Rihanek	10/20/16	10/21/16		
205	SOS LLC/LLP Biennial 2017 Changes	Review		10/21/16	12/01/16	12/01/16	
206	SOS LLC/LLP Biennial 2017 Changes	QA Review		10/21/16	10/25/16	10/25/16	
207	SOS LLC/LLP Biennial 2017 Changes	Create QA Feedback Page in Confluence	Neil Sorensen	10/21/16	10/21/16		
208	SOS LLC/LLP Biennial 2017 Changes	QA Review/Feedback	Neil Sorensen	10/21/16	10/24/16		
209	SOS LLC/LLP Biennial 2017 Changes	Development for QA Feedback	DEV	10/24/16	10/25/16		
210	SOS LLC/LLP Biennial 2017 Changes	QA Approval of Dev Changes	Neil Sorensen	10/25/16	10/25/16		
211	SOS LLC/LLP Biennial 2017 Changes	Partner Testing		10/25/16	11/28/16	11/28/16	
212	SOS LLC/LLP Biennial 2017 Changes	Partner Test - Send to Partner	Jane Rihanek	10/25/16	10/25/16		
213	SOS LLC/LLP Biennial 2017 Changes	Partner Testing Feedback - Received	SOS	10/26/16	11/08/16	11/08/16	
214	SOS LLC/LLP Biennial 2017 Changes	Partner Testing Feedback - Development	DEV	11/09/16	11/15/16		
215	SOS LLC/LLP Biennial 2017 Changes	Partner Testing Feedback - QA Review	Neil Sorensen	11/16/16	11/18/16		

Status	Sheet Name	Task	Assigned To	Start Date	Forecasted End Date	Actual End Date	Task Status
216	SOS LLC/LLP Biennial 2017 Changes	Partner Testing Feedback - QA Approval	Neil Sorensen	11/21/16	11/21/16		
217	SOS LLC/LLP Biennial 2017 Changes	Partner - Signed Off Received from Partner	SOS	11/21/16	11/28/16	11/28/16	
218	SOS LLC/LLP Biennial 2017 Changes	Schedule Go Live	Jane Rihanek	11/28/16	12/01/16		
219	SOS Nonprofit Corp Filings 2017 Changes	SOS Nonprofit Corp Filings 2017 Changes	Jane Rihanek	07/20/16	12/15/16	12/15/16	
220	SOS Nonprofit Corp Filings 2017 Changes	Planning		08/17/16	10/11/16	10/11/16	
221	SOS Nonprofit Corp Filings 2017 Changes	Planning Meeting - PM	Jane Rihanek	08/17/16	08/17/16	08/17/16	Done
222	SOS Nonprofit Corp Filings 2017 Changes	Planning Meeting - Creative Services	Levi Campbell	08/17/16	08/17/16	08/17/16	Done
223	SOS Nonprofit Corp Filings 2017 Changes	Change Request		08/18/16	10/10/16	10/10/16	
224	SOS Nonprofit Corp Filings 2017 Changes	Change Request	Jane Rihanek	08/18/16	09/07/16		
225	SOS Nonprofit Corp Filings 2017 Changes	Mock up PDF Forms	Jess Evers	08/18/16	09/02/16		
226	SOS Nonprofit Corp Filings 2017 Changes	Mock up TIF Images	Jess Evers	08/18/16	09/02/16		
227	SOS Nonprofit Corp Filings 2017 Changes	Change Request - Create	Jane Rihanek	09/05/16	09/07/16		
228	SOS Nonprofit Corp Filings 2017 Changes	Functional Specs - Update	Jane Rihanek	09/08/16	09/12/16		
229	SOS Nonprofit Corp Filings 2017 Changes	Determine Project Developer	Bruce Rice	09/08/16	09/14/16		
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235	SOS Nonprofit Corp Filings 2017 Changes	Change Request - Provide Original Signed Copy to Partner	Jane Rihanek	10/06/16	10/10/16		
236	SOS Nonprofit Corp Filings 2017 Changes	Change Request - Upload to Confluence	Jane Rihanek	10/06/16	10/10/16		
237	SOS Nonprofit Corp Filings 2017 Changes	Schedule Resource	Jane Rihanek	10/05/16	10/11/16		
238	SOS Nonprofit Corp Filings 2017 Changes	Timeline - Provide to Partner	Jane Rihanek	10/05/16	10/11/16		
239	SOS Nonprofit Corp Filings 2017 Changes	Development		10/05/16	10/24/16	10/24/16	
240	SOS Nonprofit Corp Filings 2017 Changes	Development - Creative Services	Levi Campbell	10/05/16	10/11/16		
241	SOS Nonprofit Corp Filings 2017 Changes	PDF Form Changes	Levi Campbell	10/05/16	10/11/16		
242	SOS Nonprofit Corp Filings 2017 Changes	TIF Image Changes	Levi Campbell	10/05/16	10/11/16		
243	SOS Nonprofit Corp Filings 2017 Changes	Development		10/12/16	10/24/16	10/24/16	
244	SOS Nonprofit Corp Filings 2017 Changes	Development	DEV	10/12/16	10/18/16		
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246	SOS Nonprofit Corp Filings 2017 Changes	Security Scan	DEV	10/20/16	10/24/16		
247	SOS Nonprofit Corp Filings 2017 Changes	Development - Pass for QA	Jane Rihanek	10/20/16	10/21/16		
248	SOS Nonprofit Corp Filings 2017 Changes	Review		10/21/16	12/01/16	12/01/16	
249	SOS Nonprofit Corp Filings 2017 Changes	QA Review		10/21/16	10/25/16	10/25/16	
250	SOS Nonprofit Corp Filings 2017 Changes	Create QA Feedback Page in Confluence	Neil Sorensen	10/21/16	10/21/16		
251	SOS Nonprofit Corp Filings 2017 Changes	QA Review/Feedback	Neil Sorensen	10/21/16	10/24/16		

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252	SOS Nonprofit Corp Filings 2017 Changes	Development for QA Feedback	DEV	10/24/16	10/25/16		
253	SOS Nonprofit Corp Filings 2017 Changes	QA Approval of Dev Changes	Neil Sorensen	10/25/16	10/25/16		
254	SOS Nonprofit Corp Filings 2017 Changes	Partner Testing		10/25/16	11/28/16	11/28/16	
255	SOS Nonprofit Corp Filings 2017 Changes	Partner Test - Send to Partner	Jane Rihaneck	10/25/16	10/25/16		
256	SOS Nonprofit Corp Filings 2017 Changes	Partner Testing Feedback - Received	SOS	10/26/16	11/08/16	11/08/16	
257	SOS Nonprofit Corp Filings 2017 Changes	Partner Testing Feedback - Development	DEV	11/09/16	11/15/16		
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260	SOS Nonprofit Corp Filings 2017 Changes	Partner - Signed Off Received from Partner	SOS	11/21/16	11/28/16	11/28/16	
261	SOS Nonprofit Corp Filings 2017 Changes	Schedule Go Live	Jane Rihaneck	11/28/16	12/01/16		

PROJECT STATUS REPORT - 9/1/16

DESIGNER: Wes Fairhead

Tax Equalization & Review Commission (TERC) - Meadowlark Website Redesign

Current Phase: Content/Development

Completion Target Date: December 15, 2016

Progress Since Last Update:

- Wes will continue to add content to <https://terc.nebraska.gov/> and will notify you when sections are ready for your review and approval.

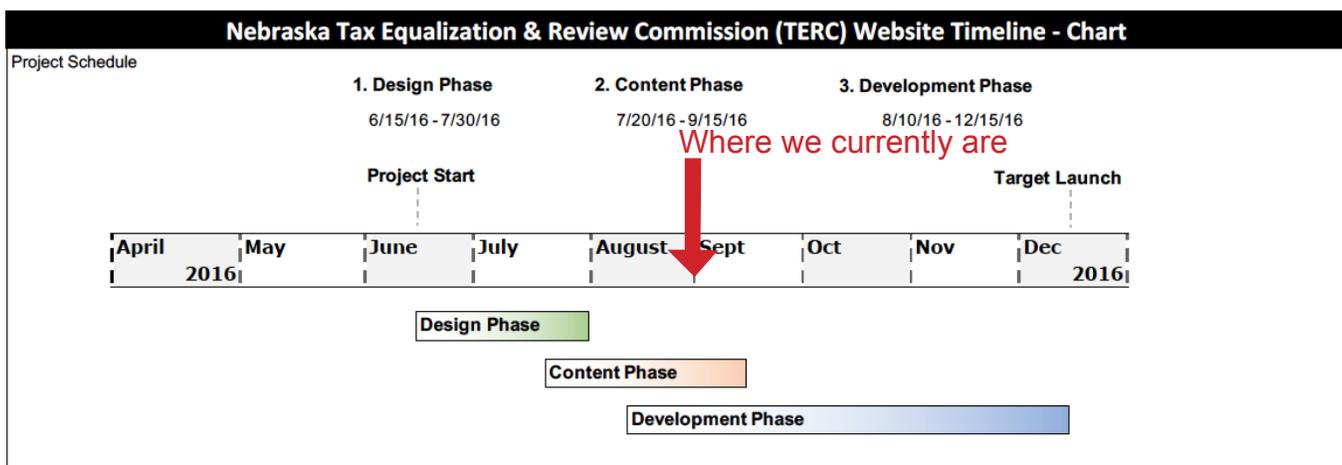
Total hours Nebraska Interactive has spent on the project to date: 76.5

Total hours Nebraska Interactive anticipates spending on the project to completion: 236 hours

Outstanding items to be completed before moving on to next phase:

Action Item	Start Date	Due Date	Responsible Party	Completed: Yes/No
TERC will work on any content revamping and sent to NI	8/1/16	9/15/16	TERC	No
Nebraska Interactive will continue to migrate content to new site		12/15/16	NI	NO

Project Overview & Time Line:



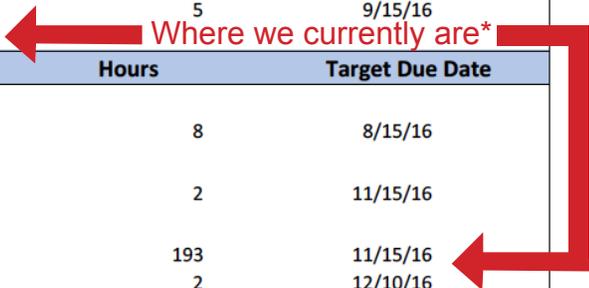
Project Overview & Time Line continued on page 2

PROJECT STATUS REPORT - 9/1/16

DESIGNER: Wes Fairhead

Project Overview & Time Line:

TERC Website Timeline - Breakdown			
<i>Timeline is subject to change depending on feedback, response time, etc</i>			
1	Design Phase	Hours	Target Due Date
1a.	Layout key stakeholders of the website redesign & their wishes for the new design	-	6/30/16
1b.	Receive website design questionnaire from NCDHH	-	6/30/16
1c.	2 Mockups of design layout with time for 2 revisions	20	7/10/16
2	Content Phase	Hours	Target Due Date
2a.	TERC will work on revising and/or reorganizing content for the new website	5	9/15/16
3	Development Phase	Hours	Target Due Date
3a.	Once a mockup has been approved, Nebraska Interactive will begin building the home page of the website	8	8/15/16
3b.	Also during this time, research and development time will be spend on any new modules or configurations for the site	2	11/15/16
3c.	As content is ready to be added to the website, it will be added per each section & reviewed by the agency	193	11/15/16
3d.	Further testing and overall review	2	12/10/16
3e.	Quality Assurance testing & review	5	12/10/16
3f.	Website Training	1	12/5/16
3g.	Target Launch Date		12/15/16





Presents the Nebraska.gov General Manager's Report & Business Plan Update

Third Quarter
July 2016 – September 2016

Table of Contents

Glossary of Terms.....[Page 3](#)

2016 Business Plan Assessment

1. Manage (*Section IV. J. 1.*)

- Overview of Portal Financial Value.....[Page 4-6](#)
- Network Reporting.....[Page 7](#)
- Statistical Reports, Portal Traffic & Hit Counts.....[Page 8](#)

2. Collaborate (*Section IV. J. 2.*)

- Projects Under Way, and Marketing Efforts[Page 9](#)

3. Leverage (*Section IV. J. 3.*)

- NIC projects and portals in the news.....[Page 10](#)

4. Initiatives (*Section IV. J. 4.*).....[Page 11](#)

5. Explore (*Section IV. J. 5.*)

- Staff Growth.....[Page 12](#)

6. Propose (*Section IV. J. 6.*)

- New Services and Ideas Proposed to the State.....[Page 13](#)

Appendix 1: Financials outlining volume and revenue details for each service

(*Section IV. W. 2. c.*)

Appendix 2: Project Status Reports (*Section IV. W. 4. a.*)

Glossary of Terms

- **Free Service:** An application or website developed, hosted, and maintained by Nebraska Interactive that does not process payments.
- **Self Funded Service:** An application developed, hosted, and maintained by Nebraska Interactive that processes payments. Revenue from the service may or may not cover the cost of service, self fund.
- **Revenue:** Funds collected via a portal fee (user/statutory/partner) before revenue share to NSRB, hosting, merchant fees, marketing, etc.
- **Grant:** New application or enhancement funded by a grant obtained by the partner.
- **Time & Materials:** A new application or enhancement funded by the partner on a time and materials rate.

(Section IV. W. 2. c) **Manage – Overview of Portal Financial Value**

	2016	2015	2016	2015
	August	August	Jan-August	Jan-August
NI Revenue	\$558,219	\$489,200	\$4,408,788	\$4,115,776
10% NSRB Margin Share**	\$38,644	\$33,495	\$298,972	\$276,349
Gross Margin	\$519,575	\$455,705	\$4,109,816	\$3,839,427
Operating Expenses	\$381,750	\$337,935	\$3,191,302	\$2,614,782
Nebraska Interactive Pre-Tax Income	\$137,825	\$117,770	\$918,513	\$1,224,646
Nebraska Interactive Provision for Income Tax Expense	\$55,235	\$47,198	\$368,108	\$490,795
Nebraska Interactive Net After-Tax Income	\$82,589	\$70,572	\$550,405	\$733,851

** This revenue is deposited into the NSRB Cash fund and reported in the NSRB Cash Fund Balance Report in the Executive Director’s report. This Partner share is the primary contributor to the NSRB Cash fund.

Nebraska Interactive Revenue Subject to 10%

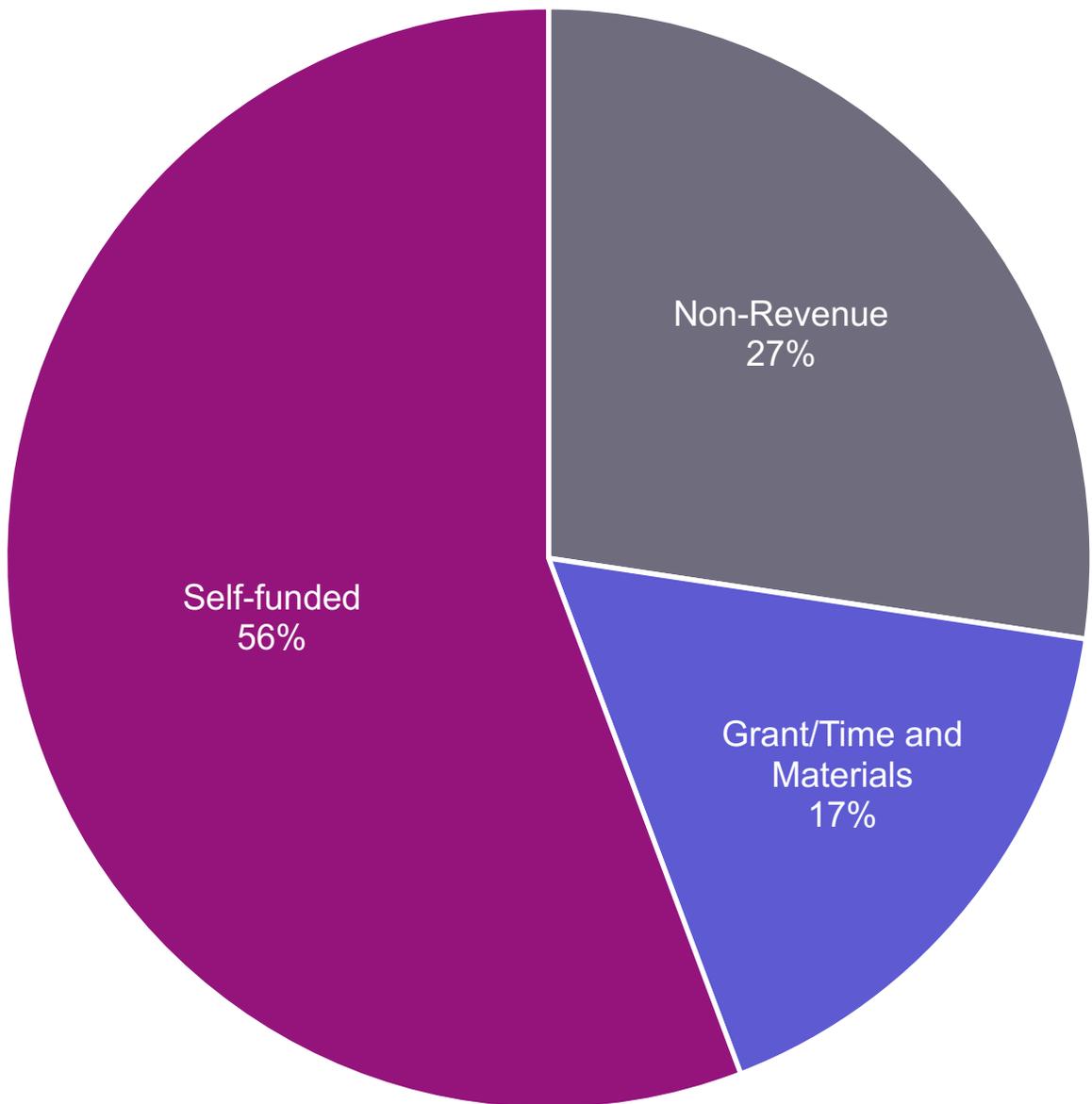
There a very limited number of services which are not subject to a 10% Partner share. These service do not include transactions such as T&M, Annual Subscriber revenues or are not subject to the NSRB through Legislation such as Courts and the Legislature.

NI Revenue	\$558,219	\$489,200	\$4,408,788	\$4,115,776
Courts, Subscriber and T&M (not included in NSRB 10%)	\$171,779	\$154,250	\$1,419,068	\$1,352,286
NI Revenue Subject to 10%	\$386,440	\$334,950	\$2,989,720	\$2,763,490

See Appendix 1 for Outlining Volume and Revenue for each service (Section IV. W. 2. c.)

