

MEETING AGENDA

Technical Advisory Committee to the State Records Board

October 20, 2008
2:00 p.m. – 3:00 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street
Lincoln, Nebraska

AGENDA

Meeting Documents: Click the links in the agenda
or [click here](#) for all documents (50 pages).

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [April 11, 2008](#)
4. Grant Reviews*
 - a. Department of Health and Human Services / Lincoln-Lancaster County Health Department – [Work Well Health Appraisal Survey and Administration](#)
 - b. University of Nebraska-Lincoln – [Nebraska Public Documents Digitization Project, Phase 2](#)
 - c. Nebraska Volunteer Service Commission – [Trainer/Trainee Online Database Search](#)
5. Other Business
6. Adjourn

* Denotes action items.

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

Meeting notice posted to the [Nebraska Public Meeting Calendar](#) on October 16, 2008.
Agenda posted to the NITC website on October 15, 2008.

**Technical Advisory Committee
to the
[State Records Board](#)**

Friday, April 11, 2008
2:00 p.m.
Executive Building - 5th Floor Conference Room
521 S 14th Street
Lincoln, Nebraska

PROPOSED MINUTES

MEMBERS PRESENT:

Brenda Decker, CIO, State of Nebraska
Richard Brown, Legislative Council
Walter Weir, CIO, University of Nebraska

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 2:05 p.m. Roll call was taken. A quorum was present. The meeting notice was posted to the [Nebraska Public Meeting Calendar](#) on April 4, 2008. The meeting agenda posted to the NITC Website on April 4, 2008. A copy of the Nebraska Open Meetings Act was available in the meeting room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES - [January 7, 2008](#)

Mr. Brown moved to approve the minutes as presented. Mr. Weir seconded the motion. Roll call vote: Decker-Yes, Weir-Yes and Brown-Yes. Results: Yes-3 and No-0. Motion carried.

GRANT REVIEWS

Nebraska State Historical Society – [Digital Archives and Records Center Implementation Study](#)

Members discussed the grant application.

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application entitled "Digital Archives and Records Center Implementation Study," finds that:

- The grant application is for the performance of a study, and there are no technical elements for the Committee to review.
- The Committee recommends that the study examine and address issues relating to the project's compatibility with existing state government infrastructure and current NITC Standards and Guidelines; and that the study be conducted with an appreciation of related issues and efforts, such as the "durable medium" workgroup.

Mr. Brown seconded. Roll call vote: Decker-Yes, Weir-Yes and Brown-Yes. Results: Yes-3 and No-0. Motion carried.

Nemaha County Assessor – [Nemaha County Digitizing Maps/records and enhanced Web Page](#)

Members discussed the grant application.

Mr. Brown moved the following resolution:

The committee, having reviewed the grant application entitled “Nemaha County Digitizing Maps/records and enhanced Web Page,” finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget; however it is unclear whether the necessary funding for the project has been secured, beyond this request for grant funds.
- The grant application, in Section III-2 refers to the absence of applicable NITC standards, “there are no NITC technical standards and guidelines for GIS.” Actually there are two NITC standards that would apply to this type of work, if it involves the actual development of the GIS-formatted land record information. The first is the NITC “Land Record Information and Mapping Standard” (http://nitc.ne.gov/standards/data/LRMS_20060127.pdf), which is specifically focused on the development of GIS-formatted land record information. The second is the NITC “Geospatial Metadata Standard” (http://nitc.ne.gov/standards/data/metadata_standard_20050923.pdf), which outlines how the GIS data should be documented so that the value of the public investments in the data, by developing agency, can be preserved over time and so that other potential users of the data can determine the most its appropriate and/or inappropriate use of that data.

Ms. Decker seconded. Roll call vote: Decker-Yes, Weir-Yes and Brown-Yes. Results: Yes-3 and No-0. Motion carried.

OTHER BUSINESS

There was no other business.

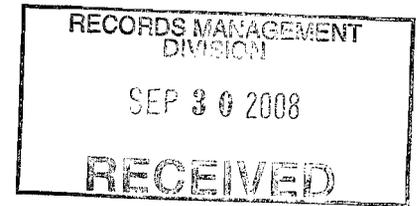
ADJOURNMENT

The meeting was adjourned at 2:37 p.m.

The meeting minutes were taken by Rick Becker of the Office of the CIO.

Nebraska State
Records Board
440 S 8th St Ste 210
Lincoln, NE 68508
(402) 471-2745

John A. Gale
Chairman



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

The Nebraska State Records Board is sponsoring a grant program for state agencies for the development of programs and technology to improve electronic access to state government information and services. Grants will be awarded for one time funding of small projects (not to exceed \$25,000). The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. State agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

Grant Criteria

Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:

1. Enhance the delivery of state government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <https://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>
4. Improve the efficiency of state agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at cathy.danahy@sos.ne.gov or (402) 471-2745.

State agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

I. GRANT SUMMARY

- 1. Name of agency applying for grant:** Department of Health and Human Services/ Lincoln-Lancaster County Health Department
- 2. Title of project:** WorkWell Health Appraisal Survey and Administration

Brief description of project:

The Division of Public Health brings together all the elements of public health within the Nebraska Department of Health and Human Services.

This Division is responsible for preventive and community health programs and services. It is also responsible for the regulation and licensure of health-related professions and occupations, as well as the regulation and licensure of health care facilities and services.

The Lancaster County Health Department Division of Health Promotion and Outreach Services is committed to enriching the lives of the people of all cultures so that individuals are empowered to assume responsibility for their own health. We accomplish this through direct service and community development - by providing education, outreach and referral services.

The State Department of Health and Human Services, in collaboration with the Lincoln/Lancaster County Health Department, is currently collecting health related data from both the public and private sectors through an online survey. Currently the survey and the administration feature are both being hosted by Information Analytics. While the design of the system itself is fairly sound, the vendor cannot provide adequate support for the on-going collection of data.

In order to continue to have value for DHHS and for the state, the system needs to be rebuilt so that it can be easily adapted to the changing needs for data manipulation. Also, the current vendor does not have the necessary resources to house the growing amount of data.

The project will consist of the development of an online survey, a database to collect the data, and an administration feature where reports are generated. Nebraska.gov will

complete the application development, and the database will reside in Nebraska.gov's Tier-4 data center. Though Nebraska.gov will house all current data, they will not be the database of record. A full set of data will be exported on a regular basis for agency use.

3. Grant request amount \$ 25,000

4. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

The survey is a free application. In order encourage employers to have their employees complete the health appraisal, there is no charge. Development will be funded by grant monies and on-going maintenance is supported by the agency's other contributions to the network through fee-sharing on other current applications and future applications.

II. GRANT DETAIL

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

See attached Concept Document for specifics on Project Scope, Deliverables, Constraints, and Assumptions.

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

It is projected that by the year 2015 health care will exceed salaries and nearly 50% of Americans will not be able to access health insurance through their place of employment. Increases such as this can cripple the American economy currently spending nearly 18% of the Gross National Product on health care. Nebraska is not immune to these concerns. According to the Nebraska Department of Insurance, average annual increases in health care are in excess of 14%. On the positive side, businesses that have used this survey in the past average nearly 5% less in their annual increases. The survey allows WorkWell and other health providers to help a company target their priority health concerns. As a result, we have much better rates for tobacco use, physical activity, responsible alcohol consumption, and prenatal care. Work still needs to be done in several areas including overweight/obesity, fruit and vegetable consumption, and binge drinking. Since the onset of this survey in 2003, more than 65 companies have benefited from this service. It is anticipated that 5,000 – 15,000 respondents will take this survey on an annual basis.

