

**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:** Nebraska Supreme Court through the office of Judicial Branch Education/Mandatory Continuing Legal Education
2. **Title of project:** Computerized record keeping for public submission of applications for Mandatory Continuing Legal Education and tracking MCLE credits.
3. **Brief description of project:** On November 21, 2008 the Nebraska Supreme Court issued a rule that all licensed attorneys in the State of Nebraska must have Continuing Education on an annual basis. The rule was meant to enhance the quality of legal services made available to the public. The director of the office of Judicial Branch Education is to act as the Director of the MCLE Commission and oversee the approval of entities offering attorney education. The director is also to track the credits attorneys earn and monitor compliance with the rule. There are over 6000 attorneys serving the legal needs of Nebraska citizens, and the number of applications to offer education to lawyers is expected to exceed 6500 per year. In order to effectively serve the public that will be seeking approval to teach attorneys, and the attorneys who are submitting and tracking their credits

earned, Judicial Branch Education is seeking funds to set up an on line system to accept applications for teaching and allow on line submission of credits after the education occurs.

4. **Grant request amount \$25,000.00**
5. **Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.**

Attorneys will not be charged to access the credit balances, nor enter their credits earned. There is an application fee for vendors of attorney education which will be charged when they submit an application to be accredited, to have a course approved or to record attorney credits. There will be a fee to providers whether the submission of information is done on line or through a manual system. The Supreme Court rule which established the education requirement provides for vendors of education to pay fees that support the program in the future. That does not help us however with the initial cost of an automated system.

II. GRANT DETAIL

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

Nebraska intends to purchase a software program used to track attorney education credits and accept vendor teaching applications. The amount of funding we secure will determine which of two programs to use. Our preferred system is one developed by the State of Iowa. Once the code is purchased it will be necessary to contract for services to provide the modifications necessary so that the program reflects the areas where the Nebraska process differs from Iowa. We will need the following resources to implement the on line system:

Price for purchase of program from Iowa	\$7,500.00
Oracle license to operate Iowa system	\$14,522.00
Fee for programmers to adapt the system for NE	<u>65,000.00</u>
	87,022.00

Submitted herewith is the proposal from Zirous to adapt the system to Nebraska rules.

If we are not successful in securing funding for a system costing \$87,022 we would purchase a program from Events Pro, a private software vendor.

Price for purchase of Events Pro program:	\$43,300.00
Purchase Server	<u>5,000.00</u>
	\$48,300.00

The Description of Events Pro and its pricing its attached.

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

The Purpose of the MCLE is to protect the public by enhancing the quality of legal representation through mandatory education. Compliance with the education requirement and monitoring the quality of education being offered will be conducted through use of the on line program.

Entities that offer education to attorneys and attorneys will be Direct users of the program. We have 6000 attorneys statewide subject to the MCLE rules and we expect several thousand vendors of education annually to access the system.

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

The program will be completed and running on line by December 31, 2009. Annual compliance with MCLE rules by the state attorneys begins 1/1/2010. We hope to have the capability to submit vendor applications in July of 09

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

Nebraska Supreme Court through the office of Judicial Branch Education will oversee the MCLE compliance and accreditation functions pursuant to the Supreme Court rules. The staff of the Judicial Branch Education office will work with the IT staff of the AOC to oversee installation and to use the on line system. We will rent server space from the CIO to house portions of this system.

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

Once the system is up and running accreditation fees will make it self sustaining, but right now there are no start up funds to purchase and modify the Iowa program. We have approached other grant funders for assistance in paying start up costs of the program, however the other source we found is limited to \$30,000 which falls short of what we need to undertake the project, and the \$30,000 is meant to assist in paying for mailing costs and other expenses associated with start up of the program, and not strictly technology needed.. The balance of the initial costs would be paid for with funds from the Supreme Court.

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

The Supreme Court rule establishes the right to collect fees for the accreditation portion of the program and use those fees to make the program self sustaining. Spending authority has been sought in the budget request to all us to spend the money collected.

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).

From the proceeds of the this grant we would pursue one of the two following plans to develop our "on-line system" depending on what other funds we are successful in amassing for the project:

I. Iowa system-Zirous Software Developers

Price for purchase of program from Iowa	\$7,500.00
Oracle license to operate Iowa system	\$14,522.00
A portion of the cost of to adapt the program	<u>2978.00</u>
Total sought from Records:	\$25000.00

II. Purchase of Events Pro Software

Eventspro is currently used by JBE to administer our judge's education program. The MCLE function could be secured through the purchase of additional software modules from Events Pro, their proposal for sale is attached.

Price to add MCLE software modules	\$43,300.00
Purchase of a server	<u>5,000.00</u>
Total sought from records	25,000.00

The balance owed for either program would be paid for with other grant sources we have sought and other funds we are pursuing, however the system we choose depends on what grants we can find to assist in payment.

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?