2016 Year-to-Date

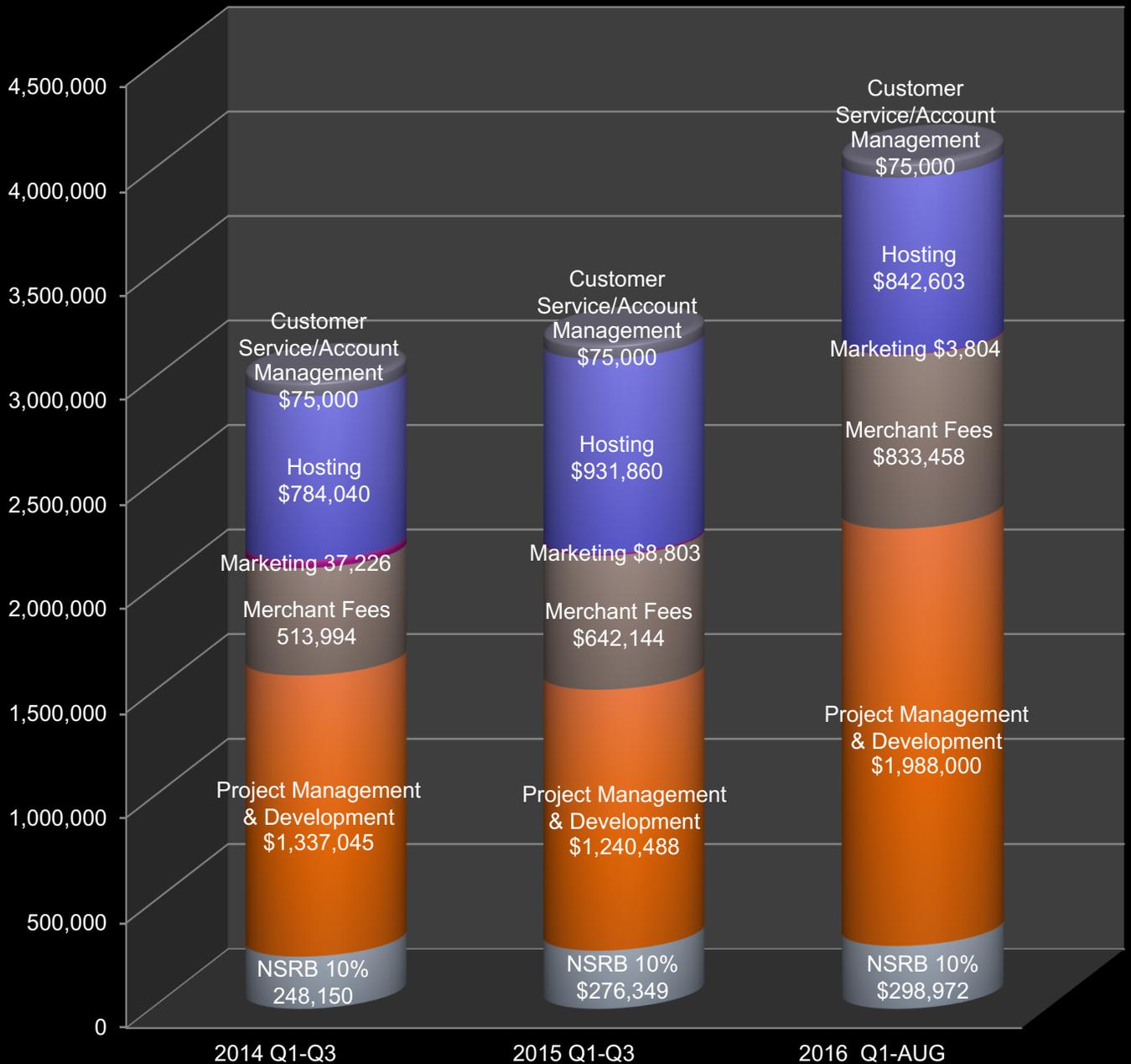
Time Spent on Revenue vs. Non-Revenue Generating Projects



For definitions, please see Glossary of Terms on page 3

(Section IV. W. 2. c) **Manage - Overview of Portal Financial Value**

Q1 thru August 2016 Self-funded Value



Note: The above graph is not all inclusive.

* Value categories displayed are based on actual expenses and Time & Material contract prices.

(Section IV. W. 3. a-b) **Manage – Network Monthly and Quarterly Reporting**

UPTIME REPORT

JULY	AUGUST	SEPT
100%	100%	-

RESPONSE TIME REPORT

JULY	AUGUST	SEPT
Avg. response time 490 ms	Avg. response time 490 ms	-

NETWORK ISSUES DETAIL REPORT

	Start Time	End Time	Time*	Description	Impact
7/15/2016	1:20 PM	1:40 PM	0:20	Latency was impacting the internal name server It was not able to respond to quick enough to incoming request. The meadowlark servers could not get the IP address of their database server in order to make a connection. The name servers were reloaded and this resolved the issue.	The Meadowlark Content Management system was unavailable as it could not communicate with it's database..
8/7/2016	4:15 AM	4:30 AM	0:15	NIC was performing scheduled maintenance on the network file storage that caused some downtime.	Web sites and applications were down for 15 minutes.

* Downtime reporting tool rounds the time to 5 minute increments, actual downtime may be less.

Nebraska Interactive 3rd Quarter Disaster Recovery Report

Nebraska Interactive performed the 3rd quarter disaster recovery test on September 14th, 2016. We tested all web and application servers in Allen, TX. We validated that all of our services were operating and responding correctly. The test did uncover that the Secretary of State Voter Registration application was not properly installed on our recovery servers. We re-installed the application to fix this problem. All other tests were successful.

(Section IV. W. 2. a) Manage – Statistical Reports, Portal Traffic & Hit Counts

Quarterly www.nebraska.gov Report

7/1/16 – 8/31/16

Unique Visitors



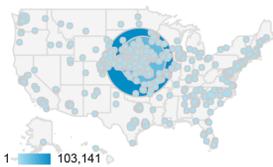
Total Visits



% New Visits



Unique Pageviews



Traffic Drivers

Source / Medium	Sessions	Avg. Session Duration
(direct) / (none)	139,878	00:03:45
google / organic	23,723	00:01:57
bing / organic	12,463	00:02:04
yahoo / organic	4,691	00:01:42
clickdmv.ne.gov / referral	4,343	00:02:13
dcs-inmatesearch.ne.gov / referral	2,132	00:02:07
access.sterlinginfosystems.com / referral	1,803	00:03:30
sos.ne.gov / referral	1,751	00:01:52
dhhs.ne.gov / referral	1,091	00:01:01
agaccess.sterlinginfosystems.com / referral	907	00:04:37

Most Popular Pages

Page Title	Pageviews	Avg. Time on Page
Home Nebraska.gov	236,735	00:05:02
Authorization Required Nebraska.gov	18,480	00:03:22
All Agencies Nebraska.gov	16,649	00:03:28
All Services Nebraska.gov	14,359	00:02:48
Find a Job Nebraska.gov	11,270	00:04:29
Error 404 Nebraska.gov	10,056	00:00:55
Courts & Legal Nebraska.gov	6,654	00:04:36
Judicial Branch Nebraska.gov	5,847	00:06:00
Contact Us Nebraska.gov	5,327	00:01:49
Unexpected Error Nebraska.gov	4,206	00:01:50

Top Landing Pages

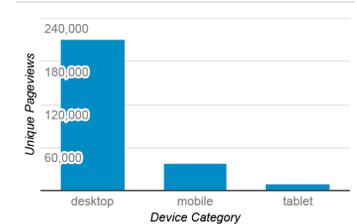
Landing Page	Entrances	Bounce Rate
/	152,348	63.87%
/agencies/	5,917	70.19%
/services/	5,586	80.93%
/employment/find-job/	4,750	86.97%
/contact-us/	2,953	70.44%
/justice/name.shtml	2,773	70.54%
/policies/	1,832	80.95%
/justice/	1,685	75.25%
/featured/courts-legal/	1,649	75.62%
/justice/name.cgi	1,125	79.20%

NOTE:
September data will be included in the next quarterly report.

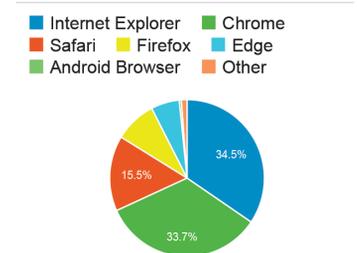
Traffic from Social Networks

Social Network	Sessions
Facebook	171
Twitter	52
LinkedIn	32
WordPress	26
Blogger	23

Device Type used to Visit Website



Users by Browser



Internet Explorer Browser Versions

Browser Version	Users
11.0	27,607
7.0	4,333
9.0	1,957
10.0	1,685
8.0	1,575
9.10	1

Progress Reports of Projects & Marketing Efforts Underway

Projects

- See appendix 2 (page 22) for Project Status Reports

Marketing

Award Winners

State of Nebraska: 2016 Best of the Web Winner (tied for 5th place), Nebraska.gov

Award Submissions

State of Nebraska: Government, W3 Award, NERegtoVote

State of Nebraska: User Interface, W3 Award, NERegtoVote

State of Nebraska: Government, Davey Wards, Nebraska.gov

Attorney General: Social Responsibility, Davey Wards, Protect the Good Life

SOS: WebAwards, NERegtoVote application

State of Nebraska: Government, WebAwards

State of Nebraska: Government, Summit Marketing Effective Award

State of Nebraska: Government, MobilewebAward

Social Media

63 posts on behalf of 24 different partners

Campaigns: #statepride, #NE, #wherewouldyouratherbe?, #centennialmall, #veterans

Press Release

State of Nebraska Website Awarded Top 5 in the Nation

Public Relations

Rotary Club #14 Business Networking Host. Why we do what we do, how we do it, what we do, who we are.

Branding, Marketing Collateral & Communications

Nebraska DMV Campaign: "Where would you rather be?" Posters for all DMV offices and Libraries

Courts eFiling Communication Plan

Nebraska Interactive Bus-Dev toolkit: Infographic - What we can provide to assist, one page

Email messaging consistent messaging: Returns/Chargebacks, Intro. to Bus-Dev

(Section IV. J. 3.) **Leverage - NIC projects and portals in the news**

August 30, 2016 | [Oklahoma Tax Commission Launches Enhanced Cars.Ok.Gov](#)

August 23, 2016 | [Support The Connecticut State Library & Museum Of History With Online Donations](#)

August 19, 2016 | [Hawaii Launches Online Heald College Transcript Ordering System](#)

August 16, 2016 | [Hawaii Contractors Are Urged To Renew Early Online At Mypvl](#)

August 12, 2016 | [You're Always First In Line When You Renew Your Colorado Vehicle Registration Anytime, Anywhere](#)

August 11, 2016 | [Maryland State Police Electronic Maryland Safety Inspection System A Success](#)

August 10, 2016 | [Colorado Fire Prevention And Control Information Now More Accessible](#)

August 10, 2016 | [Alabama Driver License Application Integrates Voter Registration](#)

August 3, 2016 | [Maine's Board Of Dental Examiners Announces New Online Services And Easier Access To Critical Information](#)

August 3, 2016 | [New Online Driver Exam Promotes Highway Safety](#)

July 28, 2016 | [Garland County, Arkansas, Dept. Of Environmental Services Launches New Payment Processing Service](#)

July 27, 2016 | [New Online Efficiencies Launched In The City Of Caneyville, Kentucky](#)

July 20, 2016 | [Alabama Adds Online Pre-Filing Options For Domestic Business Entities](#)

The Project Process

Finding government initiatives

- Our business development manager meets personally with officials from cities, counties, villages and political subdivisions to follow-up with existing services and discusses new services or opportunities for government efficiencies. (* see Expanding services page 13)
- Our Project, Marketing and support team working with partners continually brainstorm new ideas to expand the reach of the agency to deliver services to citizens and businesses of Nebraska.

Expedite and Execute government initiatives

- We prioritize our projects based on a series of questions answered by agency stakeholders, designed to meet the intent of the contract.
- We have an active list online in collaboration with the CIO which exceeds the contract requirements.

Project Process

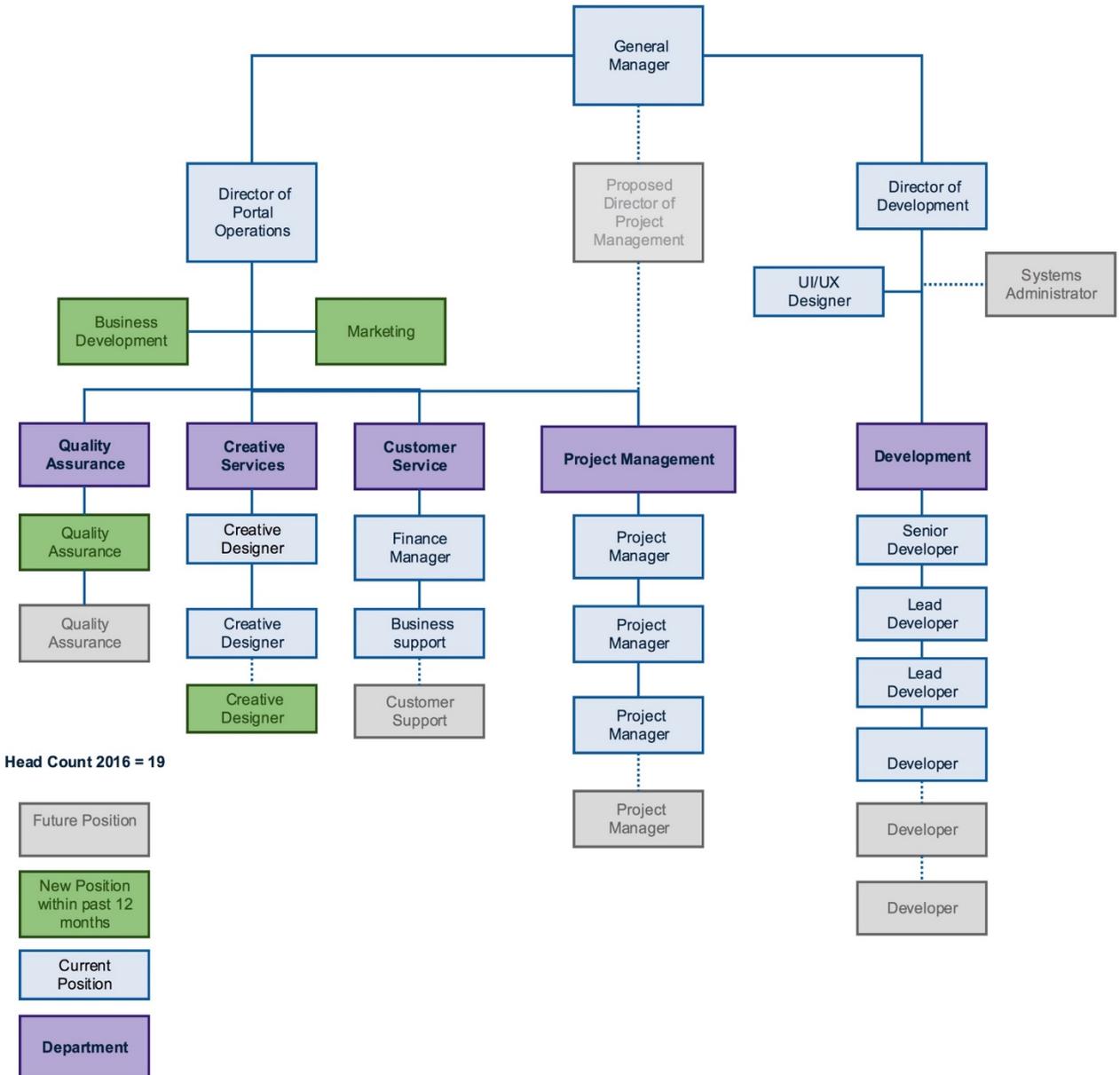
- Our project lifecycle is broken up into 5 phases and primarily work in a waterfall model.
- Each project goes through the 5 phase process.
 - Concept
 - Planning
 - Development
 - Testing
 - Roll-out
- Each phase of our projects has specific deliverables with specific agency sign-off.
 - Concept Document
 - Functional Specifications
 - Prototype
 - Quality Assurance Review
- Projects are team based which include the Partner, PM, Developer, Web designer and QA staff. Larger initiatives may require Marketing, Finance, UI/UX and additional development and project staff.
 - Each phase requires Partner sign-off in order to begin the next phase.
 - Many deliverables require frequent reassessment and development across the team members in order to develop the full scope of work. (add in language, expedite ...)

The value of the process

- All services are continually enhanced to increase citizen engagement, ensure security, update infrastructure, marketed at no cost to the state of Nebraska.
- New services yet to be explored are cultivated and developed to meet the needs of constituents and businesses.
- Over XX% of enhancements and new services are developed at little to no cost to the State or citizen.