3. Timeline for implementation (a specific completion date (MM/YYYY) must be provided). Grant funds lapse if not expended prior to completion date.

Target date for completion is October 2009.

4. State agency contribution to project (labor, equipment etc.).

The Department of Health and Human Services and the Lincoln-Lancaster County Health

Department will provide human resources for the approximately 300 hours estimated to complete pre-planning and testing of the new system. Also, the Lincoln-Lancaster County Health Department will be procuring the hardware and software necessary for creating and processing the Scantron versions of the health appraisal survey. The development of the paper survey will be done in-house, and DHHS and the Lincoln-Lancaster County Health Department will also collaborate with Nebraska.gov in order to integrate with the online system.

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

This is a joint initiative between the State Department of Health and Human Services, Public Health Division, and the Lincoln-Lancaster County Health Department. Grant funding has already be procured by the Lincoln-Lancaster County Health Department for the Scantron equipment and paper survey development. Funds from this grant will also be used to cover costs related to human resource allocations from the Department of Health and Human Services for the entire project.

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

No.

7. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).

Grant money will be used to fund development of a new survey and agency administration application which can then be hosted by Nebraska.gov. Also included in the project scope is integration of a paper Scantron version of the survey. The equipment is being purchased from Scantron Corporation.

See attached Resource Estimate for Nebraska.gov

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

The grant money is needed for a one-time payment to Nebraska.gov to cover the cost of the initial application development. This is not a fee based application that could be expected to pay for the resources expended over time. Once the grant money is expended, the ongoing maintenance and hosting is covered under Nebraska.gov's self-funded model. The Department of Health and Human Services already contributes revenue to the network through other applications developed and hosted by Nebraska.gov. In addition, the agency hopes to continue to work with Nebraska.gov going forward on new projects as they come up, and any involving transactional revenue will be designed to further contribute to the network.

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

Transferring hosting of the online Health Appraisal and Worksite Wellness Survey to Nebraska.gov will significantly increase the server capacity handling the data. Nebraska.gov's Tier I data center has the ability to handle a load much higher than what the current vendor offers. This will mean that a larger number of users will be able to access the system at one time, without overloading it, and causing the system to crash. The anticipated improvements in performance and function will greatly increase the appeal to Nebraska businesses. Several nationally recognized businesses in the area of worksite health promotion are waiting for our upgrades before they implement the survey. Some of those companies include; Duncan Aviation (2,000 employees), and Lincoln Industries (500 employees). Both Duncan and Lincoln Industries are recognized as two of only nine companies nationwide as having exemplary wellness programs as identified by the Centers for Disease Control. Creating a larger data base allows the Department of Health and Human Services a better picture of health among working age adults in Nebraska.

10. Please describe how this project will improve the efficiency of state agency operations.

Expanded hosting capacity will greatly enhance the reporting abilities of the application as well. Currently reports must be run overnight, meaning that there is no quick and instant access to data. Also, the current vendor's ability to change or add reporting functionality is limited, which means the ability of the data manipulator is hindered. In addition, the ability to offer the survey in Spanish allows for the DHHS to get a much better picture of the Hispanic population. Currently, it is difficult to get an accurate health analysis of this population because they tend to be very elusive for fear of deportation. One of the best avenues to reach this population is at the worksite. In addition, several programs within DHHS use this survey to get a larger sample of working age adults than they can currently get through the Behavior Risk Factor Surveillance System survey offered by the Centers for Disease Control. Nebraska is required to pay the CDC for all survey responses which limits the sample size that is used for analysis. This survey also has some questions that are identical to the BRFSS which allows us to compare Nebraska health status to national data.

11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.

The WorkWell program is already a collaborative effort between state and local government, in an attempt to both gather data related to individual citizen health in Nebraska, and to use this information to further promote wellness. WorkWell is based out of the Lincoln-Lancaster County Health Department. This partnership between DHHS and WorkWell has been in existence since 1986. Other local health and human service agencies would also have the potential to use this instrument in their operations. DHHS has an active relationship with all local health departments.

12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?

The online survey is offered as a service to employers who want to evaluate the health of their workforce. This is important as health care costs are rising and it is beneficial to employers to promote wellness in their work place. The results of the survey can tell these businesses what sort of programs their employees are interested in, or can help them to focus their efforts in the most needed areas.

The survey is also of benefit to the individuals completing it, as it provides them with an immediate personal report of their health status and risks. Research demonstrates that 20% of individuals will make some lifestyle change just by reading their personal wellness report!

WorkWell is a good example of a private/public partnership. There are nearly 100 organizations involved with WorkWell. Most of these businesses are private and employ more than 60,000 individuals with an additional reach of another 60,000 family members.

13. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.

The project does not involve licensing, permitting, or regulation of business.

III. TECHNICAL INFORMATION

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

The project will require the purchase of Scantron hardware and software in order to produce a paper version of the survey. Not all employees of an employer wishing to collect data about the health of their workforce have a computer easily accessible. For example; only 10% of NEBCO and Kawasaki Motors have access to computers. Construction companies and manufacturing are examples of industries that would benefit from this technology.

For the future viability of the survey and the data collected, the decision was made to transfer hosting to Nebraska.gov. The technical architecture of Nebraska.gov is more suited for the growth of the application. Nebraska.gov does not host any programming code that was not created in-house for security reasons; therefore the decision was made to re-create the original survey, allowing for expandability.

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

- **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines**

(NITC standards and guidelines are located at:

<http://www.nitc.state.ne.us/standards/>).

- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

The application will not interface directly with any other state systems.

Nebraska.gov is PCI/DSS, and SOX compliant, and adheres to all NITC standards.

Nebraska.gov provides a state-of-the-art data center facility designed to securely and cost-effectively host government Web applications. Nebraska.gov's hosting environment is Cybertrust certified, and all applications are submitted to a vulnerability scan yearly in order to protect data. In addition Nebraska.gov has a comprehensive disaster recovery plan including redundancies, back-up power sources, and an alternate processing facility.

3. **Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.**

Nebraska.gov programmers and web designers comply with all Section 508 standards.

4. **Describe how technical support will be provided.**

Nebraska.gov will provide technical support for the application. A support phone number will be included on each page of the application, and users can reach a customer service representative during regular business hours. A support email address is also made available for users to submit bug reports and questions at any time.

Nebraska.gov also provides continuing technical support for the application in the form of providing bug fixes, enhancements and updates upon request.

Data center support is available 24 hours a day/7 days a week.

IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

Dan Cillessen

Phone # 402-471-9270 **E-mail** dan.cillessen@dhhs.ne.gov

Signed this 26th day of September 2008



Agency Director

Scantron
Automated Data Collection Solution

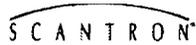
**Proposal For
State of Nebraska**

September 12, 2008

Submitted by:

**P. Craig Russell
Sr. Account Manager**

This document contains confidential information of Scantron, Inc. In consideration of the receipt of this document, State of Nebraska. agrees not to reproduce or make information available in written, verbal or other manner to persons outside of State of Nebraska. who are not directly responsible for the evaluation of this document. The information contained in this document is based on the preliminary analysis of your requirements. Estimated costs may change based on a more in-depth analysis of the applications.