Until applications for accreditation are accepted from vendors there is no income to the program and no general fund money to pay for it. Once we begin accepting applications for accreditation, there will be a \$50.00 fee with each application. If a vendor chooses to be accredited as a sponsor there will be a \$200.00 fee and then a fee of \$25.00 each time a course is offered. When sponsors records credits for attendees there is a \$1.00 fee per credit. The program cannot start up as an online program unless we have a way to pay for the installation of the computer capacity ahead of start up. We do believe enough fees will be generated to make up for the initial investment made by the court and pay for the service on an on-going basis. We cannot afford to the cost to initiate this system without the Records Bureau grant.

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

The project will make the program far less labor intensive, and provide a much quicker response time. Attorneys and education providers will be far more satisfied with the program if it is efficient.

Nebraska Supreme Court rule requires the submission of education information. If we have no on line system we will be dealing with paper applications and paper submission of credits by attorneys. This will be far more time consuming and waste resources. We will need additional staff to deal with 6000 people annually plus vendors of services. Submission of applications on line will save at least one staff person. It will take far more time for vendors to be approved as MCLE providers and slow down the delivery of service. Attorneys will wait much longer for a response as to whether their application for approved credits is granted if we have to rely on US mails and manually generated responses.

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

The two alternative programs we wish to purchase take in the applications for education and inputs them to an “approve or deny” function. If approved a notice is automatically sent, if denied it fills in the reason. Those steps will all be done by hand otherwise. When a sponsor submits credits for attendance on line, the attorney’s transcript will be populated with the credits. We expect to alleviate the need for one position if we automate the entire process. We will be able to bypass the use of the mail to deliver notices if we can set this up as an on line system.

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

All attorneys in the state will use the system—so many governmental employees will be exposed to this application. Public entities such as the Attorney General that offer attorney education will be using the automated system. The US Justice Department trains US attorneys and has been in contact with us regarding our proposed method of submission of education information.. Attorneys will be required to have e-mail to receive notices which will also put some attorneys in a position of being able to access the internet for the first time, so we expect an increase in technical expertise in this group. Agency counsel looking for education opportunities will be able to log on and see what programs we have accredited to allow them to get required education.

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

This project requires frequent use of the court’s web site hosted by Nebraska.gov. The program for tracking credits and submitting vendor applications will link through the court’s web site. You will be adding 6000 attorney users who each will access the website 3 or more times per year. In addition you have thousands of providers access the site.

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. Access to this program can be gained through the links that appear on the one-stop registration site. The business portal links to the Supreme Court web site and we will host the application through that web site.

III. TECHNICAL INFORMATION

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

Hardware:

1 HP DL380 G5 server – Web based Application Server, 1 HP DL380 G5 server – Database Server

Software: Oracle Database Standard Edition/SQL server, 2 Windows Server 2003/2008 Standard Edition

Network: Gigabit connection.

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/>).**

In reviewing the NITC Technical standards and guidelines Suresh Namala, our IT special projects coordinator concludes the systems we are looking at meet all standards and guidelines.

- **Compatibility with existing institutional and/or statewide infrastructure.**
The system will be installed in OCIO server farm and is compatible with the existing infrastructure
- **Reliability, security and scalability (future needs for growth or adaptation).**
The servers will be hosted in OCIO server farm which provides a reliable and secure environment. The HP DL380 G5 servers can be upgraded in the future as necessary as it comes with empty bays for hard disks and memory if the need arises.

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.

- Users will access the MCLE application using web interface and this web interface will comply with federal section 508 web accessibility standards, which State of Nebraska has adopted.

4. Describe how technical support will be provided.

Suresh Namala from the Administrative Office of the Courts IT division will be in charge of setting up and overseeing the functionality of the system. The contractor that build the Iowa system will assist Suresh in trouble shooting the application. This system has been in use for some time in Iowa and the Iowa Supreme Court has been very helpful in assisting us with this application. If Events Pro is used, the vendor contracts for maintenance of the system on an annual basis.

IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

Carole McMahon-Boies, Director Judicial Branch Education and Mandatory Continuing Education Commission

Phone 402 471-3072 E-mail: carole.mcmahon-boies@nebraska.gov

Signed this 25th day of March, 2009

Carole McMahon-Boies
Director, Judicial Branch Education & MCLE

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)

SUPREME COURT OF NEBRASKA

ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION



Janice K. Walker
State Court Administrator

Ellen Fabian Brokofsky
State Probation Administrator

March 25, 2009

Cathy Danahy
Nebraska State Records Board
440 S. 8th Street Suite 210
Lincoln, NE 68508

Dear Ms. Danahy:

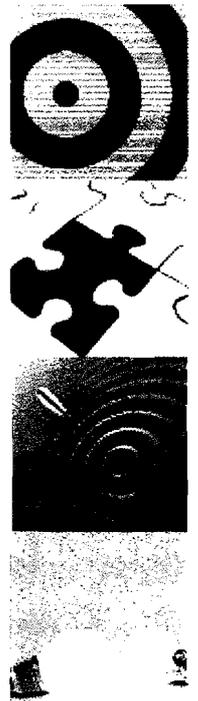
I am enclosing our grant application for your consideration. The Nebraska Supreme Court has instituted mandatory continuing legal education for all Nebraska lawyers. In order to build a system that is a good fit with our rules, we need to invest some funds up front to build a system that minimizes employee time and maximizes efficiency. We know that the more we can make this easy for attorneys, the more they will be willing to comply with education requirements. It also jump starts the legal community use of on line system since all attorneys will be required to go on line to report education credits.