(Section IV. J. 5.) Explore – Staff Growth

Staff requirements to actualize initiatives



Appendix 1

**Payment Statement
August 31, 2016**

TO: Nebraska State Records Board
c/o Secretary of State's Office
Room 2300, State Capitol
Lincoln, NE 68509-4608

FROM: Nebraska Interactive LLC
1 S. 13th, Suite 301
Lincoln, NE 68508



PERIOD COVERED: July 1st - July 31st

Transaction Services Subject to the 10% Split with the Nebraska State Records Board

Service/Volume Processed	No. of Records	Fee per Record	Total Revenue	Agency Share	NII Gross Share	NSRB Share (10%)	NII Share (90%)
DMV- DLR - Batch	15,199	\$3.00	\$45,597.00	\$30,398.00	\$15,199.00	\$1,519.90	\$13,679.10
DMV- DLR - Monitoring Fee	613,468	\$0.06	\$36,808.08	\$24,538.72	\$12,269.36	\$1,226.94	\$11,042.42
DMV- DLR - Interactive	64,381	\$3.00	\$193,143.00	\$128,762.00	\$64,381.00	\$6,438.10	\$57,942.90
DMV- DLR - Certified	40	\$3.00	\$120.00	\$80.00	\$40.00	\$4.00	\$36.00
DMV- DLR - Certified Transcript	167	\$4.00	\$668.00	\$501.00	\$167.00	\$16.70	\$150.30
DMV - DLR Single	1,121	\$3.00	\$3,363.00	\$2,242.00	\$1,121.00	\$112.10	\$1,008.90
DMV - Driver License Renew	7,050	Variable	\$167,287.50	\$158,415.50	\$8,872.00	\$887.20	\$7,984.80
DMV- TLR - Interactive	12,935	\$1.00	\$12,935.00	\$5,174.00	\$7,761.00	\$776.10	\$6,984.90
DMV- TLR - batch	31,325	\$1.00	\$31,325.00	\$12,530.00	\$18,795.00	\$1,879.50	\$16,915.50
DMV- TLR - Set-up Fee	0	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DMV- TLR - Special Request Runs	10	\$50.00	\$500.00	\$340.00	\$160.00	\$16.00	\$144.00
DMV- TLR - Vol. Over 2,000/Run	19	\$18.00	\$342.00	\$190.00	\$152.00	\$15.20	\$136.80
DMV - Reinstatement	1,869	\$3.00	\$142,963.00	\$137,350.00	\$5,613.00	\$561.30	\$5,051.70
DMV - Specialty Plates	1,396	\$3.00	\$58,023.00	\$53,835.00	\$4,188.00	\$418.80	\$3,769.20
DMV - IRP	165	Variable	\$263,101.02	\$262,373.14	\$727.88	\$72.79	\$655.09
DMV - IFTA	708	Variable	\$214,164.76	\$212,862.00	\$1,302.76	\$130.28	\$1,172.48
DMV - SingleTripPermit	902	Variable	\$35,578.00	\$32,670.00	\$2,908.00	\$290.80	\$2,617.20
DMV - Motor Vehicle Renewals	28,775	Variable	\$5,391,633.35	\$5,266,094.21	\$125,539.14	\$12,553.91	\$112,985.23
HHSS - Health Practitioner Lists	54	Variable	\$3,610.00	\$0.00	\$3,610.00	\$361.00	\$3,249.00
HHSS - Health Practitioner Lists Bulk	3	Variable	\$2,745.00	\$0.00	\$2,745.00	\$274.50	\$2,470.50
HHSS - Health License Monitoring	13,454	Variable	134.54	0.00	134.54	\$13.45	\$121.09
HHSS - Health License Monitoring Mo. Min.	0	Variable	0	0	0	\$0.00	\$0.00
HHSS - Health Risk Appraisal Company	0	50	0	0	0	\$0.00	\$0.00
HHSS - Health Risk Appraisal Employee	0	Variable	0	\$0.00	\$0.00	\$0.00	\$0.00
LCC Renewals	0	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LCC Local Renewals	1	Variable	\$0.01	\$0.01	\$0.00	\$0.00	\$0.00
SED - Electrical Permits	735	4% of Fee	\$75,398.00	72,382.08	3,015.92	\$301.59	\$2,714.33
SED - Electrician License Renewal	0	2% of Fee	\$0.00	0.00	0.00	\$0.00	\$0.00
SED - Electrician Apprentice License	110	3.00	\$2,530.00	2,200.00	330.00	\$33.00	\$297.00
SED - License List	0	Variable	\$0.00	0.00	0.00	\$0.00	\$0.00
SEDEXAM3 - Exam Application (\$3 fee)	16	3.00	\$1,008.00	1,008.00	48.00	\$4.80	\$43.20
SEDEXAM5 - Exam Application (\$5 fee)	3	5.00	\$390.00	390.00	15.00	\$1.50	\$13.50
SOS - Corporation filings (LLC/LLP)	0	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOS - NonProfit Reports	0	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOS - Document eDelivery	1,018	\$2/vari	\$79,333.95	\$76,905.00	\$2,428.95	\$242.90	\$2,186.05
SOS - Corp filings (Foreign/Domestic Corporati	0	Variable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOS - Certificate of Good Standing Orders	45	\$10.00	\$450.00	\$450.00	\$0.00	\$0.00	\$0.00
SOS - Online Certificate of Good Standing	475	\$6.50	\$3,087.50	\$1,187.50	\$1,900.00	\$190.00	\$1,710.00
SOS - Online Certificate of Good Standing Cre	374	\$6.50	\$2,431.00	\$935.00	\$1,496.00	\$149.60	\$1,346.40

SOS - Corporate Monthly Batch Service	3	\$800.00	\$2,400.00	\$1,200.00	\$1,200.00	\$120.00	\$1,080.00
SOS - Corporate Special Request(TPE)	13	Variable	\$735.00	\$367.50	\$367.50	\$36.75	\$330.75
SOS - Corporate Special Request	6	\$15.00	\$90.00	\$45.00	\$45.00	\$4.50	\$40.50
SOS - Corporate Images Subscriber	3,780	\$0.45	\$1,701.00	\$1,209.60	\$491.40	\$49.14	\$442.26
SOS - Corporate Images Credit Card	2,169	\$0.45	\$976.05	\$694.08	\$281.97	\$28.20	\$253.77
SOS - Corporate Bi-Monthly Batch Service	0	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOS - Corporate Weekly Batch Service	8	\$300.00	\$2,400.00	\$1,200.00	\$1,200.00	\$120.00	\$1,080.00
SOS - UCC Bi-Monthly Batch Service	0	500.00	\$0.00	0.00	0.00	\$0.00	\$0.00
SOS - UCC Bulk Images	1	\$800.00	\$800.00	\$400.00	\$400.00	\$40.00	\$360.00
SOS - UCC Weekly Batch Service	8	\$300.00	\$2,400.00	\$1,200.00	\$1,200.00	\$120.00	\$1,080.00
SOS - UCC Interactive Searches	5,154	\$4.50	\$23,193.00	\$18,039.00	\$5,154.00	\$515.40	\$4,638.60
SOS - UCC Monthly Batch Service	2	\$800.00	\$1,600.00	\$800.00	\$800.00	\$80.00	\$720.00
SOS - UCC Special Request	32	Variable	\$64.00	\$32.00	\$32.00	\$3.20	\$28.80
SOS - UCC Periodic Dump	0	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOS - UCC Debtor Location	8	\$15.00	\$120.00	\$60.00	\$60.00	\$6.00	\$54.00
SOS - UCC Continuation Filings	1,205	\$8.00	\$9,640.00	\$7,832.50	\$1,807.50	\$180.75	\$1,626.75
SOS - UCC Original Filings	1,874	\$8.00	\$14,992.00	\$12,462.10	\$2,529.90	\$252.99	\$2,276.91
SOS - UCC Electronic Amendments	403	\$8.00	\$3,224.00	\$2,619.50	\$604.50	\$60.45	\$544.05
SOS - UCC Electronic Assignments	12	\$8.00	\$96.00	\$78.00	\$18.00	\$1.80	\$16.20
SOS - UCC Electronic Collateral Amendments	137	\$8.00	\$1,096.00	\$890.50	\$205.50	\$20.55	\$184.95
SOS - UCC Images	9,845	\$0.45	\$4,430.25	\$3,150.40	\$1,279.85	\$127.99	\$1,151.86
SOS - UCC BatchSemi Monthly	2	\$500.00	\$1,000.00	\$500.00	\$500.00	\$50.00	\$450.00
SOS - EFS Interactive Searches	816	\$4.50	\$3,672.00	\$2,856.00	\$816.00	\$81.60	\$734.40
SOS - EFS Special Request	0	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOS - EFS Continuations	365	\$8.00	\$2,920.00	\$2,372.50	\$547.50	\$54.75	\$492.75
SOS - EFS Original Filings	156	\$8.00	\$1,248.00	\$1,014.00	\$234.00	\$23.40	\$210.60
REV - Sales/Use Tax Permit Lists	7	\$5.50	\$38.50	\$0.00	\$38.50	\$3.85	\$34.65
REV - Sales Tax Filings	0	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REV - Income Tax Withholding Filings (941N)	0	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NBPA Renewals	0	5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NREC - Real Estate Commission Services	111	3% of Fee	\$17,650.00	\$17,120.50	\$529.50	\$52.95	\$476.55
E&A - Engineers & Architects License Renewal	0	5% of Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E&A - Engineers & Architects Recip	19	7% of Fee	\$2,700.00	\$2,700.00	\$270.00	\$27.00	\$243.00
Water Well Registrations	217	5% of Fee	\$18,360.00	\$17,074.80	\$1,285.20	\$128.52	\$1,156.68
REV - Motor Fuels Tax Filing	683	\$0.25	\$170.75	\$0.00	\$170.75	\$17.08	\$153.67
NDOA - Applicator permits	54	\	\$3,105.00	\$2,970.00	\$135.00	\$13.50	\$121.50
NDOA-Measuring device	2,712	Variable	\$639,193.27	\$628,681.53	\$10,511.74	\$1,051.17	\$9,460.57
NDOA-AGDRYBEAN/AGIMPORTEGG/AGCW	205	Variable	\$960,018.33	\$959,508.96	\$509.37	\$50.94	\$458.43
NDOA-AGSMALL_PACKAGE	1	Variable	\$ (20.52)	\$ (25.00)	\$ 4.48	\$0.45	\$4.03
NDOA-AGFFAL_Tonnage	567	Variable	\$ 383,535.56	\$ 380,836.70	\$ 2,698.86	\$269.89	\$2,428.97
NDOA-AGGFAL_Renew	4	Variable	\$83.86	\$75.00	\$8.86	\$0.89	\$7.97
NDOA - DAIRY/EGG/TURKEY	12	Variable	\$28,090.51	\$28,069.51	\$21.00	\$2.10	\$18.90
NDOA - Grape/Potato	9	Variable	\$60,765.38	\$60,621.91	\$143.47	\$14.35	\$129.12
NDOA -Food License Renewals	2,534	Variable	\$387,094.73	\$378,891.82	\$8,202.91	\$820.29	\$7,382.62
NDOA - AGMILK_RENEW	77	Variable	\$9,219.28	\$8,950.00	\$269.28	\$26.9	\$242.38
NDOA - AGACTNMRKT	0	Variable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AG -Pesticide License Renewals	0	Variable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NDOA -Governor Ag Conference	0	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SFM - Fireworks Licenses/Permits	23	Variable	780.38	735.00	\$45.38	\$4.54	\$40.84
OTC-Over the counter payment	9,844	Variable	\$1,484,845.26	\$1,457,146.52	\$27,698.74	\$2,769.87	\$24,928.87
PropertyTax Payments	723	Variable	\$2,454,670.66	\$2,445,202.63	\$9,468.03	\$946.80	\$8,521.23
DOL-Contractor Registration	1,280	Variable	\$56,989.75	\$53,140.00	\$3,849.75	\$384.98	\$3,464.77

NDOL_BOILER	16	Variable	\$1,103.00	\$1,055.00	\$48.00	\$43.20
NDOL_ELEVATOR	0	Variable	\$0.00	\$0.00	\$0.00	\$0.00
NDOL_OVR_PMT	53	Variable	\$9,043.15	\$8,888.81	\$154.34	\$138.91
State Patrol Crime Report	1,141	\$18.00	\$33,192.00	\$27,660.00	\$5,532.00	\$4,978.80
State Patrol Crime Report - Subscriber	485	Variable	\$8,184.00	\$7,275.00	\$909.00	\$818.10
Event Registration	116	10% of Fee	\$4,348.00	\$3,926.00	\$422.00	\$379.80
Sarpy_Stop	280	Variable	\$32,880.00	\$32,081.00	\$799.00	\$719.10
SUBTOTAL			\$13,443,507.86	\$13,065,421.53	\$378,419.33	\$37,841.93

Transaction Services Not Subject to the 10% Split with the Nebraska State Records Board

Service/Volume Processed	No. of Records	Fee per Record	Total Revenue	Agency Share	NII Gross Share	NII Share
Court Records (Justice) Per Record	124,173	\$1.00	\$124,173.00	62,086.50	62,086.50	\$62,086.50
Court Records (Justice) Monthly	86	\$500.00	\$43,000.00	\$21,500.00	21,500.00	\$21,500.00
Court Records (Justice) Credit Card Searches	489	\$15.00	\$7,335.00	\$3,667.50	3,667.50	\$3,667.50
Court E-Filing	11,585	\$1.00	\$283,013.00	\$283,013.00	11,585.00	\$11,585.00
Court Citations	6,068	Variable	\$807,285.90	\$790,871.30	16,414.60	\$16,414.60
Court Payments	2,203	Variable	\$571,540.75	\$562,902.50	8,638.25	\$8,638.25
Lobbyist Registration	3	\$0.05	\$600.00	\$600.00	30.00	\$30.00
OTC-Court payments	2	Variable	\$13.03	\$12.71	0.32	\$0.32
LEG - BillTracker (1-3 eProfiles)	0	\$50.00	\$0.00	\$0.00	0.00	\$0.00
LEG - BillTracker (4-10 eProfiles)	0	\$100.00	\$0.00	\$0.00	0.00	\$0.00
LEG - BillTracker (11-20 eProfiles)	0	\$250.00	\$0.00	\$0.00	0.00	\$0.00
LEG - BillTracker (Unlimited eProfiles)	0	\$500.00	\$0.00	\$0.00	0.00	\$0.00
wccfile	312	Variable	\$1,284.00	\$435.00	\$849.00	\$849.00
scalesubscr	833	Variable	\$833.00	\$416.50	416.50	\$416.50
SUBTOTAL			1,839,077.68	1,725,505.01	125,187.67	125,187.67
						\$20,371.59

Other Revenue Not Subject to the 10% Split with the Nebraska State Records Board

Other Revenue/Adjustments	Number	Fee per Item	Total Revenue	NII Gross Share	NII Share
Grants/ Special Projects			30,250.82	30,250.82	30,250.82
Subscriptions - New	449	50.00	22,450.00	22,450.00	22,450.00
- Renewals	0	50.00	0.00	0.00	0.00
Billing Minimums/Adjustments	0		0.00	0.00	0.00
Revenue Affecting adjustments					
SUBTOTAL			\$52,700.82	\$52,700.82	

Other Applications Maintained and Supported - No Revenue

Service/Volume Processed	No. of Transactions	Fee per Record	Total Revenue	Agency Share	NII Share
DAS - State Directory Order	0	5.00	0.00	0.00	0.00
DED -Conference Registration	0	75.00	0.00	0.00	0.00
DHHS - Birth Certificate Order	1,776	17.00	36,414.00	36,414.00	0.00
LCC -Tax Payments	32	variable	2,951,985.00	0.00	0.00
					0.00

SUBTOTAL

\$2,988,399.00

\$36,414.00

**Payment Statement
September 30, 2016**

TO: Nebraska State Records Board
c/o Secretary of State's Office
Room 2300, State Capitol
Lincoln, NE 68509-4608

FROM: Nebraska Interactive LLC
1 S. 13th, Suite 301
Lincoln, NE 68508



PERIOD COVERED: August 1st -August 31st

Transaction Services Subject to the 10% Split with the Nebraska State Records Board

Service/Volume Processed	No. of Records	Fee per Record	Total Revenue	Agency Share	NII Gross Share	NSRB Share (10%)	NII Share (90%)
DMV- DLR - Batch	16,279	\$3.00	\$48,837.00	\$32,558.00	\$16,279.00	\$1,627.90	\$14,651.10
DMV- DLR - Monitoring Fee	623,385	\$0.06	\$37,403.10	\$24,935.40	\$12,467.70	\$1,246.77	\$11,220.93
DMV- DLR - Interactive	74,986	\$3.00	\$224,958.00	\$149,972.00	\$74,986.00	\$7,498.60	\$67,487.40
DMV- DLR - Certified	40	\$3.00	\$120.00	\$80.00	\$40.00	\$4.00	\$36.00
DMV- DLR - Certified Transcript	233	\$4.00	\$932.00	\$699.00	\$233.00	\$23.30	\$209.70
DMV - DLR Single	1,503	\$3.00	\$4,509.00	\$3,006.00	\$1,503.00	\$150.30	\$1,352.70
DMV - Driver License Renew	7,576	Variable	\$172,683.75	\$163,135.00	\$9,548.75	\$954.88	\$8,593.87
DMV- TLR - Interactive	15,145	\$1.00	\$15,145.00	\$6,058.00	\$9,087.00	\$908.70	\$8,178.30
DMV- TLR - batch	26,174	\$1.00	\$26,174.00	\$10,469.60	\$15,704.40	\$1,570.44	\$14,133.96
DMV- TLR - Set-up Fee	0	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DMV- TLR - Special Request Runs	11	\$50.00	\$550.00	\$374.00	\$176.00	\$17.60	\$158.40
DMV- TLR - Vol. Over 2,000/Run	11	\$18.00	\$198.00	\$110.00	\$88.00	\$8.80	\$79.20
DMV - Reinstatement	2,189	\$3.00	\$161,192.00	\$154,625.00	\$6,567.00	\$656.70	\$5,910.30
DMV - Specialty Plates	1,481	\$3.00	\$66,879.00	\$62,430.00	\$4,449.00	\$444.90	\$4,004.10
DMV - IRP	197	Variable	\$193,780.82	\$192,908.71	\$872.11	\$87.21	\$784.90
DMV - IFTA	207	Variable	\$23,365.46	\$22,895.93	\$469.53	\$46.95	\$422.58
DMV - SingleTripPermit	1,009	Variable	\$40,063.00	\$36,805.00	\$3,258.00	\$325.80	\$2,932.20
DMV - Motor Vehicle Renewals	28,327	Variable	\$5,549,515.25	\$5,421,993.93	\$127,521.32	\$12,752.13	\$114,769.19
HHSS - Health Practitioner Lists	59	Variable	\$4,705.00	\$0.00	\$4,705.00	\$470.50	\$4,234.50
HHSS - Health Practitioner Lists Bulk	1	Variable	\$380.00	\$0.00	\$380.00	\$38.00	\$342.00
HHSS - Health License Monitoring	13,313	Variable	133.13	0.00	133.13	\$13.31	\$119.82
HHSS - Health License Monitoring Mo. Min.	1	Variable	14.69	0	14.69	\$1.47	\$13.22
HHSS - Health Risk Appraisal Company	0	50	0	0	0	\$0.00	\$0.00
HHSS - Health Risk Appraisal Employee	0	Variable	0	\$0.00	\$0.00	\$0.00	\$0.00
LCC Renewals	210	\$1.00	\$14,259.01	\$13,750.00	\$509.01	\$50.90	\$458.11
LCC Local Renewals	96	Variable	\$82,641.94	\$81,716.45	\$925.49	\$92.55	\$832.94
SED - Electrical Permits	823	4% of Fee	\$77,201.00	74,112.96	3,088.04	\$308.80	\$2,779.24
SED - Electrician License Renewal	0	2% of Fee	\$0.00	0.00	0.00	\$0.00	\$0.00
SED - Electrician Apprentice License	173	3.00	\$3,979.00	3,460.00	519.00	\$51.90	\$467.10
SED - License List	2	Variable	\$70.00	70.00	10.00	\$1.00	\$9.00
SEDEXAM3 - Exam Application (\$3 fee)	19	3.00	\$1,197.00	1,197.00	57.00	\$5.70	\$51.30
SEDEXAM5 - Exam Application (\$5 fee)	2	5.00	\$260.00	260.00	10.00	\$1.00	\$9.00
SOS - Corporation filings (LLC/LLP)	0	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOS - NonProfit Reports	0	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOS - Document eDelivery	1,194	\$2/vari	\$95,626.45	\$92,680.00	\$2,946.45	\$294.65	\$2,651.80
SOS - Corp filings (Foreign/Domestic Corporati	-1	Variable	\$2,739.80	\$2,660.00	\$79.80	\$7.98	\$71.82
SOS - Certificate of Good Standing Orders	53	\$10.00	\$530.00	\$530.00	\$0.00	\$0.00	\$0.00
SOS - Online Certificate of Good Standing	572	\$6.50	\$3,718.00	\$1,430.00	\$2,288.00	\$228.80	\$2,059.20
SOS - Online Certificate of Good Standing Cre	435	\$6.50	\$2,827.50	\$1,087.50	\$1,740.00	\$174.00	\$1,566.00