September 12, 2008

Lisa Henning
State of Nebraska
3140 N Street
Lincoln, NE 68510

Dear Ms. Henning:

It has been a pleasure talking with you about the need of your organization to purchase a scanning solution from Scantron. We feel confident that our latest scanners and software will meet your needs now and well into the future.

After reviewing your requirements, it is Scantron's pleasure to present the recommended solution outlined in the remainder of this proposal. The following pages contain a description of the *Automated Data Collection Solution* and all the components thereof.

I appreciate your taking some of your valuable time to review these materials. I will call you within a few days to talk about the next steps involved with pursuing the acquisition of this Scantron solution. Thank you for your consideration.

Sincerely,

P. Craig Russell
Sr. Account Manager

Recommended Solution:

- Software
- Scanner hardware
- Training
- Support warranty/maintenance

A brief description of each interrelated portion of the suite follows.

Software



Collect

ScanTools Plus Application Development and Real Time

Character Recognition is the software that works with the OpScan iNSIGHT Scanner.

A ScanTools Plus Application Development and Real Time Character Recognition function produces the ASCII data file after the scanning process. The ASCII file has formatting options such as fixed length output or variable length output with the choice of delimiters such as comma, tab, etc. The choices of output file formats include .dat, .dlm, .csv, and .txt and others. The scanned data can then be imported into virtually any software application written to accept ASCII files, from large information systems to desktop applications like Microsoft[®] Access, Microsoft Excel, and SPSS[®].

Scanner Hardware



Collect

The OpScan iNSIGHT[™] Scanner is a different breed, a next generation in desktop scanning, that expands on the reliable efficiency and accuracy of Scantron OMR data collection. With the accuracy you've heard about or come to rely on from Scantron

scanners, the OpScan iNSIGHT Scanner expands your data collection capabilities.

Features and functions included with the proposed scanner:

- Easily switch between ink and pencil read. The dual image ink and pencil read head feature enables the form to be filled out in either pencil or blue or black ink
- Document throughput rate delivers fast processing - up to 2,200 sheets per hour.
- The iNSIGHT can process many form sizes and thickness for processing multiple applications.
- Its fixed automatic feed hopper holds 100 sheets for easy loading. Single- or automatic-feed modes provide users with operational flexibility.
- Its fixed output stacker has a 100 sheet capacity.
- The OpScan iNSIGHT Scanner is a USB 2.0-connected peripheral device that needs to be interfaced to the corresponding USB 2.0 port of a PC.
- The usage duty cycle for an OpScan iNSIGHT Scanner is 500,000 sheets per year. A surcharge of \$400 will be assessed if the duty cycle is exceeded within that one-year period.

Professional Services

After the scanner and software are delivered to you (the shipping charges for the scanner are included in the price of this proposal), a Scantron field service engineer will perform an *onsite installation* of the scanning system if you are within 100 miles of the nearest Scantron service center. Lincoln, NE is located less than 100 miles from our nearest service center.

Training

Your solution includes training for one (1) user from State of Nebraska to attend formal classroom sessions for the following components:

- ScanTools Plus Application Development and Real Time Character Recognition – 4-day training class at Scantron

Because these training sessions are bundled as part of your acquisition, they need to be scheduled within six months of your purchase.

Our clients often wish to send more than one person to the training sessions. If this is the case with you, we can offer training pricing for additional people. Onsite training is always available as an alternative to most types of training.

Support and warranty/maintenance

Software support

ScanTools Plus Application Development and Real Time Character Recognition come with first year Software Subscription Support from Scantron. Software Subscription Support entitles the licensee to telephone technical support provided by the Scantron Customer Response Center at 800-338-5544. Software Subscription Service also provides you with new software releases including product patches, updates, workarounds and all upgrades. Each Software Subscription Service is renewable annually.

Hardware warranty/maintenance

The OpScan iNSIGHT Scanner comes with a one-year warranty in the form of an On-Site Maintenance Plan. An on-site maintenance plan covers full parts and service, four-hour response (on average) to locations within 50 miles of a Scantron Service Center, which

you qualify for. If your system should go down, our technician will either repair or replace your scanner at no additional cost to scanning periods. Other standard features include unlimited number of calls to the Center, 800# to call, call-back within one business hour and coverage from 8:00 a.m. through 5:00 p.m., Monday through Friday, except holidays.

Scantron is the Sole-Source Manufacturer of the OpScan iNSIGHT Scanner line proudly built in the USA under stringent ISO9001 manufacturing requirements.

Date: September 12, 2008

PRICE QUOTE
 Prepared for
State of Nebraska

<u>Hardware</u>	<u>DESCRIPTION</u>	<u>PURCHASE</u>
IN4/2204	Opscan iNSIGHT Scanner Includes <ul style="list-style-type: none"> • 100 Sheet Auto Feed • 2,200 sheets per hour • Dual Side/OMR Pencil/Ink/Imaging • 1 – Year Onsite Warranty Included if location is within 50 miles of service center, if not then Central Exchange Warranty will be included • Onsite Installation included within 100 miles of service center • Freight Included • Dust Cover 	\$ 5,700.00
STX401B	ScanTools Plus Application Development and Real Time Character Recognition software. <ul style="list-style-type: none"> • 1-Year software support subscription included • 4 days Training for one (1) at Scantron facility included <ul style="list-style-type: none"> ○ Travel & Expenses not included ○ Training must be taken w/in 6 months of purchase 	\$ 3,295.00
STXQS2	ScanTools Plus Quick-Start Training	\$ 450.00
FORMS	Forms Design and Printing BFE 311222 <ul style="list-style-type: none"> • 1000 booklets printing* • Composition and Programming 	\$ 2,369.68 \$ 2,419.00
*Pricing is based on the new design of a 3 sig booklet. Features include- 2/2 color, 2 sided form, 2 perforations at the center and collating at the spine of the form. Any changes to the above specifications will require a revised price quote. Printing will take approximately 10 business days after we receive your purchase order. Any author's alterations after the first proof cycle will be an additional charge of \$107.00 per designer hour.		
Total Cost		\$ 14,233.68

These prices are valid for thirty (30) days.

Solution Authorization

Terms and Conditions

- Terms are pre-paid, credit card or Net 30 with a valid purchase order (with approved credit), credit card or check, to "Scantron"
- Pricing does not include sales tax or shipping if applicable
- Pricing includes travel expenses if applicable
- Pricing is valid for 30 days unless extended in writing by Scantron
- If the scope of the project changes Scantron reserves the right, with customer approval, to make price, hardware and/or software changes as well as adjust the deliverable date
- Training and services must be scheduled within six months of invoice date. Any unused time will be forfeited. Scantron shall notify State of Nebraska of unused time one month prior to expiration date.
- Customers are allowed one change per proof for printing orders. Additional changes will incur an additional expense
- Services must be scheduled within six months of invoice date. Any unused time will be forfeited. Scantron shall notify State of Nebraska of unused time one month prior to expiration date
- It is understood and agreed that each party shall have no liability for any indirect, incidental, special or consequential damages (including loss of business, revenue, profits, use, data or other economic advantage) suffered by the other party or any third party, even if that party has been previously advised of the possibility of such damages. Liability for damages for any claim whatsoever shall be limited to the amount paid by Customer to Scantron for the Services, which are the subject matter of the claim in the one-year period prior to the event-giving rise to such damages
- Skill requirements of customers: computer literate with a working knowledge of Windows OS and with experience creating directories, folders, sub folders, etc.
- All goods will be shipped F.O.B. Origin, which will be indicated as Scantron's warehouse or any point from which the goods are shipped. This term of sale shall not be amended by any document, such as a purchase order or other acknowledgment issued by the buyer, without the signature of an authorized agent of Scantron consenting to the modification of this term. Buyer's acceptance of these terms shall be indicated by either a signature herein, or by the issuance of a firm order confirming the buyer's intent to purchase the goods and/or services included on this quote.
- All sales in this solution are final. Software and services are not returnable or refundable.
- Installation and training is not covered under support and maintenance

I understand and accept the above terms for the Scantron Solution Proposal. I will serve as the initial point of contact regarding the scheduling of the Consulting Services work to be performed.

Authorized Signature

Date

Printed Name

Email Address

PO #, Check # or Credit Card Number with Expiration

Company Name

Phone Number

P. Craig Russell, Sr. Account Manager Page 6
Please fax your orders to my attention at 678-802-7698
All prices in this proposal are valid for thirty (30) days

NEBRASKA . GOV

Nebraska.gov resource allocation estimates:

	Hours	Rate	Value
Health appraisal survey			
Development:	150	\$55/hr	\$8,250
Project Management:	50	\$40/hr	\$2,000
Administration interface			
Development:	200	\$55/hr	\$11,000
Project Management:	50	\$40/hr	\$2,000
Scantron integration and data migration			
Development:	45	\$55/hr	\$2,475
Project Management:	20	\$40/hr	\$800
Total resource value estimate:	515		\$26,525



Concept Document

WorkWell Health Appraisal

Project Manager: Jennifer Rasmussen
Email: jrasmussen@nicusa.com
Voice: 402.471.7870
Fax: 402.471.7817
Date: 07/29/08

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Document Revision History

Version	Date	Comments
1	07/29/08	Original Draft
2		
3		

Partner Information

Partner Description

Department of Health & Human Services
 Division of Public Health
 301 Centennial Mall South
 Lincoln, Nebraska 68509
 (402) 471-3121

The Division of Public Health brings together all the elements of public health within the Nebraska Department of Health and Human Services.

This Division is responsible for preventive and community health programs and services. It is also responsible for the regulation and licensure of health-related professions and occupations, as well as the regulation and licensure of health care facilities and services.

The Lancaster County Health Department Division of Health Promotion and Outreach Services is committed to enriching the lives of the people of all cultures so that individuals are empowered to assume responsibility for their own health. We accomplish this through direct service and community development - by providing education, outreach and referral services.

Partner Primary Contact Information

Contact Name	Contact Title	Phone	Fax	Email
Lisa Henning	Executive Director, WorkWell Worksite Wellness- Lincoln/Lancaster County Health Department	402.441.8049		lhennig@lincoln.ne.gov

Partner Executive Sponsor Contact Information

Contact Name	Contact Title	Phone	Fax	Email
Dan Cillessen	Director of Public Health Promotion	402.471.9270	402.471.6446	dan.cillessen@dhhs.ne.gov

Project Overview

The State Department of Health and Human Services, in collaboration with the Lincoln/Lancaster County Health Department collect health related data from both the public and private sectors through an online survey.

Nebraska companies can request to have a company profile set up so that their employees may complete the survey. Companies are issued an ID that their employees may then use to get into the system and set up individual user names and password. At the end of each survey, an individual health appraisal is issued to the user. Overall company data is collected and is provided to the employer. In addition, the Health and Human Services system can get reports on all data collected to get a picture of the overall health and habits of Nebraska citizens.

Current Solution

Currently the survey and the administration feature are both being hosted by Information Analytics. While the design of the system itself is fairly sound, the vendor cannot provide adequate support for the on-going collection of data and reporting.

Proposed Solution – Statement of Scope

Project Scope:

The project will consist of the development of an online survey, to collect the data and generate individual health appraisal reports, and an administration feature where Company ID's can be created, and custom questions can be added to the survey. This feature should also give the administrator the ability to generate reports based off of all data collected.

Deliverables

- 1.) Online survey to be made available to state employees, and participating company employees
- 2.) A user management and report generating administration feature.
- 3.) Integration with CSV file data produced from a Scantron paper version of the survey
- 4.) Migration of current data from previous vendor

Constraints:

- 1.) Scantron data must contain the same elements as the online survey data
- 2.) Information Analytics will provide a complete database export of all current survey data in a useable format

Assumptions:

- 1.) Adherence to HPPA regulations
- 2.) Scantron survey/file generation will be managed by the partner and provided for Nebraska.gov
- 3.) Nebraska.gov will have the ability to provide the partner with a complete export of data upon request
- 4.) Data will only be held for three years

Target Audience

State employees and individuals in the private sector who work for participating companies are the target audience.

- 1.) General Public – The application is open to the general public, however, users must be employees of a larger organization, which will apply to have a company profile created.
- 2.) State Employees – All employees of the State of Nebraska will be informed about, and have the opportunity to complete, the wellness survey.

Pricing Structure

The survey is a free application. In order encourage employers to have their employees complete the health appraisal, there is no charge. Development will be funded by grant monies and on-going maintenance is supported by the agencies other contributions to the network through fee-sharing on other applications.

Current Technical Environment

1. Are there one or more internal-facing applications in place for this service?

Yes No

If yes, please answer these related questions:

On which system architecture does it/they reside?

Mainframe Midrange Standalone Other

What technologies are/were used to build the internal-facing application(s)? N/A

2. Is there a database to hold records related to this service?

Yes No

If yes, what type of database (i.e. DB2, Oracle, MS SQL, proprietary, other, none)?

Where does the data reside?

Agency Division of Information Technology Other Information Analytics

Who supports the database?

Agency Division of Information Technology Other Information Analytics

Can you provide us with the database schema?

Yes No

Approximately how many records are in the database?

17,000

3. Is any of the following sensitive personal information collected or stored in the database or presented to users? *(Please check all that apply)*

	Collected from user	Stored in database	Presented to users	Transmitted to 3 rd Party
First and last name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of Birth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Security/Tax ID Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driver License Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit/debit card number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank account number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Password	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

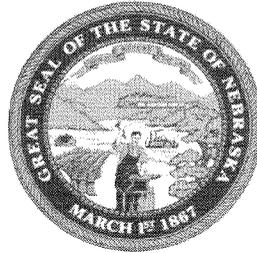
Additional Deliverables

Nebraska.gov will deliver the following:

- Education on latest Web protocol items, such as accessibility compliance, Web usability standards
- Marketing assistance for agency services
- Secure hosting of service/application within the Nebraska Interactive Central Data Center (CDC) environment
- 24 hours a day, 7 days a week technical support for the AOC
- Customer support for application-related questions during normal business hours as well as dedicated email support and toll-free, 800 number support.

**Nebraska State
Records Board**
440 S 8th St Ste 210
Lincoln, NE 68508
(402) 471-2745

John A. Gale
Chairman



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

The Nebraska State Records Board is sponsoring a grant program for state agencies for the development of programs and technology to improve electronic access to state government information and services. Grants will be awarded for one time funding of small projects (not to exceed \$25,000). The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. State agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

Grant Criteria

Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:

1. Enhance the delivery of state government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <https://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRAApplication/init/init/None>
4. Improve the efficiency of state agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at cathy.danahy@sos.ne.gov or (402) 471-2745.

State agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

I. GRANT SUMMARY

1. **Name of agency applying for grant:** University of Nebraska-Lincoln
2. **Title of project:** _Nebraska Public Documents Digitization Project, Phase 2
3. **Brief description of project:** In 2005, the Nebraska State Records Board awarded the University of Nebraska-Lincoln Libraries and its partners – the Nebraska Library Commission, the Nebraska State Historical Society, and the University of Nebraska-Omaha - \$23,000 to produce digital versions of the state’s Public Documents and to create a public, freely accessible website linking to the digitized documents. Thus far *Nebraska Public Documents*, comprising reports from Nebraska’s constitutional officers and state agencies from 1891 to 1929, have been digitized and are available to the public at <http://cdrh.unl.edu/nebpubdocs/>. The additional funding being requested to enable the project to continue digitization of the Public Documents series. This will take three requests of roughly \$25,000 each, and each request will cover about 40,000 pages of text, including images, metadata, and OCR scanning.
4. **Grant request amount:** \$25,000
5. **Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.** No

II. GRANT DETAIL

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

Until this year, *Nebraska Public Documents*, a publication containing historical reports of Nebraska constitutional officers and state agencies, was not widely available. Housed in only a few libraries in Nebraska, researchers were required to visit one (or more) of those libraries to undertake any kind of in-depth and meaningful research requiring analysis of agency activities and record-keeping over time. Oftentimes a visit to more than one

repository was required, as no single institution held a complete set of the series, and none of the institutions was able to provide meaningful reference services as the series was not indexed.

In 2005 the major institutions holding substantial volumes of this series – the Nebraska State Historical Society, the Nebraska Library Commission, and the University of Nebraska-Omaha—discovered that the New York Public Library had microfilmed the *Nebraska Public Documents* series covering the years 1891-1956. After preliminary evaluation of the microfilm, the Nebraska Library Commission awarded a grant of \$10,000 to the Nebraska State Historical Society to purchase the 116 reels available from the New York Public Library. With \$23,000 provided by the State Records Board in 2005, supplemented with \$38,000 granted by the Nebraska Library Commission, and \$12,000 from the University of Nebraska at Omaha Library, the fourth partner in this project, the University of Nebraska—Lincoln Center for Digital Research in the Humanities, was able to contract with the OCLC Preservation Service Center to digitize the microfilm from 1891-1929. A keyword searchable collection of digitized historical reports of Nebraska constitutional officers and state agencies is now available as the Nebraska Public Documents Website – see <http://cdrh.unl.edu/nebpubdocs/>.

Thus far, the years 1891-1929 have been digitized—approximately 118,000 images—and these are accessible to the public without charge. There are additional reels covering the years 1930-1956 that remain to be digitized, estimated at 114,000 images. With the \$25,000 being requested, the partnering institutions anticipate that an additional 40,000 pages can be digitized and the metadata added to the Nebraska Public Documents website.

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

Digitization of the *Nebraska Public Documents* will benefit the citizenry of the state, corporations, governments, students, and diverse entities. Access will be available to anyone around the world with access to the Internet. Over 15,000 “hits” to the Nebraska Public Documents Website during its first ten months of activity indicate widespread use of its resources. The partnering institutions are aware of these specific uses of the online documents in these projects:

- Department of Roads annual reports to trace the construction of highways in the state for the Nebraska State Historical Society’s Historic Preservation Division’s county surveys.
- Prof. Mark Ellis of the University of Nebraska-Kearney used the annual reports of the Nebraska State Penitentiary to research and write his forthcoming history of the early years of that institution.
- Other researchers have used the 1914 annual to document the 90 baseball games played by penitentiary inmates against local Lincoln teams and other early reports to prove that an integrated baseball team at the penitentiary was likely the first integrated team in Nebraska.
- Employees of the Lincoln Regional Center have used that facility’s annual reports to compile background information for an oral history project on the institution’s history.
- Auditor’s reports were used by a researcher tracing annual appropriations to the Nebraska Military Department from 1870-1916.

- A genealogist seeking information on her ancestor who had worked in the Secretary of State's office found salary figures for him.
- A researcher studying communicable diseases used statistics reported on polio cases from the Department of Health reports.

It is clear that a wide-ranging and varied use of these reports has been made and will continue.

3. Timeline for implementation (*a specific completion date (MM/YYYY) must be provided*). *Grant funds lapse if not expended prior to completion date.*

The initial funds (\$23,000) provided by the State Records Board and matched by the Nebraska Library Commission (\$38,000) and the University of Nebraska at Omaha Library (12,000) enabled the Nebraska Public Documents Project to digitize slightly more than one-half of the microfilmed reports. UNL provided servers and disc space, staffing for quality control checks of the metadata and images, and staff to inventory the microfilm. Since we are asking for an additional \$25,000 to continue the digitization, the earlier work plan can be duplicated with these new dates:

Digitization services RFP developed for scanning and OCR by Walter and UNL Purchasing Department – December 2008/January 2009

Decision made regarding successful bid in February 2009. Begin sending reels for digitization immediately.

Begin receiving digital files back from contractor in May 2009 and begin quality control checks and encoding of files, continuing through 2009.

4. State agency contribution to project (labor, equipment etc.).

UNL agrees to host the online content, to conduct quality control checks on the metadata, to enhance metadata as needed, and to update and maintain the search interface as part of its Electronic Text Center and Center for Digital Research in the Humanities responsibilities, and to sustain the digitized content.

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

In-kind funding in terms of staff time is being provided by the Nebraska Library Commission, the Nebraska State Historical Society, UNO and UNL. In the earlier phase of this project, the Nebraska Library Commission provided seed monies to the Nebraska State Historical Society and the University of Nebraska-Lincoln totaling \$38,000, and UNO provided \$12,000. Although such additional funding will not be available, it will not be necessary to purchase any microfilm for digitization in this phase of the project, as all of the microfilm is on hand. The search interface has been developed, and UNL continues to preserve the data.

6. Does the project require additional statutory authority (explain)? No.

7. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).

The grant money will be used to contract with a vendor to produce digitized images of the Nebraska Public Documents series currently on microfilm beginning with 1930 and covering about 20 reels of microfilm or an estimated 40,000 pages. We will seek TIFF images, appropriate derivatives, and associated metadata. UNL will enhance metadata as needed and conduct quality control checks.

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

None of the partnering institutions has money in its budget to cover the cost of this digitizing project. Once these documents have been digitized, the online text will be sustained by UNL, as that institution is sustaining the text of the already-digitized documents.

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

As described above, numerous researchers have made use of the already-digitized Nebraska Public Documents Website. Easy access to these documents to users not just in Nebraska, but anywhere in the world, has improved customer service provided by all of the partner institutions. By expanding the website to include additional documents, the audience for these materials will likely increase as well.

10. Please describe how this project will improve the efficiency of state agency operations.

Access to the digital version of the Nebraska Public Documents has already improved reference services to Nebraska citizens served by the Nebraska Library Commission, the Nebraska State Historical Society, and the University of Nebraska. This project will increase efficiency by adding additional years of Nebraska public documents to the Nebraska Public Documents website.

11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.