SOS - Corporate Monthly Batch Service	3	\$800.00	\$2,400.00	\$1,200.00	\$1,200.00	\$120.00	\$1,080.00
SOS - Corporate Special Request(TPE)	16	Variable	\$240.00	\$120.00	\$120.00	\$12.00	\$108.00
SOS - Corporate Special Request	6	\$15.00	\$90.00	\$45.00	\$45.00	\$4.50	\$40.50
SOS - Corporate Images Subscriber	5,283	\$0.45	\$2,377.35	\$1,690.56	\$686.79	\$68.68	\$618.11
SOS - Corporate Images Credit Card	2,763	\$0.45	\$1,243.35	\$884.16	\$359.19	\$35.92	\$323.27
SOS - Corporate Bi-Monthly Batch Service	0	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOS - Corporate Weekly Batch Service	9	\$300.00	\$2,700.00	\$1,350.00	\$1,350.00	\$135.00	\$1,215.00
SOS - UCC Bi-Monthly Batch Service	0	500.00	\$0.00	0.00	0.00	\$0.00	\$0.00
SOS - UCC Bulk Images	1	\$800.00	\$800.00	\$400.00	\$400.00	\$40.00	\$360.00
SOS - UCC Weekly Batch Service	9	\$300.00	\$2,700.00	\$1,350.00	\$1,350.00	\$135.00	\$1,215.00
SOS - UCC Interactive Searches	6,023	\$4.50	\$27,103.50	\$21,080.50	\$6,023.00	\$602.30	\$5,420.70
SOS - UCC Monthly Batch Service	2	\$800.00	\$1,600.00	\$800.00	\$800.00	\$80.00	\$720.00
SOS - UCC Special Request	85	Variable	\$170.00	\$85.00	\$85.00	\$8.50	\$76.50
SOS - UCC Periodic Dump	0	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOS - UCC Debtor Location	11	\$15.00	\$165.00	\$82.50	\$82.50	\$8.25	\$74.25
SOS - UCC Continuationl Filings	1,406	\$8.00	\$11,248.00	\$9,139.00	\$2,109.00	\$210.90	\$1,898.10
SOS - UCC Original Filings	2,240	\$8.00	\$17,920.00	\$14,896.00	\$3,024.00	\$302.40	\$2,721.60
SOS - UCC Electronic Amendments	670	\$8.00	\$5,360.00	\$4,355.00	\$1,005.00	\$100.50	\$904.50
SOS - UCC Electronic Assignments	2	\$8.00	\$16.00	\$13.00	\$3.00	\$0.30	\$2.70
SOS - UCC Electronic Collateral Amendments	206	\$8.00	\$1,648.00	\$1,339.00	\$309.00	\$30.90	\$278.10
SOS - UCC Images	10,300	\$0.45	\$4,635.00	\$3,296.00	\$1,339.00	\$133.90	\$1,205.10
SOS - UCC BatchSemi Monthly	2	\$500.00	\$1,000.00	\$500.00	\$500.00	\$50.00	\$450.00
SOS - EFS Interactive Searches	961	\$4.50	\$4,324.50	\$3,363.50	\$961.00	\$96.10	\$864.90
SOS - EFS Special Request	0	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SOS - EFS Continuations	406	\$8.00	\$3,248.00	\$2,639.00	\$609.00	\$60.90	\$548.10
SOS - EFS Original Filings	182	\$8.00	\$1,456.00	\$1,183.00	\$273.00	\$27.30	\$245.70
REV - Sales/Use Tax Permit Lists	7	\$5.50	\$38.50	\$0.00	\$38.50	\$3.85	\$34.65
REV - Sales Tax Filings	0	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REV - Income Tax Withholding Filings (941N)	0	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NBPA Renewals	0	5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NREC - Real Estate Commission Services	122	3% of Fee	\$17,345.00	\$16,824.65	\$520.35	\$52.04	\$468.31
E&A - Engineers & Architects License Renewal	3	5% of Fee	\$424.00	\$424.00	\$21.20	\$2.12	\$19.08
E&A - Engineers & Architects Recip	32	5% of Fee	\$4,800.00	\$4,800.00	\$240.00	\$24.00	\$216.00
Water Well Registrations	308	5% of Fee	\$23,990.00	\$22,310.70	\$1,679.30	\$167.93	\$1,511.37
REV - Motor Fuels Tax Filing	423	\$0.25	\$105.75	\$0.00	\$105.75	\$10.58	\$95.17
NDOA - Applicator permits	16	\	\$1,050.00	\$1,008.00	\$42.00	\$4.20	\$37.80
NDOA-Measuring device	587	Variable	\$112,858.73	\$109,999.49	\$2,859.24	\$285.92	\$2,573.32
NDOA-AGDRYBEAN/AGIMPORTEGG/AGCW	10	Variable	\$6,081.25	\$6,024.87	\$56.38	\$5.64	\$50.74
NDOA-AGSMALL_PACKAGE	0	Variable	\$ -	\$ -	\$ -	\$0.00	\$0.00
NDOA-AGFFAL_Tonnage	81	Variable	\$ 62,602.58	\$ 61,865.45	\$ 737.13	\$73.71	\$663.42
NDOA-AGGFAL_Renew	3	Variable	\$55.62	\$50.00	\$5.62	\$0.56	\$5.06
NDOA - DAIRY/EGG/TURKEY	8	Variable	\$30,139.95	\$30,125.95	\$14.00	\$1.40	\$12.60
NDOA - Grape/Potato	1	Variable	\$4,386.67	\$4,384.92	\$1.75	\$0.18	\$1.57
NDOA -Food License Renewals	1,003	Variable	\$135,865.28	\$132,608.54	\$3,256.74	\$325.67	\$2,931.07
NDOA - AGMILK_RENEW	13	Variable	\$3,648.19	\$3,575.00	\$73.19	\$7.3	\$65.89
NDOA - AGACTNMRKT	0	Variable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AG -Pesticide License Renewals	0	Variable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NDOA -Governor Ag Conference	0	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SFM - Fireworks Licenses/Permits	29	Variable	326.25	290.00	\$36.25	\$3.63	\$32.62
OTC-Over the counter payment	10,643	Variable	\$1,662,196.27	\$1,629,064.71	\$33,131.56	\$3,313.16	\$29,818.40
PropertyTax Payments	510	Variable	\$1,156,780.39	\$1,150,102.81	\$6,677.58	\$667.76	\$6,009.82
DOL-Contractor Registration	1,262	Variable	\$57,111.20	\$53,285.00	\$3,826.20	\$382.62	\$3,443.58

NDOL_BOILER	18	Variable	\$1,459.00	\$1,405.00	\$54.00	\$5.40	\$48.60
NDOL_ELEVATOR	0	Variable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NDOL_OVR_PMT	67	Variable	\$11,819.79	\$11,578.68	\$241.11	\$24.11	\$217.00
State Patrol Crime Report	1,399	\$18.00	\$43,218.00	\$36,015.00	\$7,203.00	\$720.30	\$6,482.70
State Patrol Crime Report - Subscriber	292	Variable	\$5,145.00	\$4,380.00	\$765.00	\$76.50	\$688.50
Event Registration	124	10% of Fee	\$5,382.25	\$4,895.50	\$486.75	\$48.68	\$438.07
Sarpy_Stop	268	Variable	\$30,490.00	\$29,749.10	\$740.90	\$74.09	\$666.81
Medicaid & Long Term Care	2	\$1.75	\$132.00	\$128.50	\$3.50	\$0.35	\$3.15
Micellaneous Charge for Swipers	1	variable	\$336.80	\$0.00	\$336.80	\$33.68	\$303.12
SUBTOTAL			\$10,326,821.07	\$9,940,716.57	\$386,442.70	\$38,644.27	\$347,798.43

Transaction Services Not Subject to the 10% Split with the Nebraska State Records Board

Service/Volume Processed	No. of Records	Fee per Record	Total Revenue	Agency Share	NII Gross Share	NII Share
Court Records (Justice) Per Record	149,876	\$1.00	\$149,876.00	74,938.00	74,938.00	\$74,938.00
Court Records (Justice) Monthly	86	\$500.00	\$43,000.00	\$21,500.00	21,500.00	\$21,500.00
Court Records (Justice) Credit Card Searches	497	\$15.00	\$7,455.00	\$3,727.50	3,727.50	\$3,727.50
Court E-Filing	15,302	\$1.00	\$384,523.00	\$384,523.00	15,302.00	\$15,302.00
Court Citations	6,090	Variable	\$820,945.48	\$804,566.08	16,379.40	\$16,379.40
Court Payments	2,410	Variable	\$686,945.04	\$678,165.28	8,779.76	\$8,779.76
Lobbyist Registration	6	\$0.05	\$1,015.00	\$0.00	50.75	\$50.75
OTC-Court payments	2	Variable	\$173.67	\$169.45	4.22	\$4.22
LEG - BillTracker (1-3 eProfiles)	0	\$50.00	\$0.00	\$0.00	0.00	\$0.00
LEG - BillTracker (4-10 eProfiles)	0	\$100.00	\$0.00	\$0.00	0.00	\$0.00
LEG - BillTracker (11-20 eProfiles)	0	\$250.00	\$0.00	\$0.00	0.00	\$0.00
LEG - BillTracker (Unlimited eProfiles)	0	\$500.00	\$0.00	\$0.00	0.00	\$0.00
wccfile	385	Variable	\$1,539.00	\$480.00	\$1,059.00	\$1,059.00
scalesubscr	753	Variable	\$753.00	\$376.50	376.50	\$376.50
SUBTOTAL			2,096,225.19	1,968,445.81	142,117.13	142,117.13
						\$25,000.79

Other Revenue Not Subject to the 10% Split with the Nebraska State Records Board

Other Revenue/Adjustments	Number	Fee per Item	Total Revenue	NII Gross Share	NII Share
Grants/ Special Projects			12,697.97	12,697.97	12,697.97
Subscriptions - New	339	50.00	16,950.00	16,950.00	16,950.00
- Renewals	0	50.00	0.00	0.00	0.00
Billing Minimums/Adjustments	0		0.00	0.00	0.00
Revenue Affecting adjustments					
SUBTOTAL			\$29,647.97	\$29,647.97	

Other Applications Maintained and Supported - No Revenue

Service/Volume Processed	No. of Transactions	Fee per Record	Total Revenue	Agency Share	NII Share
DAS - State Directory Order	0	5.00	0.00	0.00	0.00
DED -Conference Registration	0	75.00	0.00	0.00	0.00
DHHS - Birth Certificate Order	2,116	17.00	42,398.00	42,398.00	0.00

LCC -Tax Payments

33

variable

2,391,854.00

2,391,854.00

0.00

0.00

SUBTOTAL

\$2,434,252.00

\$2,434,252.00

Appendix 2

PROJECT STATUS REPORT - 9/15/16

DESIGNER: Levi Campbell/Ashly Eickmeier

**Assistive Technology Partnership (ATP) -
Meadowlark Website Redesign**

Current Phase: Design

Completion Target Date: December 1, 2016

Progress Since Last Update:

- Mockup meeting on 9/9.
- Mockups revised and sent on 9/13 and 9/15.

Total hours Nebraska Interactive has spent on the project to date: 16 hours

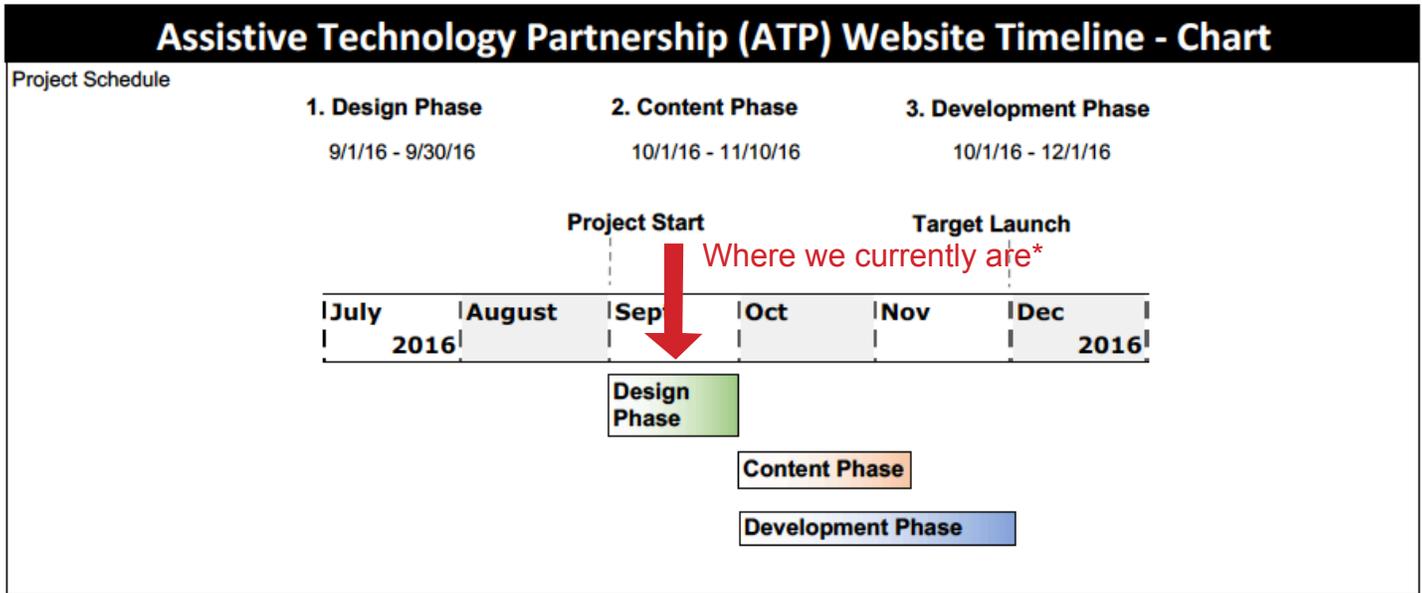
Total hours Nebraska Interactive anticipates spending on the project to completion: 48 hours

Outstanding items to be completed before moving on to next phase:

Action Item	Start Date	Due Date	Responsible Party	Completed: Yes/No
ATP to review mockups and provide final feedback.		9/23/16	ATP	No
ATP will work on revising and/or reorganizing content for the new website	9/12/16	11/10/16	ATP	No
Once design is approved, NI will begin building home page	9/26/16	10/15/16	NI	No

PROJECT STATUS REPORT - 9/15/16

DESIGNER: Levi Campbell/Ashly Eickmeier



Project Overview & Time Line:

ATP Website Timeline - Breakdown

Timeline is subject to change depending on feedback, response time, etc

1	Design Phase	Hours	Target Due Date
1a.	Layout key stakeholders of the website redesign & their wishes for the new design	-	Completed
1b.	Receive website design questionnaire from ATP	-	Completed
1c.	2 Mockups of design layout with time for 2 revisions	20	9/30/16
2	Content Phase	Hours	Target Due Date
2a.	ATP will work on revising and/or reorganizing content for the new website	3	11/10/16
3	Development Phase	Hours	Target Due Date
3a.	Once a mockup has been approved, Nebraska Interactive will begin building the home page of the website	8	10/15/16
3b.	Also during this time, research and development time will be spend on any new modules or configurations for the site	2	10/20/16
3c.	As content is ready to be added to the website, it will be added per each section & reviewed by the agency	10	11/15/16
3d.	Further testing and overall review	1	11/21/16
3e.	Quality Assurance testing & review	3	11/21/16
3f.	Website Training	1	11/29/16 *
3g.	Target Launch Date		12/1/16

← Where we currently are

PROJECT STATUS REPORT – 9/15/2016PROJECT MANAGER: EVERS, JESSICA

State Court Administrator

Current phase: N/A –This bi-weekly updates will cover all work in progress on multiple services

Phase completion target date: 12/31/2016 The bi-weekly updates will outline and follow progress on all work to be completed.

Progress since last update:**Service:** Appellate Court eFiling

- Go Live Scheduled for Monday, Sept. 19th (Soft Launch)
 - AOC scheduled to promote web services to production on Sunday, Sept 18th
 - Partner testing revealed needed changes. These will be prioritized with any soft launch group feedback. If agreeable, changes to be implemented prior to Official Go Live
 - Monday, Oct 3rd Official Go Live

Service: Trial Court eFiling

- eFiling Enhancement to add logic changes needed to incorporate all civil subtypes should be slatted after Judge Portal II
- Modify eFiling billing to subscription
 - 9/16/2016 NI Development provided hours estimate to implement billing changes
 - 9/24/2016 NI development scheduled to complete TPE plug in
 - Next Step:
 - Resource development to modify the eFiling applications

Service: Trial Court eFiling Batch/Web Service

- 7/13/2016 Justice Works is still working to implement District Court
- 8/18/2016 NI completed the multiple end point build and has roll changes into our test environment
 - Pending testing and approval from Software Unlimited
 - Justice Works and NI have confirmed changes
- Software Unlimited is suggested they are working with the following
 - Platte County
 - Sarpy County
 - City of Omaha, Attorney Office
- Other Interests in Batch/Web Service
 - Lancaster County Attorney
 - Brumbaugh & Quandahl
 - 6/17/2016 Developer working on integration is no longer with the company. NI is reaching out for a new contact.
 - Legal Aide
 - CHARTS

- 9/15/2016 partner began development
 - Probation
 - Jefferson County Sheriff
 - Gurstel Chargo Law Office
- 9/19/2016 Continues testing

Service: Judge Portal

Judge Portal Confidential Document Transfer

- 9/12/2016 NI promoted Audit Logs changes to production
- Next Steps:
 - Stakeholders have provided feedback for enhancements. NI and AOC need to determine priority

Judge Portal Phase II

Includes: Case Management & Progression

- 9/6/2016 NI began development

Service: ePayments

- **ePayment (Interactive)**
 - QA Testing and Review

Projects in Queue

Service: ePayments

- **ePayment (Bulk)**
 - Deferred until Interactive changes are implemented

Service: ePublication/SCCALES Case Search

- NI will work with the AOC to determine resource and priority for the change request to link to opinions from the case search application

Service: Mediator

- NI will work with the AOC to determine resource and priority for the change request to allow PDF upload and other changes to Mediator Biennial submissions. Estimated hours = 30

Service: JUSTICE bulk subscription tier

- Ne.gov needs to prioritize this so that an evaluation can be completed

Service: JUSTICE Special requests

- Ne.gov is waiting for Table Schemas and progress on a new database for JUSTICE record tables.
- AOC will provide previous user requests for Ne.gov to review

Service: Certified Records

- Ne.gov and AOC have deferred this for a future project

Outstanding items:

Project	Action item	Start Date	Due Date	Responsible Party	Complete: Yes/No
Appellate eFiling	Partner Testing Completion	7/29/2016	9/9/2016	Appellate Clerks	Yes
Appellate eFiling	Go Live		9/19;2016	NI	No
Appellate eFiling	Partner & Soft Launch Testing Feedback	9/13/2016	9/30/2016	NI	No
Trial Court eFiling	Add Condemnation Subtype	6/1/2016	6/15/2016	NI	No
Trial Court eFiling	TPE Grails Plugin	8/1/2016	8/15/2016 8/31/2016	NI	No
Case Search	Provide Previous User requests	--	1/31/2016	AOC	No
Judge Portal CDT	Complete and approval audit log changes	8/31/2016	9/10/2016	NI	Yes
ePayment	QA Review	6/24/2016	8/15/2016 9/30/2016	NI	No
SCCALES Case Search	Resource/Prioritize case search change request	4/18/2016	5/13/2016 7/5/2016	NI & AOC	No
Mediator	Resource/Prioritize change request	6/17/2016	7/16/2016	NI & AOC	No

PROJECT STATUS REPORT – 9/15/2016

PROJECT MANAGER: NATALIE ERB

Department of Motor Vehicles

Current phase: On-going

Phase completion target date: 12/31/2016

Department of Motor Vehicles Website Redesign

Project Phase: Content Mapping

DMV Contact: Julie Maaske

NE.gov Website Developer: Levi Campbell

NE.gov PM: Natalie Erb and Ashly Eickmeier

NE.gov has met with Rhonda and Julie and identified a final website design choice. In addition, initial project questions were reviewed. NE.gov will continue content mapping and preparing a full project plan. Next meeting is planned for 9/26 to review project plan and discuss timelines.