The partnering organizations—the University of Nebraska—Lincoln, the University of Nebraska at Omaha, the Nebraska Library Commission, and the Nebraska State Historical Society— have collaborated to complete the first phase of this digitization project. All of the partners are committed to continuing their involvement in the project. In a sense, these four agencies are collaborating with many other Nebraska agencies by making the annual reports of a large number of Nebraska state agencies available online and available to all citizens of Nebraska with access to the internet and to researchers all over the world.

12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov? Not applicable.

13. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system. No.

III. TECHNICAL INFORMATION

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

The University of Nebraska—Lincoln Libraries is providing the servers and disks for storing the data from the last phase and will serve up the new data; student employees and staff will be using existing desktop computers to conduct quality control checks of the images and the metadata. Metadata standards being required are: eXtensible Markup Language, Text Encoding Initiative (TEI), METS/ALTO, and eXtensible Stylesheet Transformation Language (XSLT). These are international standards supported by the National Institute of Standards Organization and the Library of Congress. The metadata standards are open source, non-proprietary, and will enable us to continuously migrate data over time. The company will ship the data on external hard drives provided by the Center.

See <http://cdrh.unl.edu/nebpubdocs> to see the relevancy ranking search developed by the Center for Digital Research in the Humanities at UNL.

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

- **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

The University of Nebraska-Lincoln followed the Research Libraries Group Guidelines and Tools and the NINCH Guide to Good Practice in Digital Representation and Management of Cultural Resources in development of the original RFP, and will use the same requirements in the upcoming project. These are in compliance with State of Nebraska guidelines. As noted in the previous section, the standards being used are international standards, ensuring the ability to migrate data over time. XML is infinitely extensible. Using Cocoon and Lucene's Solr/equiv, there is now a relevancy ranking search. UNL's Center for Digital Research in the Humanities and the Electronic Text

Center use these standards for many of its projects, and finds the metadata to be reliable and scalable. For examples of other projects, see <http://cdrh.unl.edu> and <http://etc.unl.edu>.

Data in the center is stored on servers with RAID 5. Files are backed up to tapes or external drives and are stored off site for disaster prevention purposes at a secure location managed by Iron Mountain.

3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.

The web interface is easy to navigate on any computer and does not depend upon frames, audio, animation, flash, or other distracting elements. No special stylesheets are required in order to view the site, and visually impaired users can control the color selections.

4. Describe how technical support will be provided.

The University Libraries' Electronic Text Center and Computing Operations & Research Services (CORS) will collaborate to provide technical support. The Electronic Text Center was responsible for creation of the public interface, and will continue to be responsible for creating and/or correcting metadata, for specifying file naming conventions, and for working with the UNL Purchasing Department. CORS will be responsible for data storage and for back up.

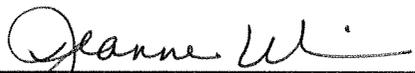
IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application: Katherine Walter

Phone #: 472-3939

E-mail: kwalter1@unl.edu

Signed this 1st day of October, 2008



Jeanne Wicks, Director, Office of Sponsored Programs

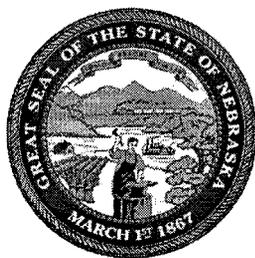
Please return to:

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

(Last updated 04/29/2008)

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John A. Gale
Chairman



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

The Nebraska State Records Board is sponsoring a grant program for state agencies for the development of programs and technology to improve electronic access to state government information and services. Grants will be awarded for one time funding of small projects (not to exceed \$25,000). The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. State agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

Grant Criteria

Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:

1. Enhance the delivery of state government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business> and the One-Stop Online Business Registration System at: <https://www.nebraska.gov/osbr/cgi/domestic.cgi?OSBRApplication/init/init/None>
4. Improve the efficiency of state agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at cathy.danahy@sos.ne.gov or (402) 471-2745.

State agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

I. GRANT SUMMARY

- 1. Name of agency applying for grant:** ServeNebraska - Nebraska Volunteer Service Commission
- 2. Title of project:** Trainer/Trainee Online Database Search

Brief description of project:

The Nebraska Volunteer Service Commission, branded as ServeNebraska, is charged with mobilizing Nebraskans to strengthen their communities through volunteering, collaboration, and national service programs.

ServeNebraska manages Citizen Corps in Nebraska through a collaborative partnership with the Nebraska Emergency Management Agency (NEMA).

To date, there has been no single repository for statewide information on CERT trained emergency response volunteers. Each local program manager is responsible for keeping records of names and contact information for the volunteers they coordinate. However, there is no easy way for anyone outside of the local program to obtain this information.

ServeNebraska proposes to build a database to assemble statewide information in a readily accessible and easily updated way. In order to then make it publicly available, an Internet application will be employed. Users will be able to search online and find information on individuals in communities around the state trained in emergency response. The Web-based application will also serve as a means for the program points of contact to send corrections and updates in order that the information can remain current. This application will greatly enhance the knowledge and readiness of disaster preparedness efforts in our state.

- 3. Grant request amount \$ 25,000**

- 4. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.**

There are no fees associated with accessing these records.

II. GRANT DETAIL

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

See attached Concept Document for specifics on Project Scope, Deliverables, Constraints, and Assumptions.

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

Community Emergency Response Teams (CERT) are one of five partner programs associated with Nebraska Citizen Corps. CERT recruits, trains and mobilizes volunteers to assist professional first responders during a man made or natural disaster. These volunteers are trained to perform light search and rescue, medical triage, and damage assessment. They are available to assist at community events and activities.

This database will be used by local Citizen Corps Council representatives, Citizen Corps Program Regional representatives, ServeNebraska Staff, NEMA staff members, and local emergency managers to track, schedule, and mobilize Community Emergency Response Team (CERT) volunteers to assist in a variety of preparedness and disaster response activities. Currently there is no centralized database containing this information, which makes it difficult to determine what volunteer resources are available to assist in the event of a disaster. From a planning perspective, the inability to access this information is problematic.

The database will also be used to maintain a list of CERT course trainers, and a schedule of CERT training classes. Portions of this database will be accessible to the public. The public will be able to obtain information regarding CERT training classes, CERT trained members in their communities, and Citizen Corps partner program active in their communities. The database will be incorporated into the existing ServeNebraska website, which contains pages and links to a variety of volunteer service activities and programs. We believe that making online search and retrieval of trained volunteer information available will serve to promote volunteerism and increase the level of individual and community disaster preparedness within the state.

- 3. Timeline for implementation (a specific completion date (MM/YYYY) must be provided). Grant funds lapse if not expended prior to completion date.**

Target date for completion is August 2009.

- 4. State agency contribution to project (labor, equipment etc.).**

ServeNebraska is assuming the responsibility for collecting and housing the information collected from the local programs. This will mean designing and creating a database and gathering all the information from contacts around the state. Program managers from

ServeNebraska will also be involved in the design and testing of the on-line system in coordination with Nebraska.gov.

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

There are no other available funds to support this project. ServeNebraska receives approximately \$160,000 annually from the U. S. Department of Homeland Security to support the Citizen Corps Program in Nebraska. These funds are used to support not only the CERT teams in Nebraska, but also the local Citizen Corps Councils. The local Citizen Corps Councils work to promote preparedness in their communities, and support five volunteer partner programs; the Neighborhood Watch/USA on Watch Program, the Volunteer in Police Services Program, Medical Reserve Corps Units, and Fire Corps Units in our state. ServeNebraska and the Nebraska Citizen Corps Program are also charged with the responsibility for developing and implementing a community preparedness program for our state, with special emphasis on developing preparedness plans for special needs populations. The funds we receive from the federal government are used to pay for one fulltime position to administer the program, conduct trainings, exercises, community outreach and recruiting, and develop preparedness planning tools. ServeNebraska does not receive state or local funds to support Citizen Corps.

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

No.

7. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).

See attached Resource Estimate for Nebraska.gov

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

The grant money is needed for a one-time payment to Nebraska.gov to cover the cost of the initial application development. There are no available funds to underwrite the cost of this project. As previously stated in this application, ServeNebraska receives funding from the U. S. Department of Homeland Security to operate the Nebraska Citizen Corps Program. All of these monies are committed to maintaining Citizen Corps and disaster preparedness in our state. This is not a fee based application that could be expected to pay for the resources expended over time. Once the grant money is expended, the ongoing maintenance and hosting is covered under Nebraska.gov's self-funded model.

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

The online interface for the database will allow ServeNebraska officials, NEMA staff, local emergency managers, and local government officials, Regional Citizen Corps points of contact, local Citizen Corps Council representatives, and members of the general public to access information pertaining to volunteers who have received CERT training. This information can be used to assist in disaster preparedness planning and response activities. This database will also include information pertaining to CERT training opportunities and the availability of state approved CERT trainers. This data will be of value to these individuals as they evaluate available volunteer resources, recruit and train

additional volunteers, and incorporate these resources into their emergency preparedness plans.

10. Please describe how this project will improve the efficiency of state agency operations.

ServeNebraska and NEMA staff will have direct access to detailed information regarding the number of available volunteer affiliated with the CERT and Citizen Corps Programs. We will be able to generate reports breaking down the number of volunteers in these programs by city, county, Citizen Corps program region, and local Citizen Corps Council area. We will have demographic data which will assist in mobilization of CERT volunteers. The online interface will be the key to keeping the database information current.

The database will allow us to produce reports, which will be used to analyze the effectiveness of our volunteer outreach activities and community preparedness initiatives. We will use data to target resources to recruit and train volunteers in underserved areas, and to insure that we are spending recruiting and training monies in an efficient and effective manner.

11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.

The database is a resource that can be accessed and utilized by federal, state, and local officials. Local Citizen Corps Council representatives, Regional Citizen Corps points of contact, officials with ServeNebraska and NEMA, FEMA, and citizens of Nebraska will be able to access information and data regarding disaster volunteer resources available in their areas. This data will make the volunteer mobilization and call out process more efficient.

The information in this database can be used to provide information to local, state, and federal officials regarding the number of trained volunteers available in a geographic area, the success of their efforts to recruit and train volunteers, and areas that are underserved. Information can be gleaned from this database and incorporated into reports to NEMA and the Dept. of Homeland Security (DHS), which measure the effectiveness of our state Citizen Corps Program, and support the investment justifications which have been developed to outline how DHS funds will be used to further disaster preparedness in our state.

11. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?

Information in this database is available to government officials, community leaders, non-profit organizations, and business leaders who are members of local citizen corps councils. This database will facilitate collaboration between public and private non-profit and business concerns. Local Citizen Corps Councils are public-private partnerships. The councils look to local businesses for financial and in kind resources, volunteers, and administrative support, to further their mission of developing and implementing disaster preparedness plans in their community.

As businesses develop their Continuity of Operation Plans (COOP) and disaster preparedness plans, they need access to information regarding volunteers and their availability to assist during a disaster. Information pertaining to the number of CERT volunteers, CERT trainers in their area, and CERT training classes being offered in their community will assist business leaders in assessing the value of these programs, and encourage them to support these initiatives. CERT training can be provided directly to businesses and their employees, to enhance their business preparedness plans.

12. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.

The project does not involve licensing, permitting, or regulation of business.

III. TECHNICAL INFORMATION

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

The database of record will be an access database maintained by ServeNebraska. The Web-application software will be developed by Nebraska.gov. Exports from the database of record will be provided to Nebraska.gov using their secure FTP server. These exports will be done on a regular basis in order to provide the most current information for the online search. In turn, when updates are submitted by the local program points of contact, this data will be transferred to ServeNebraska via FTP for entry into the database.

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

- **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

The application will not interface directly with any other state systems.

Nebraska.gov is PCI/DSS, and SOX compliant, and adheres to all NITC standards.

Nebraska.gov provides a state-of-the-art data center facility designed to securely and cost-effectively host government Web applications. Nebraska.gov's hosting environment is Cybertrust certified, and all applications are submitted to a vulnerability scan yearly in order to protect data. In addition Nebraska.gov has a comprehensive disaster recovery plan including redundancies, back-up power sources, and an alternate processing facility.

3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.

Nebraska.gov programmers and web designers comply with all Section 508 standards.

4. Describe how technical support will be provided.

Nebraska.gov will provide technical support for the application. A support phone number will be available through the application, that users can call to reach a customer service representative during regular business hours. A support email address is also made available for users to submit bug reports and questions at any time.

Nebraska.gov also provides continuing technical support for the application in the form of providing bug fixes, enhancements and updates upon request.

Data center support is available 24 hours a day/7 days a week.

IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

Greg Donovan

Phone # 402-471-6249 E-Mail greg.donovan@dhhs.ne.gov

Signed this 24th day of September, 2008

Barbara K. Thomas
Agency Director

Please return to:

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

(Last updated 04/29/2008)



Concept Document

Nebraska Volunteer Service Commission

Interactive Trained Volunteer Information Search

Project Manager: Jennifer Rasmussen

Email: jrasmussen@nicusa.com

Voice: 402.471.7870

Fax: 402.471.7817

Date: 08/22/2008

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Document Revision History

Version	Date	Comments
1	08-22-08	Original Draft
2	08-27-08	Meeting with Dennis and Greg
3		

Partner Information

Partner Description

The Nebraska Volunteer Service Commission, branded as ServeNebraska, is charged with mobilizing Nebraskans to strengthen their communities through volunteering, collaboration, and national service programs.

ServeNebraska manages Citizen Corps in Nebraska through a collaborative partnership with the Nebraska Emergency Management Agency (NEMA). We inspire community involvement, promote and develop Citizen Corps, and enhance community's disaster preparedness capacity. In doing so, ServeNebraska pursues the highest levels of inclusiveness, effectiveness and efficiency.

The purpose of Citizen Corps is to harness the power of every individual through education, training, and volunteer service to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds. The Citizen Corps goals are accomplished through a national network of state, local, and tribal Citizen Corps Councils. These Councils build on community strengths to implement the Citizen Corps programs and will carry out a local strategy to have every American participate.

Partner Primary Contact Information

Contact Name	Contact Title	Phone	Fax	Email
Greg Donovan	Program Officer	402.471.6249	402.471.6286	greg.donovan@dhhs.ne.gov

Partner Executive Sponsor Contact Information

Contact Name	Contact Title	Phone	Fax	Email
Barbara Wilson Thomas	Executive Director	402.471.6227	402.471.6286	barbara.thomas@dhhs.ne.gov

Nebraska.gov Contact Information

Contact Name	Contact Title	Phone	Fax	Email
Jennifer Rasmussen	Project Manager	402-471-7870	402-471-7817	jrasmussen@nicusa.com
Bruce Rice	Director of Development	402-471-7813	402-471-7817	bruce@nicusa.com

Nebraska.gov Executive Sponsor

Contact Name	Contact Title	Phone	Fax	Email
Brent Hoffman	General Manger	402-471-6582	402-471-7817	bhoffman@nicusa.com

Project Overview

Citizen Corps, under ServeNebraska, would like to make information on trained volunteers available on-line in a searchable format.