Target Launch Date: 4/15/17

Actual Launch Date:

Driver Licensing Services – Progress Since Last Update:

Service: Driver Licensing Services

Project: Change of Address – Change Request #2

Project Phase: Testing

DMV Contact: Sara O'Rourke

NE.gov Developer: Aaron Steager

NE.gov PM: Natalie Erb

6 identified changes. 1. Add a list of address formatting/abbreviation rules/tips for users on the application. 2. Update the field length for the current residential address and mailing address to 35 characters. 3. Disallow users to submit a change of address request with the same address on file. 4. In the Admin, pressing the Cancel button will unlock the record and place it back into the queue. 5. In Admin, Add a new multi-select for rejecting COA that would allow Admin to select which upload(s) are being declined. 6. Update the email decline message.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Planning	8/12/16	9/1/16	7.00	\$875.00
Development	9/1/16	9/9/16	20.00	\$2,500.00
Testing	9/9/16		3.00	\$375.00
Launch				
Total Value	-	-	7.00	\$3,750.00

Target Launch Date: ~~9/16/16~~ 9/21/16

Actual Launch Date:

Service: Driver Licensing Services

Project: COA Address Standardization

Project Phase: Concept

DMV Contact: Sara O'Rourke

NE.gov PM: Natalie Erb

NE.gov is working on a solution and drafting a change request.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	8/12/16		1.00	\$125.00
Planning				
Development				
Testing				
Total Value	-	-		\$125.00

Target Launch Date: TBD

Actual Launch Date:

Service: New Service

Project: Driver Licensing Forms

Project Phase: Concept

DMV Contact: Sara O'Rourke

NE.gov PM: Natalie Erb

NE.gov met with DMV on 5/17/16 to learn of the initial scope of the project. NE.gov is partnering with DMV to review the RFP for lobby management regarding the NE.gov portion of the project for Forms. NE.gov has approved the draft of RFP language that references NE.gov. This project timeline is dependent on working with the identified lobby management vendor chosen by the DMV.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	05/17/16		2.50	\$312.50
Planning				
Development				
Testing				
Total Value	-	-	2.50	\$312.50

Target Launch Date: Pending DMV RFP for Lobby Management System. Initial estimate from DMV is that they would like to launch Phase 1, End of 2017.

Actual Launch Date:

Service: Driver Licensing Services

Project: CDL Renewals

Project Phase: Concept

DMV Contact: Sara O'Rourke

NE.gov Developer: Aaron Steager

NE.gov PM: Natalie Erb

NE.gov held a Concept document final review meeting with the DMV. NE.gov is reviewing CDL Concept feedback.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	6/16/16		28.50	\$3,562.50
Planning				
Development				
Testing				
Total Value	-	-	28.50	\$3,562.50

Target Launch Date: Tentative March 2017

Actual Launch Date:

Service: New Service

Project: SR22/SR26

Project Phase: Concept

DMV Contact: Kathy Van Brocklin, DMV Financial Responsibility Division

NE.gov Developer: TBD

NE.gov PM: Natalie Erb

Create an online interface to allow approved insurance companies to submit insured information to the DMV as an SR22/SR26 filing.

- NE.gov has met with Idaho.gov to review their SR22/26 solution.
- NE.gov is met with Alex Hageli and his team from PCI to discuss documentation for building SR/22/26 service on 9/7/16.
- NE.gov met with DMV on 9/15. DMV will review options and reach back out to NE.gov when they have decided on a go-forward solution.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	7/12/16		15.00	\$1,875.00
Planning				
Development				
Testing				
Total Value	-	-	3.50	\$1,875.00

Target Launch Date: TBD

Actual Launch Date:

Vehicle Services – Progress since last update:

Service: Specialty/Message License Plate System

Project: Mountain Lion Conservation Plate

Project Phase: Development

DMV Contact: Betty Johnson

NE.gov PM: Jane Rihanek

NI is waiting for DMV to send a new image for the plate.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	5/10/16	5/10/16	0.25	\$31.25
Planning	5/23/16	6/3/16	5.75	\$718.75
Development	8/8/16		5.75	\$718.75
Testing				
Total Value	-	-	11.75	\$1,468.75

Target Launch Date: 10/1/16

Actual Launch Date:

Service: Specialty/Message License Plate System

Project: Breast Cancer Awareness Plate

Project Phase: Development

DMV Contact: Betty Johnson

NE.gov PM: Jane Rihanek

NI is waiting for DMV to provide a new image for the plate.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	5/10/16	5/10/16	0.25	\$31.25
Planning	5/23/16	6/3/16	5.75	\$718.75
Development	8/8/16		5.75	\$718.75
Testing				
Total Value	-	-	11.75	\$1,468.75

Target Launch Date: 1/1/17

Actual Launch Date:

Service: New Service

Project: Historical Plates

Project Phase: Concept

DMV Contact: Betty Johnson

NE.gov PM: Jane Rihanek

NE.gov is waiting to hear from DMV if they have resources available to begin Concept meetings to start this new project.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept				
Planning				
Development				
Testing				
Total Value	-	-		

Target Launch Date: TBD

Actual Launch Date:

Service: Vehicle Registration

Project: New Plate Year

Project Phase: Planning

DMV Contact: Betty Johnson

NE.gov Developer: Aaron Steager

NE.gov PM: Natalie Erb

- NE.gov has supplied DMV with 4 Change Request documents for New Plate Year and is waiting on DMV to return signed change requests to begin development.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Planning	5/10/16		15.75	\$1,968.75
Development				
Testing				
Total Value	-	-	15.75	\$1,968.75

Target Launch Date: 12/1/16

Actual Launch Date:

Service: Vehicle Registration

Project: New Plate Year – Plate Manager Re-template

Project Phase: Testing

DMV Contact: Betty Johnson

NE.gov Developer: Caleb Wiedel

NE.gov PM: Natalie Erb

- NE.gov is waiting for testing until the other change request is signed and development completed on this application.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Planning	8/9/16	8/10/16	0.50	\$62.50
Development	8/15/16	8/26/16	8.00	\$1,000.00
Testing				
Total Value	-	-	8.50	\$1,062.50

Target Launch Date: 12/1/16

Actual Launch Date:

Service: Vehicle Tax Estimator

Project: Vehicle Tax Estimator User Feedback Change Request

Project Phase: Testing

DMV Contact: Betty Johnson

NE.gov PM: Natalie Erb

NE.gov is waiting for sign-off from DMV to go to production.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Planning	7/18/16	8/1/16	1.00	\$125.00
Development	8/15/16	8/15/16	1.00	\$125.00
Testing	8/26/16		1.00	\$125.00
Total Value	-	-	3.00	\$375.00

Target Launch Date: 8/31/16

Actual Launch Date:

Motor Carrier Services – Progress since last update:

Task: CCP and EGX implementation

DMV Contact: Cathy Beedle

NE.gov PM: Natalie Erb

- NI is also working to determine solutions for CCP feedback provided during the meeting.

Future Projects:

DMV and NE.gov have been in discussions about upcoming project opportunities. These include the below list and we will work toward identifying feasibility and priority in the coming months.

Financial Responsibility Projects

Status: NE.gov has met with DMV to determine initial scope of projects.

- Driver Privilege Services – Statement of Lost Motor Vehicle

Driver Licensing Services Projects

Status: DMV is waiting for the next Legislative Session to determine need for this project.

- School Bus Driver Medical Examiner Report Uploads - Add the capability for school bus drivers/schools to upload their drivers' Medical Examiner Reports to the DMV. Estimated users in one year would be 750 annually, facilitating online renewals.

Outstanding Items:

Action item	Due Date	Responsible Party	Completed: Yes/No
NE.gov to create Change Request for COA Address Standardization	9/23/16	NE.gov	No
SPLATE defect fix and fix for mobile view of plate images Testing Sign-off.	9/9/16	DMV	Yes
Vehicle Tax Estimator Change Testing Sign-off	9/14/16	DMV	No
Signed Change Request Documents for New Plate Year	9/9/16	DMV	No

PROJECT STATUS REPORT - 9/15/16

DESIGNER: Wes Fairhead

Nebraska Commission for the Deaf and Hard of Hearing (NCDHH) - Meadowlark Website Redesign

Current Phase: Content & Development

Completion Target Date: December 1, 2016

Progress Since Last Update:

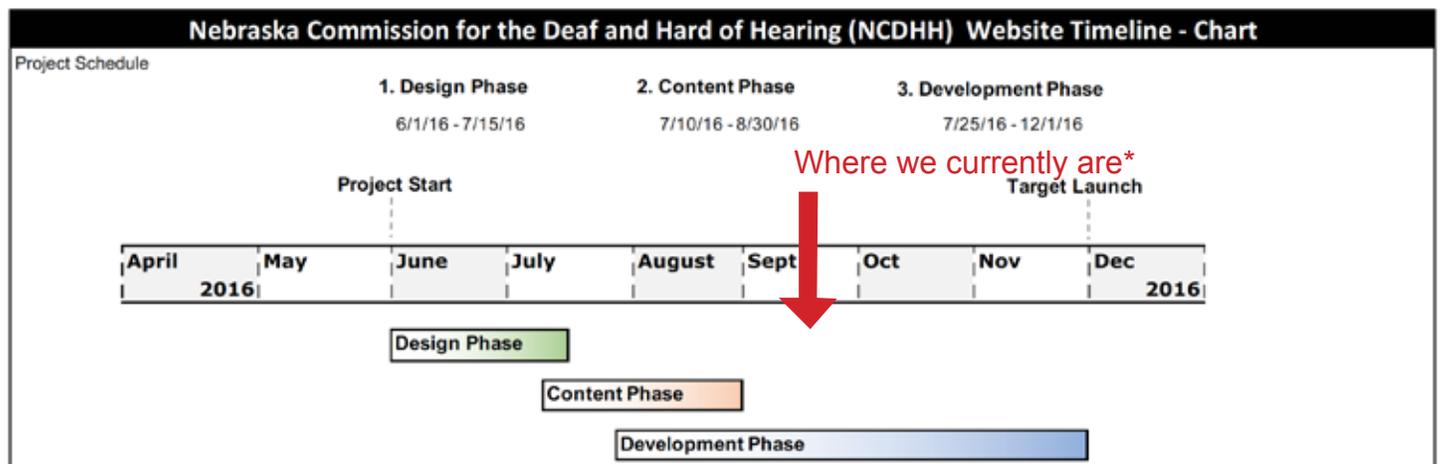
- Nebraska Interactive and NCDHH have set up a website training meeting for 9/20/16
- NCDHH has set a target launch date of 09/29/16.

Total hours Nebraska Interactive has spent on the project to date: 112.75 hours

Total hours Nebraska Interactive anticipates spending on the project to completion: 149 hours

Outstanding items to be completed before moving on to next phase:

Action Item	Start Date	Due Date	Responsible Party	Completed: Yes/No
NI training with NCDHH		9/20/16	NI	No
Website launch date		9/29/16	NI	No

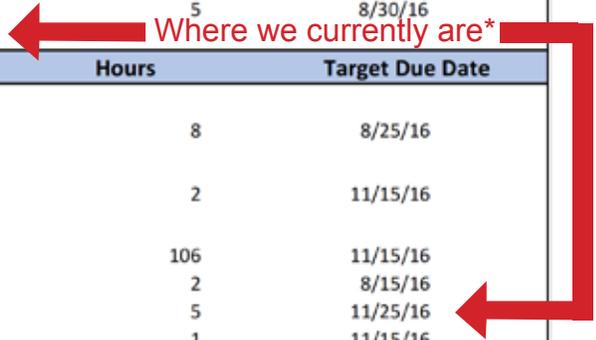


PROJECT STATUS REPORT - 9/15/16

DESIGNER: Wes Fairhead

Project Overview & Time Line:

NCDHH Website Timeline - Breakdown			
<i>Timeline is subject to change depending on feedback, response time, etc</i>			
1	Design Phase	Hours	Target Due Date
1a.	Layout key stakeholders of the website redesign & their wishes for the new design	-	Completed
1b.	Receive website design questionarre from NCDHH	-	6/1/16
1c.	2 Mockups of design layout with time for 2 revisions	20	7/1/16
2	Content Phase	Hours	Target Due Date
2a.	NCDHH will work on revising and/or reorganizing content for the new website	5	8/30/16
3	Development Phase	Hours	Target Due Date
3a.	Once a mockup has been approved, Nebraska Interactive will begin building the home page of the website	8	8/25/16
3b.	Also during this time, research and development time will be spend on any new modules or configurations for the site	2	11/15/16
3c.	As content is ready to be added to the website, it will be added per each section & reviewed by the agency	106	11/15/16
3d.	Further testing and overall review	2	8/15/16
3e.	Quality Assurance testing & review	5	11/25/16
3f.	Website Training	1	11/15/16
3g.	Target Launch Date		12/1/16



PROJECT STATUS REPORT – 9/15/2016

PROJECT MANAGER: EVERS, JESSICA

Department of Agriculture

Current phase: N/A - This bi-weekly updates will cover all work in progress on multiple services.

Phase completion target date: This status reports provides progress and value for ongoing projects with NDA.

Progress since last update:

Service: Nursery License Fees

Expected Go Live: NDA prefers a 10/2016 Go Live, however, many deadlines have been missed. The Go Live is not expected to be met.

- 9/26 (week of) Partner will meet with NI for 2nd Round of Testing – Grow Locations
 *Partner has been notified that testing availability is a requirement to move forward with development at this time.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	10/22/2015	10/22/2015	6	\$750.00
Planning	10/22/2015	7/29/2016	210	\$26,250.00
Development	8/15/2016		103	\$12,8756.00
Testing				
Total Value				

Service: Pesticide Registration & Dealer

- **11/2016 Priority:**
 - 9/12/2016 Ni completed the retemplate
 - 9/16/2016 NI to resource development
- **NDA to touch base with Kelly Registration for API documentation or schedule a meeting with their contact for a technical discussion including NI**

Service: FFAL Tonnage

- **01/2017 Priority:** NI development hours estimate to add pagination to Fertilizer reports
 - 9/13/2016 NI sent change request for NDA approval

Service: Food Permits

- **07/2017 Priority:** NDA needs to send test files for the below changes
 - NDA is modifying IDs for Owners or Firms so there is no overlap,
 - NDA is modifying the file sent to include a paid status (p or u)
 - Retemplate Hours Est: 30

Service: Seed

- 9/13/2016 NI Sent request to schedule concept meeting

Service: Weed Book (Payport)

- 9/20/2016 Payport meeting has been scheduled

Service: Webpage for Dairy Constituents

- 6/28/2016 **NDA to determine if monthly postcards (or email notifications) can be sent with different URLs for Dairy vs. Egg and Turkey**
 - If possible, create a web page so Dairy Constituents have one URL to navigate to for all things Dairy (monthly commodity and renewal)

Future Projects (Current): Needing prioritization

- Electronic Data Entry – Pending Backend database switch, FFAL Renewal has been identified as the first application
- Retemplates:
 - Applicator Permits
 - Quarterly Reports
 - Semi/Annual Reports
- Shopping Cart approach

Future Projects (New): Needing prioritization

- New Product Registration with images
- European Corn Borer License
- European Corn Borer Certificate
- Reregistration of Service companies
- Domesticated Cervine Act Licenses
- Dog and Cat *ON HOLD
- Weights and Measures Laboratory Fees *ON HOLD

PROJECT STATUS REPORT - 9/15/16

DESIGNER: Levi Campbell

Nebraska Department of Banking and Finance (NDBF) - Meadowlark Website Redesign

Current Phase: Design

Completion Target Date: December 1, 2016

Progress Since Last Update:

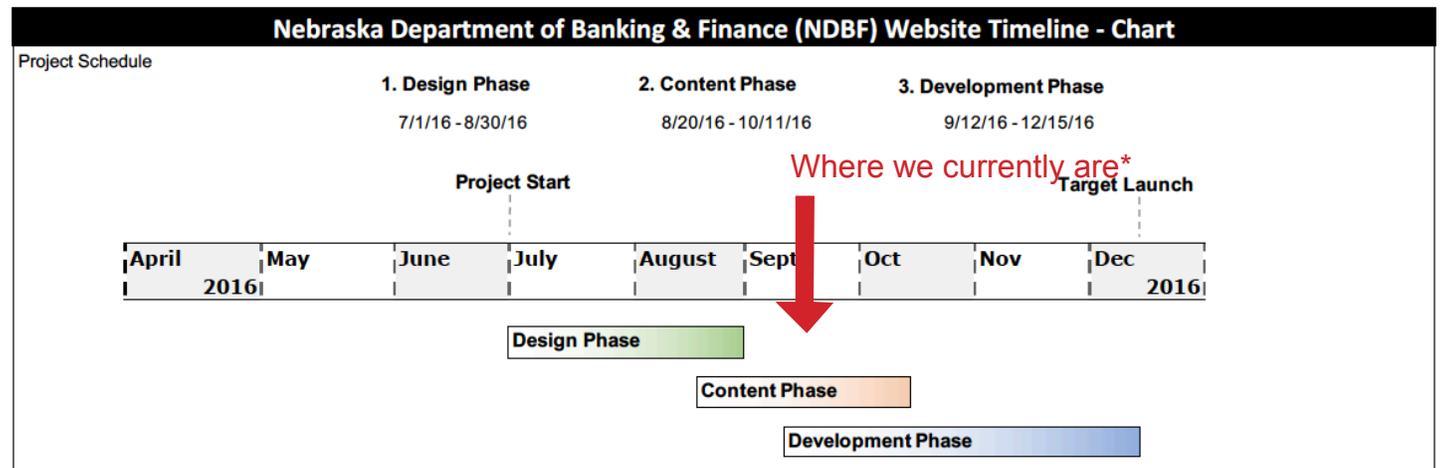
- Mockup contract signed and received on 9/7.

Total hours Nebraska Interactive has spent on the project to date: 21 hours

Total hours Nebraska Interactive anticipates spending on the project to completion: 125 hours

Outstanding items to be completed before moving on to next phase:

Action Item	Start Date	Due Date	Responsible Party	Completed: Yes/No
NDBF to review proposed designs and provide feedback		9/2/16	NDBF	YES
NDBF will work on revising and/or reorganizing content for the new website	8/15/16	10/11/16	NDBF	No
Once design is approved, NI will begin building home page	9/1/16	10/11/16	NI	No



PROJECT STATUS REPORT - 9/15/16

DESIGNER: Levi Campbell

Project Overview & Time Line:

NDBF Website Timeline - Breakdown			
<i>Timeline is subject to change depending on feedback, response time, etc</i>			
1	Design Phase	Hours	Target Due Date
1a.	Layout key stakeholders of the website redesign & their wishes for the new design	-	7/1/16
1b.	Receive website design questionarre from NDBF	-	7/1/16
1c.	Nebraska Interactive will design 3 new logo options for NDBF with time for 2 revisions	15	7/30/16
1d.	2 Mockups of design layout with time for 2 revisions	20	8/15/16
<i>Where we currently are</i>			
2	Content Phase	Hours	Target Due Date
2a.	NDBF will work on revising and/or reorganizing content for the new website	5	10/11/16
3	Development Phase	Hours	Target Due Date
3a.	Once a mockup has been approved, Nebraska Interactive will begin building the home page of the website	10	10/11/16
3b.	Also during this time, research and development time will be spend on any new modules or configurations for the site	2	10/15/16
3c.	As content is ready to be added to the website, it will be added per each section & reviewed by the agency	65	11/15/16
3d.	Further testing and overall review	3	12/5/16
3e.	Quality Assurance testing & review	4	12/5/16
3f.	Website Training	1	12/8/16
3g.	Target Launch Date		12/15/16

PROJECT STATUS REPORT – 9/15/2016

PROJECT MANAGER: JANE RIHANEK

Nebraska Department of Labor

Service: Elevator Inspection Payments (New)

Project: Elevator Inspection Payments implemented with CommonCheckout – Elevator Inspection Payments will now be available online. NDOL inspectors will be able to search for the invoice(s) to be paid, add them to a shopping cart to review and edit before proceeding to CommonCheckout to complete payment information. The individual or business will be charged the statutory fee and have the opportunity to pay online using credit card and electronic check (ACH).

NDOL Contacts: Christopher Cantrell and Gerald Brown

Status: Partner Testing

Databank is reviewing the test file NI created of paid invoices to ensure the file process is working correctly.

Phase	Start Date	End Date	Hours Invested	Non-Billed Cost
Concept	11/18/15	4/14/16	9.75	\$1,218.75
Planning	4/4/16	5/10/16	31.25	\$3,906.25
Development	7/25/16	8/10/16	62.25	\$7,781.25
Testing	8/8/16		15.00	\$1,875.00
Launch				
Total Value	-	-	118.25	\$14,781.25

Target Launch Date: TBD

Actual Launch Date:

PROJECT STATUS REPORT - 9/15/16

DESIGNER: Levi Campbell

**Nebraska Department of Natural Resources (NeDNR)
Meadowlark Website Redesign**

Current Phase: Content/Development

Completion Target Date: February 15, 2017

Progress Since Last Update:

- Meeting to go over the next steps of development on 9/13.
- Interior page development was started.
- NI received compiled document of area(section, division) pages from Pam on 9/15.
- NI received branding files from Lori on 9/15.

Total hours Nebraska Interactive has spent on the project to date: 72

Total hours Nebraska Interactive anticipates spending on the project to completion: 347 hours

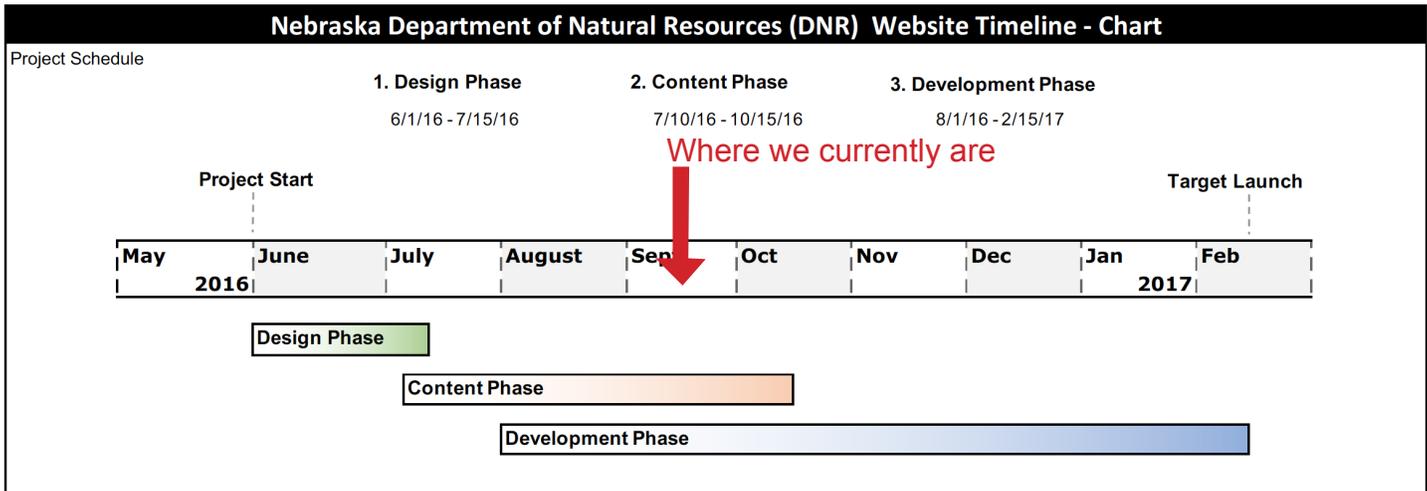
Outstanding items to be completed before moving on to next phase:

Action Item	Start Date	Due Date	Responsible Party	Completed: Yes/No
NeDNR will send new logo and colors when available		7/15/16	NeDNR	YES
NI begin developing home page once mockup has been approved	8/1/16	8/30/16	NI	YES
NeDNR work on revising to revamping any website content before moved over to new site	7/10/16	10/15/16	NeDNR	No
Build custom division templates to act as "home" landing pages	9/15/16	10/31/16	NI	No

PROJECT STATUS REPORT - 9/15/16

DESIGNER: Levi Campbell

Project Overview & Time Line:



DNR Website Timeline - Breakdown

Timeline is subject to change depending on feedback, response time, etc

1	Design Phase	Hours	Target Due Date
1a.	Layout key stakeholders of the website redesign & their wishes for the new design	-	Completed
1b.	Receive website design questionnaire from DNR	-	Completed
1c.	2 Mockups of design layout with time for 2 revisions	25	7/1/16
2	Content Phase	Hours	Target Due Date
2a.	DNR will work on revising and/or reorganizing content for the new website	20	10/15/16
3	Development Phase	Hours	Target Due Date
3a.	Once a mockup has been approved, Nebraska Interactive will begin building the home page of the website	16	8/30/16
3b.	Also during this time, research and development time will be spend on any new modules or configurations for the site	12	10/1/16
3c.	As content is ready to be added to the website, it will be added per each section & reviewed by the agency	250	10/15/16
3d.	Further testing and overall review	12	1/25/17
3e.	Quality Assurance testing & review	10	2/1/17
3f.	Website Training	2	2/10/17
3g.	Target Launch Date		2/15/17

← Where we currently are

PROJECT STATUS REPORT - 9/15/16

DESIGNER: Ashly Eickmeier & Wes Fairhead

Nebraska Investment Council (NIC) - Meadowlark Website Redesign

Current Phase: Design Phase

Completion Target Date: December 15, 2016

Progress Since Beginning Project:

- Nebraska Interactive has begun mockups for the website.

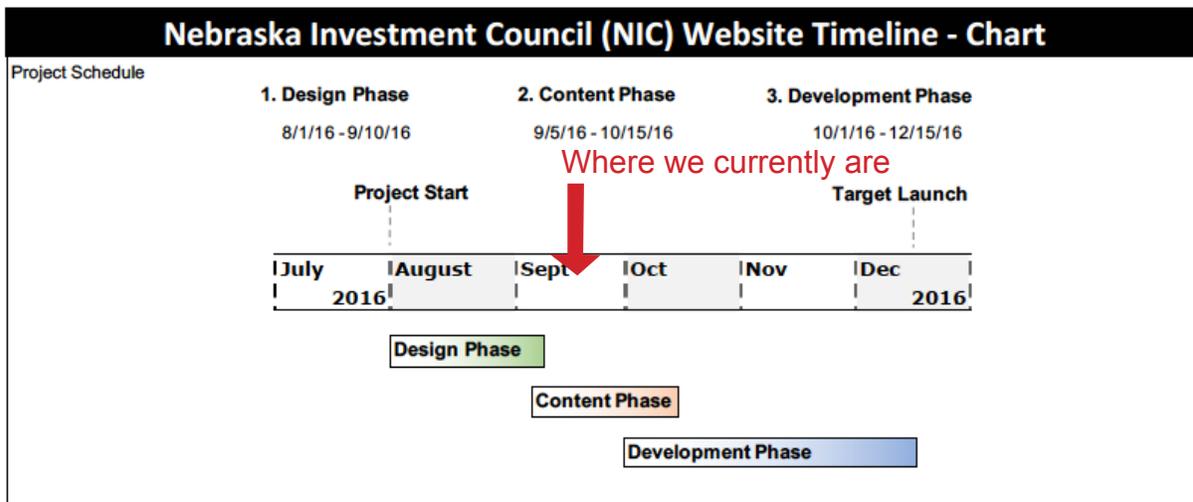
Total hours Nebraska Interactive has spent on the project to date: 14 hours

Total hours Nebraska Interactive anticipates spending on the project to completion: 48 hours

Outstanding items to be completed before moving on to next phase:

Action Item	Start Date	Due Date	Responsible Party	Completed: Yes/No
Nebraska Interactive will design mockups for new NIC website	9/15/16	9/30/16	NI	No

Project Overview & Time Line:



Project Overview & Time Line continued on page 2

PROJECT STATUS REPORT - 9/15/16

DESIGNER: Ashly Eickmeier & Wes Fairhead

Project Overview & Time Line:

NIC Website Timeline - Breakdown			
<i>Timeline is subject to change depending on feedback, response time, etc</i>			
1	Design Phase	Hours	Target Due Date
1a.	Layout key stakeholders of the website redesign & their wishes for the new design	-	Completed
1b.	Receive website design questionnaire from NIC	-	Completed
1c.	2 Mockups of design layout with time for 2 revisions	20	8/15/16
2	Content Phase	Hours	Target Due Date
2a.	NIC will work on revising and/or reorganizing content for the new website	3	10/15/16
3	Development Phase	Hours	Target Due Date
3a.	Once a mockup has been approved, Nebraska Interactive will begin building the home page of the website	8	10/1/16
3b.	Also during this time, research and development time will be spend on any new modules or configurations for the site	2	10/15/16
3c.	As content is ready to be added to the website, it will be added per each section & reviewed by the agency	10	11/15/16
3d.	Further testing and overall review	1	12/1/16
3e.	Quality Assurance testing & review	3	12/5/16
3f.	Website Training	1	12/10/16
3g.	Target Launch Date		12/15/16

← Where we currently are*

Status	Sheet Name	Task	Assigned To	Start Date	Duration	Forecasted End Date	Actual End Date	Task Status	Hours Estimate	PP Score (1st row only)
1	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Jane Rihaneck	01/14/16	251.3d	12/30/16	01/09/17			14
2	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Concept		07/22/16	64d	10/19/16				
3	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Concept/SOW Meetings	Jane Rihaneck	08/26/16	16d	09/16/16	09/16/16			
4	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Process Flow Chart	Jane Rihaneck	08/26/16	16d	09/16/16	09/16/16			
5	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Concept/SOW Meeting(s) (DOD)	Bruce Rice	08/26/16	16d	09/16/16	09/16/16			
6	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Data - Determine Receipt and Delivery	Jane Rihaneck	08/26/16	16d	09/16/16	09/16/16			
7	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Database Schema - Provided by Partner	Jane Rihaneck	08/26/16	16d	09/16/16	09/16/16			
8	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Change Request		09/19/16	23d	10/19/16	10/20/16			
9	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Create Change Request	Jane Rihaneck	09/19/16	4d	09/22/16	09/22/16			
10	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Functional Spec - Update	Jane Rihaneck	09/23/16	3d	09/27/16	09/27/16			
11	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Hours Estimate (Initial) - Provided by Developer	DEV	09/23/16	5d	09/29/16	09/29/16			
12	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Change Request - Review & Approval by Mgmt	Carmen Easley	09/30/16	2d	10/03/16	10/03/16			
13	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Change Request - Send to Partner	Jane Rihaneck	10/04/16	0.5d	10/04/16	10/04/16			
14	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Change Request - Received from Partner	SOS	10/07/16	5d	10/13/16	10/14/16			
15	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Change Request - Signed by GM	Brent Hoffman	10/17/16	3d	10/18/16	10/19/16			
16	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Change Request - Provide Original Signed Copy to Partner	Jane Rihaneck	10/20/16	1d	10/19/16	10/20/16			
17	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Planning		09/19/16	15d	10/07/16				
18	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Determine Project Developer	Rice, Bruce	09/19/16	15d	10/07/16	10/07/16			
19	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Development		10/14/16	28d	11/23/16				
20	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Schedule Marketing Plan Meeting	Jane Rihaneck	11/09/16	3d	11/11/16	11/14/16			
21	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Create Marketing Plan	Sara Larkins	11/15/16	7d	11/22/16	11/23/16			
22	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Marketing Plan - Implement	Sara Larkins	11/28/16	1d	11/23/16	11/28/16			
23	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Data - Request Test Cases from Partner	Jane Rihaneck	10/17/16	3d	10/18/16	10/19/16			
24	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Data - Received Test Cases from Partner	SOS	10/20/16	5d	10/25/16	10/26/16			
25	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Development		10/14/16	11.3d	10/31/16	11/01/16			
26	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Scrum	Jane Rihaneck	10/14/16	0	10/13/16	10/14/16			
27	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Data - Receipt Method Ready	DEV	10/17/16	2d	10/17/16	10/18/16			
28	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Data - Delivery Method Ready	DEV	10/17/16	2d	10/17/16	10/18/16			
29	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Development Milestone #1	DEV	10/14/16	5.7d	10/21/16	10/24/16			
30	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Google Analytics	DEV	10/14/16	0	10/13/16	10/14/16			
31	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Trade Name Assignment Filing	DEV	10/17/16	5.7d	10/21/16	10/24/16			
32	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Development Milestone #2	DEV	10/24/16	2.8d	10/26/16	10/27/16			
33	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Trade Name Amendment Filing	DEV	10/24/16	2.8d	10/26/16	10/27/16			
34	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Development Milestone #3	DEV	10/27/16	2.8d	10/31/16	11/01/16			
35	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Name Reservation Filing	DEV	10/27/16	2.8d	10/31/16	11/01/16			
36	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Test Against Functional Spec	DEV	10/27/16	0	10/26/16	10/27/16			
37	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Security Scan	DEV	10/27/16	0.5d	10/26/16	10/27/16			
38	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Review		11/01/16	40d	12/26/16				
39	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Marketing Plan - Review	Jane Rihaneck	11/29/16	5d	11/30/16	12/05/16			
40	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	QA Review	Neil Sorensen	11/01/16	12d	11/16/16	11/18/16			
41	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Scrum	Jane Rihaneck	11/01/16	1d	11/01/16	11/02/16			
42	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Create QA Feedback Page in Confluence	Neil Sorensen	11/01/16	0.5d	10/31/16	11/01/16			
43	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	QA Review	Neil Sorensen	11/01/16	5d	11/07/16	11/08/16			
44	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Development for QA Feedback	DEV	11/08/16	5d	11/14/16	11/16/16			
45	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	QA Approval of Dev Changes	Neil Sorensen	11/16/16	2d	11/16/16	11/18/16			
46	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Partner Testing		11/18/16	25d	12/21/16	12/28/16			
47	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Create Partner Test Plan	Neil Sorensen	11/18/16	0	11/16/16	11/18/16			
48	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Partner Testing Meeting - Schedule	Jane Rihaneck	11/18/16	2d	11/18/16	11/22/16			