This would include data collected on individuals who are Community Emergency Response Team (CERT) trainers or trainees, Volunteers in Police Service, Fire Corps, and Medical Reserve Corps.

Data would be searchable using a range of variables, and would be designed with two different access/ security levels. The first level would be a publicly accessible search that would offer any non-protected information on Nebraska volunteers in these programs. The second would be a password protected search to allow regional points of contact to access contact information for volunteers, and to keep this information up-to-date by submitting corrections and/or additions to the Volunteer Service Commission.

The goal is to allow users the ability to identify trained individuals in their community, to assist in emergency callouts, and volunteer management activities.

Current Solution

Currently, demographic data on CERT trainers/trainees, and the other program volunteers is not being collected at the state level. Available information must be obtained by contacting each point of contact for each group in each local area.

Proposed Solution – Statement of Scope

Project Scope:

- 1.) Provide an online search of state wide information on CERT trainers/trainees.
- 2.) Provide a web interface for regional points of contact for each program to update trainer and/or trainee information.
- 3.) Provide a web interface that allows an administrator with NVSC to manage authorized users of the enhanced search and submission features.

Constraints:

- 1.) Nebraska.gov will not be the database of record and any data collected will be exportable to the Nebraska Volunteer Service Commission in order that the agency may maintain a complete set of records.
- 2.) Nebraska.gov must provide NVSC with a method of uploading data, in order to keep the online search current.

Assumptions:

- 1.) The Nebraska Volunteer Service Commission will manage user access.

Target Audience

The general public will be the first target audience, as the application will feature an open search for trained volunteers, and information on regional points of contact.

The secondary audience will be the regional program managers using the application to contribute to a comprehensive and complete state database of information.

Pricing Structure

N/A - No fees for service

Current Technical Environment

1. Are there one or more internal-facing applications in place for this service?
 Yes No

If yes, please answer these related questions:

On which system architecture does it/they reside? N/A

Mainframe Midrange Standalone Other

What technologies are/were used to build the internal-facing application(s)?

N/A

2. Is there a database to hold records related to this service?
 Yes No

***Note on the technical environment: A database will be developed by ServeNebraska to house the collected data, however, type and specifications have yet to be determined.*

If yes, what type of database (i.e. DB2, Oracle, MS SQL, proprietary, other, none)?

N/A

Where does the data reside? N/A

Agency Information Management Services (CIO) Other

Who supports the database? N/A

Agency Information Management Services (CIO) Other

Can you provide us with the database schema? N/A Yes No

Approximately how many records are in the database? N/A

****Note:** records estimate (when collected) is 2000

3. Is any of the following sensitive personal information collected or stored in the database or presented to users? (Please check all that apply)

	Collected from user	Stored in database	Presented to users	Transmitted to 3 rd Party
First and last name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date of Birth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social Security/Tax ID Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driver License Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit/debit card number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank account number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Password	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Deliverables

Nebraska.gov will deliver the following:

- Education on latest Web protocol items, such as accessibility compliance, Web usability standards
- Marketing assistance for agency services
- Secure hosting of service/application within the Nebraska Interactive Central Data Center (CDC) environment
- 24 hours a day, 7 days a week technical support for the AOC
- Customer support for application-related questions during normal business hours as well as dedicated email support and toll-free, 800 number support.
- Functional Specification creation
- Prototype creation
- Test Plan creation and execution
- Approvals

Agency will deliver the following:

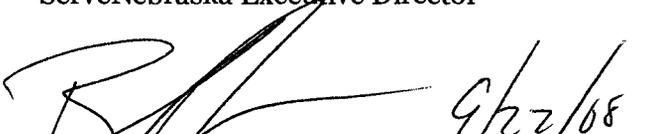
- Participation in creation of the functional specifications
- Execution of the Test Plan

Approval

By signing below, the agency affirms that the desired project meets the preliminary specifications as defined within this Concept Document and the agency grants permission to Nebraska.gov to proceed with review and evaluation of the project. Furthermore, all parties agree that development of the application described herein shall not commence prior to creation and approval of the Functional Specifications by all stakeholders.

All parties explicitly acknowledge that no terms regarding acceptance criteria, time for performance, cost to the agency or users, services, deliverables, nor the work plan, may be changed or altered in any way without the agreement of all signatories below.


Barbara Wilson Thomas Date
ServeNebraska Executive Director


Brent Hoffman Date
Nebraska Interactive General Manager

NEBRASKA . GOV

Nebraska.gov resource allocation estimates:

	Hours	Rate	Value
Online search			
Development:	300	\$55/hr	\$16,500
Project Management:	50	\$40/hr	\$2,000
Administration interface			
Development:	100	\$55/hr	\$5,500
Project Management:	25	\$40/hr	\$1000
Total resource value estimate:			
Development:	400	\$55/hr	\$22,000
Project Management:	75	\$40/hr	\$3,000
Total	475		\$25,000

Panhandle

Public Health District



Public Health
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SEP 18 2008

By: njb

September 16, 2008

Mr. Dennis Fowler
Citizen Corps Program Officer
ServeNebraska – the Nebraska Volunteer Service Commission
PO Box 98927
Lincoln, NE 68509-8927

Dear Dennis:

Plans for an online interactive database of Citizen Corps participants and trainers would greatly increase our level of information and readiness to respond to any disaster or emergencies. I am very happy to send to letter to express strong support for ServeNebraska's application to the State Records Board for resources to allow for the development of this database.

As you know, there is currently no statewide system to record Citizen Corps members and trainers. A statewide system will allow us to increase regional coordination, be more thoughtful in planning trainings, and better serve Nebraskans in the event of an emergency.

Thank you for your vision in developing this resource. I look forward to continuing and ongoing collaboration.

Sincerely,

Jessica Davies
Wellness/Volunteer Coordinator

Regional Point of Contact
Panhandle Citizen Corps Network



Sarpy County Community Service

Curtis Rainge, Community Service Manager

1210 Golden Gate Drive, Suite 2109
Papillion, Nebraska 68046-2891
E-Mail: crainge@sarpy.com

Phone: 402-593-4366
Fax: 402-593-4426
Adult: 402-593-4371
Juvenile: 402-593-5930

September 22, 2008

Mr. Dennis Fowler
Citizen Corps Program Officer
ServeNebraska – the Nebraska Volunteer Service Commission
PO Box 98927
Lincoln, NE 68509-8927

Dear Dennis:

Plans for an online interactive database of Citizen Corps participants and trainers would greatly increase our level of information and readiness to respond to any disaster or emergencies. I am very happy to send this letter to express strong support for ServeNebraska's application to the State Records Board for resources to allow the development of this database.

As you know, there is currently no statewide system to record Citizen Corps volunteers and trainers. A statewide system will allow us to increase regional coordination, be more thoughtful in planning trainings, and better serve Nebraskans in the event of an emergency.

Thank you for your vision in developing this resource.

I look forward to continuing an ongoing alliance with the local councils and the state representatives.

Sincerely,

Curtis M. Rainge
Sarpy County Citizen Corps