Status	Sheet Name	Task	Assigned To	Start Date	Duration	Forecasted End Date	Actual End Date	Task Status	Hours Estimate	PP Score (1st row only)
49	●	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Partner Testing Meeting	Jane Rihaneck	11/22/16	1d	11/21/16	11/23/16		
50	●	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Partner Test Plan - Send to Partner	Jane Rihaneck	11/23/16	1d	11/22/16	11/28/16		
51	●	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Partner Testing	SOS	11/28/16	10d	12/06/16	12/12/16		
52	●	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Partner Testing Feedback - Received	SOS	12/12/16	1d	12/07/16	12/13/16		
53	●	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Partner Testing Feedback - Development	DEV	12/13/16	3d	12/12/16	12/16/16		
54	●	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Partner Testing Feedback - QA Review	Neil Sorensen	12/16/16	2d	12/14/16	12/20/16		
55	●	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Partner Testing Feedback - QA Approval	Neil Sorensen	12/20/16	0	12/14/16	12/20/16		
56	●	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Partner Test Plan - Signed Off Copy Received from Partner	SOS	12/20/16	5d	12/21/16	12/28/16		
57	●	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Schedule Go-Live	Jane Rihaneck	12/28/16	3d	12/26/16	01/03/17		
58	●	SOS-eDocs-Trade Name Assign & Amend/Name Res Filing	Demo for Support	Jane Rihaneck	12/20/16	0	12/14/16	12/20/16		
59	●	SOS - UCC Bulk Filing	SOS - UCC Bulk Filing	Jane Rihaneck	08/13/13	888d	01/13/17	01/13/17		15
60	●	SOS - UCC Bulk Filing	Planning		08/01/16	51d	09/27/16			
61	●	SOS - UCC Bulk Filing	Create Test Document with 97 (Bulk)	Bruce Rice	08/29/16	9d	09/07/16	09/08/16	Done	
62	●	SOS - UCC Bulk Filing	Send Test Document with 97 (Bulk)	Jane Rihaneck	09/07/16	2d	09/08/16	09/08/16	Done	
63	●	SOS - UCC Bulk Filing	Review Test Document with 97 (Bulk)	SOS	09/08/16	1d	09/08/16	09/08/16	Done	
64	●	SOS - UCC Bulk Filing	Functional Specifications		08/09/16	45d	09/27/16	10/11/16	Done	
65	●	SOS - UCC Bulk Filing	Functional Spec - Review with Partner	Jane Rihaneck	08/25/16	10d	09/07/16	09/07/16	Done	
66	●	SOS - UCC Bulk Filing	Functional Spec - Revise Specs	Jane Rihaneck	09/08/16	7d	09/16/16	09/16/16		
67	●	SOS - UCC Bulk Filing	User Implementation Guide - Revise	Jane Rihaneck	09/19/16	5d	09/23/16	09/23/16		
68	●	SOS - UCC Bulk Filing	Functional Spec Revision - Send to Partner	Jane Rihaneck	09/26/16	1d	09/26/16	09/26/16		
69	●	SOS - UCC Bulk Filing	User Implementation Guide - Sent to Partner	Jane Rihaneck	09/26/16	1d	09/26/16	09/26/16		
70	●	SOS - UCC Bulk Filing	Functional Spec - Revision Review by Partner	SOS	09/27/16	4d	09/30/16	09/30/16		
71	●	SOS - UCC Bulk Filing	User Implementation Guide - Revision Review by Partner	SOS	09/27/16	4d	09/30/16	09/30/16		
72	●	SOS - UCC Bulk Filing	Functional Spec - Received Partner Approval	SOS	10/03/16	1d	10/03/16	10/03/16		
73	●	SOS - UCC Bulk Filing	User Implementation Guide - Received Partner Approval	SOS	10/03/16	1d	10/03/16	10/03/16		
74	●	SOS - UCC Bulk Filing	Functional Spec & User Implementation Guide - Signed by GM	Brent Hoffman	10/04/16	3d	10/06/16	10/06/16		
75	●	SOS - UCC Bulk Filing	Functional Spec & User Implementation Guide - Provide Original Signed Copy to Partner	Jane Rihaneck	10/07/16	2d	10/10/16	10/11/16		
76	●	SOS - UCC Bulk Filing	Development		09/26/16	21d	10/27/16			
77	●	SOS - UCC Bulk Filing	Payment Set Up		09/26/16	6d	10/03/16	10/03/16		
78	●	SOS - UCC Bulk Filing	CDB/TPE Setup Forms - Create	Jane Rihaneck	09/26/16	3d	09/28/16	09/28/16		
79	●	SOS - UCC Bulk Filing	CDB/TPE Setup	Anna Arushanova	09/29/16	3d	10/03/16	10/03/16		
80	●	SOS - UCC Bulk Filing	Development		10/04/16	15d	10/27/16	10/25/16		
81	●	SOS - UCC Bulk Filing	Scrum	Jane Rihaneck	10/12/16	10d	10/24/16	10/25/16		
82	●	SOS - UCC Bulk Filing	Request CDB Web Access Groups by Developer	Brian Schmoll	10/04/16	1d	10/04/16	10/04/16		
83	●	SOS - UCC Bulk Filing	Data - Receipt Method Ready	Brian Schmoll	10/12/16	5d	10/17/16	10/18/16		
84	●	SOS - UCC Bulk Filing	Data - Delivery Method Ready	Brian Schmoll	10/11/16	0	10/10/16	10/11/16		
85	●	SOS - UCC Bulk Filing	Development	Brian Schmoll	10/12/16	2d	10/17/16	10/13/16		
86	●	SOS - UCC Bulk Filing	Test Against Functional Spec	Brian Schmoll	10/14/16	2d	10/19/16	10/17/16		
87	●	SOS - UCC Bulk Filing	Security Scan	Brian Schmoll	10/18/16	6d	10/27/16	10/25/16		
88	●	SOS - UCC Bulk Filing	Review		10/14/16	28d	11/24/16			
89	●	SOS - UCC Bulk Filing	Filing Company Testing		10/14/16	25d	11/21/16	11/18/16		
90	●	SOS - UCC Bulk Filing	Company #1 - Contact for Testing Availability	Jane Rihaneck	10/14/16	1d	10/18/16	10/14/16		
91	●	SOS - UCC Bulk Filing	Company #1 - Send Functional Specs	Jane Rihaneck	10/17/16	1d	10/19/16	10/17/16		
92	●	SOS - UCC Bulk Filing	Company #1 - Testing	3rd Party Tester	10/18/16	14d	11/08/16	11/04/16		
93	●	SOS - UCC Bulk Filing	Company #1 - Testing Feedback Received	3rd Party Tester	11/07/16	1d	11/09/16	11/07/16		
94	●	SOS - UCC Bulk Filing	Company #1 - Testing Feedback Development	Brian Schmoll	11/08/16	1d	11/10/16	11/08/16		
95	●	SOS - UCC Bulk Filing	Company #1 - Testing Feedback Verified	3rd Party Tester	11/09/16	3d	11/15/16	11/14/16		
96	●	SOS - UCC Bulk Filing	Company #1 - Partner Verify Testing Results	3rd Party Tester	11/15/16	3d	11/18/16	11/17/16		
97	●	SOS - UCC Bulk Filing	Company #1 - Partner Testing Sign Off	SOS	11/18/16	1d	11/21/16	11/18/16		

Status	Sheet Name	Task	Assigned To	Start Date	Duration	Forecasted End Date	Actual End Date	Task Status	Hours Estimate	PP Score (1st row only)
98	● SOS - UCC Bulk Filing	Company #2 - Contact for Testing Availability	Jane Rihaneck	10/14/16	1d	10/18/16	10/14/16			
99	● SOS - UCC Bulk Filing	Company #2 - Send Functional Specs	Jane Rihaneck	10/17/16	1d	10/19/16	10/17/16			
100	● SOS - UCC Bulk Filing	Company #2 - Testing	3rd Party Tester	10/18/16	14d	11/08/16	11/04/16			
101	● SOS - UCC Bulk Filing	Company #2 - Testing Feedback Received	3rd Party Tester	11/07/16	1d	11/09/16	11/07/16			
102	● SOS - UCC Bulk Filing	Company #2 - Testing Feedback Development	Brian Schmolli	11/08/16	1d	11/10/16	11/08/16			
103	● SOS - UCC Bulk Filing	Company #2 - Testing Feedback Verified	3rd Party Tester	11/09/16	3d	11/15/16	11/14/16			
104	● SOS - UCC Bulk Filing	Company #2 - Partner Verify Testing Results	SOS	11/15/16	3d	11/18/16	11/17/16			
105	● SOS - UCC Bulk Filing	Company #2 - Partner Verify Testing Feedback	SOS	11/18/16	1d	11/21/16	11/18/16			
106	● SOS - UCC Bulk Filing	Schedule Go-Live	Jane Rihaneck	11/21/16	3d	11/24/16	11/23/16			
107	● SOS - eDocs - Statement of Change Page	SOS - eDocs - Statement of Change Page	Jane Rihaneck	08/17/16	56.1d	11/28/16	11/04/16			35
108	● SOS - eDocs - Statement of Change Page	Planning		08/31/16	29d	10/28/16				
109	● SOS - eDocs - Statement of Change Page	Change Request		08/31/16	29d	10/28/16	10/11/16			
110	● SOS - eDocs - Statement of Change Page	Change Request - Create	Jane Rihaneck	08/31/16	3d	09/21/16	09/02/16			
111	● SOS - eDocs - Statement of Change Page	Functional Spec - Update	Jane Rihaneck	09/05/16	3d	09/26/16	09/07/16			
112	● SOS - eDocs - Statement of Change Page	Hours Estimate (Initial) - Provided by Developer	DEV	09/05/16	1d	09/22/16	09/05/16			
113	● SOS - eDocs - Statement of Change Page	Change Request - Send to Partner	Jane Rihaneck	09/06/16	1d	09/23/16	09/06/16			
114	● SOS - eDocs - Statement of Change Page	Change Request - Received from Partner	SOS	09/07/16	5d	09/30/16	09/13/16			
115	● SOS - eDocs - Statement of Change Page	Change Request - Signed by GM	Brent Hoffman	09/14/16	3d	10/05/16	09/16/16			
116	● SOS - eDocs - Statement of Change Page	Change Request - Provide Original Signed Copy to Partner	Jane Rihaneck	09/19/16	1d	10/06/16	09/19/16			
117	● SOS - eDocs - Statement of Change Page	Determine Project Developer	Rice, Bruce	09/20/16	5d	10/14/16	09/26/16			
118	● SOS - eDocs - Statement of Change Page	Schedule Planning Meetings	Jane Rihaneck	09/27/16	3d	10/19/16	09/29/16			
119	● SOS - eDocs - Statement of Change Page	Planning Meeting(s)	Jane Rihaneck	09/30/16	1d	10/20/16	09/30/16			
120	● SOS - eDocs - Statement of Change Page	Planning Meeting(s) Developer	DEV	09/30/16	1d	10/20/16	09/30/16			
121	● SOS - eDocs - Statement of Change Page	Schedule Resource	Jane Rihaneck	10/03/16	5d	10/27/16	10/07/16			
122	● SOS - eDocs - Statement of Change Page	Timeline - Provide to Partner	Jane Rihaneck	10/11/16	1d	10/28/16	10/11/16			
123	● SOS - eDocs - Statement of Change Page	Development		09/30/16	2.1d	10/25/16				
124	● SOS - eDocs - Statement of Change Page	Development		09/30/16	2.1d	10/25/16	10/05/16			
125	● SOS - eDocs - Statement of Change Page	Scrum	Jane Rihaneck	09/30/16	0	10/20/16	09/30/16			
126	● SOS - eDocs - Statement of Change Page	Development	DEV	10/03/16	0.85d	10/21/16	10/03/16			
127	● SOS - eDocs - Statement of Change Page	Test Against Change Request	DEV	10/03/16	0.25d	10/24/16	10/04/16			
128	● SOS - eDocs - Statement of Change Page	Security Scan	DEV	10/04/16	1d	10/25/16	10/05/16			
129	● SOS - eDocs - Statement of Change Page	Review		10/05/16	17.5d	11/18/16				
130	● SOS - eDocs - Statement of Change Page	Create QA Feedback Page in Confluence	Neil Sorensen	10/05/16	1d	10/26/16	10/06/16			
131	● SOS - eDocs - Statement of Change Page	QA Review	Neil Sorensen	10/06/16	2d	10/28/16	10/11/16			
132	● SOS - eDocs - Statement of Change Page	Development for QA Feedback	DEV	10/11/16	1d	10/31/16	10/12/16			
133	● SOS - eDocs - Statement of Change Page	QA Approval of Dev Changes	Neil Sorensen	10/12/16	2d	11/02/16	10/14/16			
134	● SOS - eDocs - Statement of Change Page	Partner Testing	SOS	10/14/16	3d	11/07/16	10/19/16			
135	● SOS - eDocs - Statement of Change Page	Partner Testing Feedback - Received	SOS	10/19/16	1d	11/08/16	10/20/16			
136	● SOS - eDocs - Statement of Change Page	Partner Testing Feedback - Development	DEV	10/20/16	1d	11/09/16	10/21/16			
137	● SOS - eDocs - Statement of Change Page	Partner Testing Feedback - QA Review	Neil Sorensen	10/21/16	2d	11/14/16	10/25/16			
138	● SOS - eDocs - Statement of Change Page	Partner Testing Feedback - QA Approval	Neil Sorensen	10/25/16	1d	11/15/16	10/26/16			
139	● SOS - eDocs - Statement of Change Page	Partner Testing - Sign Off	SOS	10/26/16	3d	11/18/16	10/31/16			
140	● SOS - eDocs - Statement of Change Page	Schedule Go-Live	Jane Rihaneck	10/31/16	0.5d	11/18/16	10/31/16			
141	● SOS - UCC Filings - Image Corrections	SOS - UCC Filings - Image Corrections	Jane Rihaneck	03/04/16	145d	09/22/16	09/22/16			6
142	● SOS - UCC Filings - Image Corrections	Review		08/24/16	20.5d	09/13/16				
143	● SOS - UCC Filings - Image Corrections	Partner Testing Feedback - Development Formatting	Ashly Eickmeier	08/31/16	0.5d	08/30/16	08/31/16	Done		
144	● SOS - UCC Filings - Image Corrections	Partner Testing Feedback - Development Programming	Aaron Steager	08/31/16	0.5d	08/30/16	08/31/16	Done		
145	● SOS - UCC Filings - Image Corrections	Partner Testing Feedback - PM Review	Jane Rihaneck	09/01/16	0.5d	08/30/16	09/01/16	Done		
146	● SOS - UCC Filings - Image Corrections	Partner Testing Feedback - Partner Approval	SOS	09/01/16	1d	08/31/16	09/02/16	Done		

Status	Sheet Name	Task	Assigned To	Start Date	Duration	Forecasted End Date	Actual End Date	Task Status	Hours Estimate	PP Score (1st row only)
147	SOS - UCC Filings - Image Corrections	Change Request		08/30/16	12d	09/13/16	09/14/16			
148	SOS - UCC Filings - Image Corrections	Change Request - Received from Partner	SOS	08/31/16	10d	09/06/16	09/13/16	Done		
149	SOS - UCC Filings - Image Corrections	Change Request - Signed by GM	Brent Hoffman	09/13/16	0	09/14/16	09/13/16	Done		
150	SOS - UCC Filings - Image Corrections	Complete Final Round of Testing	Jane Rihaneck	09/14/16	1d	09/14/16	09/14/16	Done		
151	SOS - UCC Filings - Image Corrections	Change Request - Provide Original Signed Copy to Partner	Jane Rihaneck	09/14/16	1d	09/14/16	09/14/16	Done		
152	SOS - UCC Filings - Image Corrections	Partner Testing	SOS	09/15/16	2d	09/16/16	09/16/16	In Progress		
153	SOS - UCC Filings - Image Corrections	Partner - Sign-off Received	SOS	09/19/16	1d	09/19/16	09/19/16			
154	SOS - UCC Filings - Image Corrections	Schedule Go-Live	Jane Rihaneck	09/19/16	3d	09/21/16	09/21/16			
155	SOS - eDocs - Re-template	SOS - eDocs - Re-template	Jane Rihaneck	06/23/14	616d	10/21/16	11/01/16			18
156	SOS - eDocs - Re-template	Review		07/04/16	82d	10/13/16				
157	SOS - eDocs - Re-template	Partner Testing	SOS	08/30/16	11d	09/13/16	09/13/16	Done		
158	SOS - eDocs - Re-template	Partner Testing Feedback - Received	SOS	09/14/16	1d	09/14/16	09/14/16	Done		
159	SOS - eDocs - Re-template	Partner Testing Feedback - Development	Brian Schmoll	09/15/16	12d	09/30/16	09/30/16			
160	SOS - eDocs - Re-template	Partner Testing Feedback - QA Review	Neil Sorensen	10/03/16	3d	10/05/16	10/05/16			
161	SOS - eDocs - Re-template	Partner Testing Feedback - QA Approval	Neil Sorensen	10/06/16	1d	10/06/16	10/06/16			
162	SOS - eDocs - Re-template	Partner Testing - Sign Off	SOS	10/07/16	10d	10/21/16	10/21/16			
163	SOS - eDocs - Re-template	Schedule Go-Live	Jane Rihaneck	10/24/16	3d	10/26/16	10/26/16			
164	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Jane Rihaneck	07/20/16	108.5d	12/23/16	12/23/16			10
165	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Planning		08/17/16	42d	10/11/16				
166	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Change Request		08/18/16	40d	10/12/16	10/13/16			
167	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Create Change Request	Jane Rihaneck	08/18/16	17d	09/09/16	09/09/16			
168	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Mock up PDF Forms	Jess Evers	08/18/16	14d	09/06/16	09/06/16	Done		
169	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Mock up TIF Images	Jess Evers	08/18/16	14d	09/06/16	09/06/16	Done		
170	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Change Request - Create	Jane Rihaneck	09/07/16	3d	09/09/16	09/09/16			
171	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Determine Project Developer	Bruce Rice	09/12/16	5d	09/16/16	09/16/16			
172	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Change Request - Review & Approval by Developer	DEV	09/19/16	3d	09/21/16	09/21/16			
173	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Hours Estimate (Initial) - Provided by Developer	DEV	09/22/16	5d	09/28/16	09/28/16			
174	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Change Request - Send to Partner	Jane Rihaneck	09/29/16	1d	09/29/16	09/29/16			
175	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Change Request - Received from Partner	SOS	09/30/16	5d	10/06/16	10/06/16			
176	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Change Request - Signed by GM	Brent Hoffman	10/07/16	1d	10/07/16	10/07/16			
177	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Change Request - Provide Original Signed Copy to Partner	Jane Rihaneck	10/11/16	3d	10/12/16	10/13/16			
178	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Change Request - Upload to Confluence	Jane Rihaneck	10/11/16	3d	10/12/16	10/13/16			
179	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Schedule Resource	Jane Rihaneck	10/07/16	5d	10/13/16	10/14/16			
180	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Timeline - Provide to Partner	Jane Rihaneck	10/07/16	5d	10/13/16	10/14/16			
181	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Development		10/07/16	13.5d	10/26/16				
182	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Development - Creative Servies	Levi Campbell	10/07/16	5d	10/13/16	10/14/16			
183	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	PDF Form Changes	Levi Campbell	10/07/16	5d	10/13/16	10/14/16			
184	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	TIF Image Changes	Levi Campbell	10/07/16	5d	10/13/16	10/14/16			
185	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Development		10/17/16	8.5d	10/26/16	10/27/16			
186	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Development	DEV	10/17/16	5d	10/20/16	10/21/16			
187	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Test Against Functional Spec	DEV	10/24/16	1.5d	10/24/16	10/25/16			
188	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Security Scan	DEV	10/25/16	2d	10/26/16	10/27/16			
189	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Development - Pass for QA	Jane Rihaneck	10/25/16	1d	10/25/16	10/26/16			
190	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Review		10/26/16	29d	12/05/16				
191	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	QA Review		10/26/16	2d	10/27/16	10/28/16			
192	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Create QA Feedback Page in Confluence	Neil Sorensen	10/26/16	0.25d	10/25/16	10/26/16			
193	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	QA Review/Feedback	Neil Sorensen	10/26/16	1d	10/26/16	10/27/16			
194	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Development for QA Feedback	DEV	10/27/16	0.6d	10/27/16	10/28/16			
195	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	QA Approval of Dev Changes	Neil Sorensen	10/28/16	0.4d	10/27/16	10/28/16			

Status	Sheet Name	Task	Assigned To	Start Date	Duration	Forecasted End Date	Actual End Date	Task Status	Hours Estimate	PP Score (1st row only)
196	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Partner Testing		10/28/16	2d	11/30/16	12/06/16			
197	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Partner Test - Send to Partner	Jane Rihaneck	10/28/16	0.5d	10/27/16	10/28/16			
198	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Partner Testing Feedback - Received	SOS	10/31/16	10d	11/10/16	11/14/16			
199	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Partner Testing Feedback - Development	DEV	11/15/16	5d	11/17/16	11/21/16			
200	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Partner Testing Feedback - QA Review	Neil Sorensen	11/22/16	3d	11/22/16	11/28/16			
201	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Partner Testing Feedback - QA Approval	Neil Sorensen	11/29/16	0.5d	11/23/16	11/29/16			
202	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Partner - Sign-off Received	SOS	11/29/16	5d	11/30/16	12/06/16			
203	SOS-LLC/LLP Biennial & Annual Report-2017 Changes	Schedule Go-Live	Jane Rihaneck	12/06/16	3d	12/05/16	12/09/16			
204	SOS - Nonprofit Corp Filings - 2017 Changes	SOS - Nonprofit Corp Filings - 2017 Changes	Jane Rihaneck	07/20/16	107.5d	12/22/16	12/22/16			35
205	SOS - Nonprofit Corp Filings - 2017 Changes	Planning		08/17/16	41d	10/11/16				
206	SOS - Nonprofit Corp Filings - 2017 Changes	Change Request		08/18/16	39d	10/10/16	10/12/16			
207	SOS - Nonprofit Corp Filings - 2017 Changes	Change Request	Jane Rihaneck	08/18/16	16d	09/07/16	09/08/16			
208	SOS - Nonprofit Corp Filings - 2017 Changes	Mock up PDF Forms	Jess Evers	08/18/16	14d	09/02/16	09/06/16	Done		
209	SOS - Nonprofit Corp Filings - 2017 Changes	Mock up TIF Images	Jess Evers	08/18/16	14d	09/02/16	09/06/16	Done		
210	SOS - Nonprofit Corp Filings - 2017 Changes	Change Request - Create	Jane Rihaneck	09/07/16	2d	09/07/16	09/08/16	Done		
211	SOS - Nonprofit Corp Filings - 2017 Changes	Determine Project Developer	Bruce Rice	09/09/16	5d	09/15/16	09/15/16			
212	SOS - Nonprofit Corp Filings - 2017 Changes	Change Request - Review & Approval by Developer	DEV	09/16/16	3d	09/20/16	09/20/16			
213	SOS - Nonprofit Corp Filings - 2017 Changes	Hours Estimate (Initial) - Provided by Developer	DEV	09/21/16	5d	09/27/16	09/27/16			
214	SOS - Nonprofit Corp Filings - 2017 Changes	Change Request - Send to Partner	Jane Rihaneck	09/28/16	1d	09/28/16	09/28/16			
215	SOS - Nonprofit Corp Filings - 2017 Changes	Change Request - Received from Partner	SOS	09/29/16	5d	10/05/16	10/05/16			
216	SOS - Nonprofit Corp Filings - 2017 Changes	Change Request - Signed by GM	Brent Hoffman	10/06/16	1d	10/06/16	10/06/16			
217	SOS - Nonprofit Corp Filings - 2017 Changes	Change Request - Provide Original Signed Copy to Partner	Jane Rihaneck	10/07/16	3d	10/11/16	10/12/16			
218	SOS - Nonprofit Corp Filings - 2017 Changes	Change Request - Upload to Confluence	Jane Rihaneck	10/07/16	3d	10/11/16	10/12/16			
219	SOS - Nonprofit Corp Filings - 2017 Changes	Schedule Resource	Jane Rihaneck	10/06/16	5d	10/12/16	10/13/16			
220	SOS - Nonprofit Corp Filings - 2017 Changes	Timeline - Provide to Partner	Jane Rihaneck	10/06/16	5d	10/12/16	10/13/16			
221	SOS - Nonprofit Corp Filings - 2017 Changes	Development		10/06/16	13.5d	10/25/16				
222	SOS - Nonprofit Corp Filings - 2017 Changes	Development - Creative Services	Levi Campbell	10/06/16	5d	10/12/16	10/13/16			
223	SOS - Nonprofit Corp Filings - 2017 Changes	PDF Form Changes	Levi Campbell	10/06/16	5d	10/12/16	10/13/16			1.5
224	SOS - Nonprofit Corp Filings - 2017 Changes	TIF Image Changes	Levi Campbell	10/06/16	5d	10/12/16	10/13/16			1.5
225	SOS - Nonprofit Corp Filings - 2017 Changes	Website Updates	Levi Campbell	10/06/16	1d	10/06/16	10/06/16			1
226	SOS - Nonprofit Corp Filings - 2017 Changes	Development		10/14/16	8.5d	10/25/16	10/26/16			
227	SOS - Nonprofit Corp Filings - 2017 Changes	Development	DEV	10/14/16	5d	10/19/16	10/20/16			
228	SOS - Nonprofit Corp Filings - 2017 Changes	Development - Convert TIFF to PDF Fillable	DEV	10/14/16	2d	10/14/16	10/17/16			
229	SOS - Nonprofit Corp Filings - 2017 Changes	Test Against Functional Spec	DEV	10/21/16	1.5d	10/21/16	10/24/16			
230	SOS - Nonprofit Corp Filings - 2017 Changes	Security Scan	DEV	10/24/16	2d	10/25/16	10/26/16			
231	SOS - Nonprofit Corp Filings - 2017 Changes	Development - Pass for QA	Jane Rihaneck	10/24/16	1d	10/24/16	10/25/16			
232	SOS - Nonprofit Corp Filings - 2017 Changes	Review		10/25/16	29d	12/02/16				
233	SOS - Nonprofit Corp Filings - 2017 Changes	QA Review		10/25/16	2d	10/26/16	10/27/16			
234	SOS - Nonprofit Corp Filings - 2017 Changes	Create QA Feedback Page in Confluence	Neil Sorensen	10/25/16	0.25d	10/24/16	10/25/16			
235	SOS - Nonprofit Corp Filings - 2017 Changes	QA Review/Feedback	Neil Sorensen	10/25/16	1d	10/25/16	10/26/16			
236	SOS - Nonprofit Corp Filings - 2017 Changes	Development for QA Feedback	DEV	10/26/16	0.6d	10/26/16	10/27/16			
237	SOS - Nonprofit Corp Filings - 2017 Changes	QA Approval of Dev Changes	Neil Sorensen	10/27/16	0.4d	10/26/16	10/27/16			
238	SOS - Nonprofit Corp Filings - 2017 Changes	Partner Testing		10/27/16	24d	11/29/16	12/05/16			
239	SOS - Nonprofit Corp Filings - 2017 Changes	Partner Test - Send to Partner	Jane Rihaneck	10/27/16	0.5d	10/26/16	10/27/16			
240	SOS - Nonprofit Corp Filings - 2017 Changes	Partner Testing Feedback - Received	SOS	10/28/16	10d	11/09/16	11/10/16			
241	SOS - Nonprofit Corp Filings - 2017 Changes	Partner Testing Feedback - Development	DEV	11/14/16	5d	11/16/16	11/18/16			
242	SOS - Nonprofit Corp Filings - 2017 Changes	Partner Testing Feedback - QA Review	Neil Sorensen	11/21/16	3d	11/21/16	11/23/16			
243	SOS - Nonprofit Corp Filings - 2017 Changes	Partner Testing Feedback - QA Approval	Neil Sorensen	11/28/16	0.5d	11/22/16	11/28/16			
244	SOS - Nonprofit Corp Filings - 2017 Changes	Partner - Sign-off Received	SOS	11/28/16	5d	11/29/16	12/05/16			

Status	Sheet Name	Task	Assigned To	Start Date	Duration	Forecasted End Date	Actual End Date	Task Status	Hours Estimate	PP Score (1st row only)
245	SOS - Nonprofit Corp Filings - 2017 Changes	Schedule Go-Live	Jane Rihaneck	12/05/16	3d	12/02/16	12/08/16			
246	SOS-Biennial & Annual Reports (Paper PDF)-2017	SOS-Biennial & Annual Reports (Paper PDF)-2017	Jane Rihaneck	07/20/16	113.5d	01/03/17	01/03/17			10
247	SOS-Biennial & Annual Reports (Paper PDF)-2017	Planning		08/17/16	47d	10/11/16				
248	SOS-Biennial & Annual Reports (Paper PDF)-2017	Change Request		08/18/16	45d	10/12/16	10/20/16			
249	SOS-Biennial & Annual Reports (Paper PDF)-2017	Create Change Request	Jane Rihaneck	08/18/16	22d	09/09/16	09/16/16			
250	SOS-Biennial & Annual Reports (Paper PDF)-2017	Mock up PDF Forms	Jess Evers	08/18/16	14d	09/06/16	09/06/16	Done		
251	SOS-Biennial & Annual Reports (Paper PDF)-2017	Change Request - Create	Jane Rihaneck	09/07/16	8d	09/09/16	09/16/16			
252	SOS-Biennial & Annual Reports (Paper PDF)-2017	Determine Project Developer	Bruce Rice	09/19/16	5d	09/16/16	09/23/16			
253	SOS-Biennial & Annual Reports (Paper PDF)-2017	Change Request - Review & Approval by Developer	DEV	09/26/16	3d	09/21/16	09/28/16			
254	SOS-Biennial & Annual Reports (Paper PDF)-2017	Hours Estimate (Initial) - Provided by Developer	DEV	09/29/16	5d	09/28/16	10/05/16			
255	SOS-Biennial & Annual Reports (Paper PDF)-2017	Change Request - Send to Partner	Jane Rihaneck	10/06/16	1d	09/29/16	10/06/16			
256	SOS-Biennial & Annual Reports (Paper PDF)-2017	Change Request - Received from Partner	SOS	10/07/16	5d	10/06/16	10/14/16			
257	SOS-Biennial & Annual Reports (Paper PDF)-2017	Change Request - Signed by GM	Brent Hoffman	10/17/16	1d	10/07/16	10/17/16			
258	SOS-Biennial & Annual Reports (Paper PDF)-2017	Change Request - Provide Original Signed Copy to Partner	Jane Rihaneck	10/18/16	3d	10/12/16	10/20/16			
259	SOS-Biennial & Annual Reports (Paper PDF)-2017	Change Request - Upload to Confluence	Jane Rihaneck	10/18/16	3d	10/12/16	10/20/16			
260	SOS-Biennial & Annual Reports (Paper PDF)-2017	Schedule Resource	Jane Rihaneck	10/17/16	5d	10/13/16	10/21/16			
261	SOS-Biennial & Annual Reports (Paper PDF)-2017	Timeline - Provide to Partner	Jane Rihaneck	10/17/16	5d	10/13/16	10/21/16			
262	SOS-Biennial & Annual Reports (Paper PDF)-2017	Development		10/17/16	13.5d	10/26/16				
263	SOS-Biennial & Annual Reports (Paper PDF)-2017	Development - Creative Servies	Levi Campbell	10/17/16	5d	10/13/16	10/21/16			
264	SOS-Biennial & Annual Reports (Paper PDF)-2017	PDF Form Changes	Levi Campbell	10/17/16	5d	10/13/16	10/21/16			
265	SOS-Biennial & Annual Reports (Paper PDF)-2017	Development		10/24/16	8.5d	10/26/16	11/03/16			
266	SOS-Biennial & Annual Reports (Paper PDF)-2017	Development for PDF Form Changes	DEV	10/24/16	5d	10/20/16	10/28/16			
267	SOS-Biennial & Annual Reports (Paper PDF)-2017	Test Against Change Request	DEV	10/31/16	1.5d	10/24/16	11/01/16			
268	SOS-Biennial & Annual Reports (Paper PDF)-2017	Security Scan	DEV	11/01/16	2d	10/26/16	11/03/16			
269	SOS-Biennial & Annual Reports (Paper PDF)-2017	Development - Pass for QA	Jane Rihaneck	11/01/16	1d	10/25/16	11/02/16			
270	SOS-Biennial & Annual Reports (Paper PDF)-2017	Review		11/02/16	29d	12/05/16				
271	SOS-Biennial & Annual Reports (Paper PDF)-2017	QA Review		11/02/16	2d	10/27/16	11/04/16			
272	SOS-Biennial & Annual Reports (Paper PDF)-2017	Create QA Feedback Page in Confluence	Neil Sorensen	11/02/16	0.25d	10/25/16	11/02/16			
273	SOS-Biennial & Annual Reports (Paper PDF)-2017	QA Review/Feedback	Neil Sorensen	11/02/16	1d	10/26/16	11/03/16			
274	SOS-Biennial & Annual Reports (Paper PDF)-2017	Development for QA Feedback	DEV	11/03/16	0.6d	10/27/16	11/04/16			
275	SOS-Biennial & Annual Reports (Paper PDF)-2017	QA Approval of Dev Changes	Neil Sorensen	11/04/16	0.4d	10/27/16	11/04/16			
276	SOS-Biennial & Annual Reports (Paper PDF)-2017	Partner Testing		11/04/16	24d	11/30/16	12/13/16			
277	SOS-Biennial & Annual Reports (Paper PDF)-2017	Partner Test - Send to Partner	Jane Rihaneck	11/04/16	0.5d	10/27/16	11/04/16			
278	SOS-Biennial & Annual Reports (Paper PDF)-2017	Partner Testing Feedback - Received	SOS	11/07/16	10d	11/10/16	11/21/16			
279	SOS-Biennial & Annual Reports (Paper PDF)-2017	Partner Testing Feedback - Development	DEV	11/22/16	5d	11/17/16	11/30/16			
280	SOS-Biennial & Annual Reports (Paper PDF)-2017	Partner Testing Feedback - QA Review	Neil Sorensen	12/01/16	3d	11/22/16	12/05/16			
281	SOS-Biennial & Annual Reports (Paper PDF)-2017	Partner Testing Feedback - QA Approval	Neil Sorensen	12/06/16	0.5d	11/23/16	12/06/16			
282	SOS-Biennial & Annual Reports (Paper PDF)-2017	Partner - Sign-off Received	SOS	12/06/16	5d	11/30/16	12/13/16			
283	SOS-Biennial & Annual Reports (Paper PDF)-2017	Schedule Go-Live	Jane Rihaneck	12/13/16	3d	12/05/16	12/16/16			
284	SOS - UCC/EFIS Special Request Form - Re-template	SOS - UCC/EFIS Special Request Form - Re-template	Jane Rihaneck	06/28/16	66d	09/27/16	09/27/16			12
285	SOS - UCC/EFIS Special Request Form - Re-template	Review		08/03/16	30d	09/13/16				
286	SOS - UCC/EFIS Special Request Form - Re-template	Partner Testing		08/08/16	24d	09/08/16	09/08/16			
287	SOS - UCC/EFIS Special Request Form - Re-template	Partner Testing Feedback - QA Review	Neil Sorensen	08/29/16	3d	09/01/16	09/01/16			
288	SOS - UCC/EFIS Special Request Form - Re-template	Partner Testing Feedback - QA Approval	Neil Sorensen	09/01/16	0.5d	09/01/16	09/01/16			
289	SOS - UCC/EFIS Special Request Form - Re-template	Partner - Sign-off Received	SOS	09/02/16	5d	09/08/16	09/08/16			
290	SOS - UCC/EFIS Special Request Form - Re-template	Schedule Go-Live	Jane Rihaneck	09/09/16	3d	09/13/16	09/13/16			

PROJECT STATUS REPORT - 9/15/16

DESIGNER: Wes Fairhead

Tax Equalization & Review Commission (TERC) - Meadowlark Website Redesign

Current Phase: Content/Development

Completion Target Date: December 15, 2016

Progress Since Last Update:

- Wes will continue to add content to <https://terc.nebraska.gov/> and will notify you when sections are ready for your review and approval.

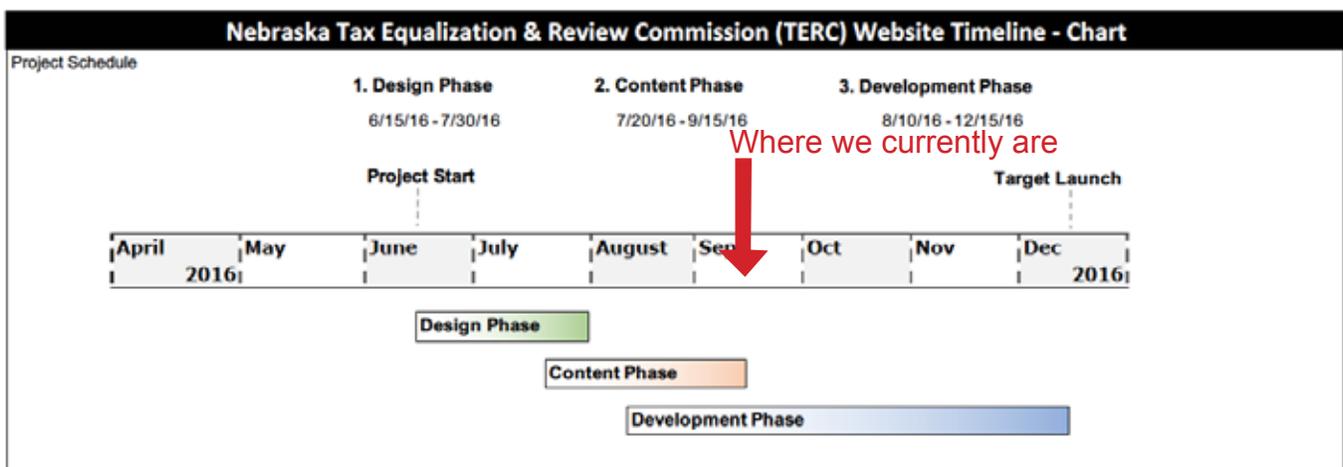
Total hours Nebraska Interactive has spent on the project to date: 93.5 hours

Total hours Nebraska Interactive anticipates spending on the project to completion: 236 hours

Outstanding items to be completed before moving on to next phase:

Action Item	Start Date	Due Date	Responsible Party	Completed: Yes/No
TERC will work on any content revamping and sent to NI	8/1/16	10/01/16	TERC	No
Nebraska Interactive will continue to migrate content to new site	-	12/15/16	NI	NO

Project Overview & Time Line:



Project Overview & Time Line continued on page 2

PROJECT STATUS REPORT - 9/15/16

DESIGNER: Wes Fairhead

Project Overview & Time Line:

TERC Website Timeline - Breakdown			
<i>Timeline is subject to change depending on feedback, response time, etc</i>			
1	Design Phase	Hours	Target Due Date
1a.	Layout key stakeholders of the website redesign & their wishes for the new design	-	6/30/16
1b.	Receive website design questionnaire from NCDHH	-	6/30/16
1c.	2 Mockups of design layout with time for 2 revisions	20	7/10/16
2	Content Phase	Hours	Target Due Date
2a.	TERC will work on revising and/or reorganizing content for the new website	5	9/15/16
3	Development Phase	Hours	Target Due Date
3a.	Once a mockup has been approved, Nebraska Interactive will begin building the home page of the website	8	8/15/16
3b.	Also during this time, research and development time will be spend on any new modules or configurations for the site	2	11/15/16
3c.	As content is ready to be added to the website, it will be added per each section & reviewed by the agency	193	11/15/16
3d.	Further testing and overall review	2	12/10/16
3e.	Quality Assurance testing & review	5	12/10/16
3f.	Website Training	1	12/5/16
3g.	Target Launch Date		12/15/16