Without the assistance of the records grant we will not be able to fund the on line project we hope to build, so I want to make sure I satisfy your procedures and get this matter before the board in a timely fashion. Please let me know if you need anything else from me to expedite the consideration of the grant.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Carole McMahon-Boies".

Carole McMahon-Boies
Director of Judicial Branch Education
402-471-3072
Carole.mcmahon-boies@nebraska.gov
521 So. 14th Street #200
Lincoln, NE 68508



Proposal for a CLE Administration System

Prepared for Nebraska Supreme Court Mandatory
Continuing Legal Education Commission
3.10.2009

ATT #1



Carole McMahon-Boies
Director, Judicial Branch Education, MCLE Commission
521 So. 14th Street #200
Lincoln, NE 68508

March 3, 2009

Dear Carole,

Thank you for taking the time to meet with Zirous's sales team and consultants. You're already considering Iowa Supreme Court Commission's application, and we invite you to partner with Zirous to ensure the continuing legal education tracking application meets your requirements.

Our corporate philosophy is to be the most knowledgeable Oracle partner in the country when it comes to implementing Oracle's core technology. For 16 years we have built our business on successful Oracle implementations for our clients. Not only have clients been impressed with Zirous's capabilities, but Oracle has too, naming Zirous Oracle Partner of the Year for the North Central Region for Oracle fiscal year 2008. Additionally, Zirous has received honorable mention to Oracle's prestigious Titan Awards.

Ultimately, the success of your project will be predicated on choosing a consulting firm with knowledgeable consultants who not only have the necessary development expertise, but consultants that also know and have demonstrated their understanding of building such an application. Zirous can provide both.

We look forward to discussing how our team, experience and methodology can ensure that you maximize your investment.

Sincerely,

Mike Spear
Director of Sales and Marketing



About Zirous

Zirous is a Certified Oracle Partner specializing in Oracle Core Technology sales and implementations. Since its inception in 1982, Zirous has been headquartered and continuously in business in West Des Moines, Iowa. In 1986, Zirous was incorporated in the State of Iowa. The company strategically strengthened its position by partnering with Oracle in 1992. Since then, Zirous has grown consistently, adding locations in Oregon, Minnesota and California.

Not only have clients been impressed with Zirous's capabilities, but Oracle has too, naming Zirous Oracle Partner of the Year for the North Central Region for Oracle fiscal year 2008.

By partnering with Zirous, your custom application development will be successful because of our:

Team

Custom development has been one of Zirous's primary practice areas since we partnered with Oracle in 1992. Since then, our team members have amassed more than 120,000 hours of development experience.

Our philosophy in designing custom solutions is to build systems that encompass established business processes, resolve business problems, and strategically position the client. Our development team uses industry best practices to create reusable, maintainable and highly performing software. Rather than inventing systems by writing entirely new source code, our team takes advantage of a combination of commercial software and open source technologies to realize its software development philosophy.

Experience

Our developers and architects have accumulated great experience working with clients of varying sizes in diverse industries. Highlights of Zirous's recent custom application implementations include:

Minnesota Department of Health Insurance Coverage Reporting Application

Zirous is creating a Health Access Survey Reporting Tool (HASRT) to accomplish the State's goal of making survey results available to the public in a stand-alone Web application that is interactive, intuitive and easy to use.

This web application is architected to meet MDH's Java development standards including Struts 2, Hibernate 3, and Jasper Reports. Through the use of AJAX technologies, we were able to provide a superior user experience that limits full page refreshes. The application runs on Tomcat 5.5, but is architected to be compatible with any Java application server. The system also provides bulk import functionality to allow MDH to easily load survey data into the system.

Judicial Branch, State of Iowa, Court Information Management Application

Zirous has completely re-architected the Iowa Court Information System (ICIS) relying heavily on the components of Oracle 10g Application Server. The new system, known as ICIS2, was developed using J2EE technologies and Oracle TopLink to increase developer productivity and application performance.



ICIS2 is deployed in a cached and clustered environment making Portal, OC4J and Reports highly available to all 2,500 users.

State of Oregon's Central Business Registry Application

The Oregon Central Business Registry is a "One Stop" center for business interactions with the State of Oregon. Today the application serves as an integration hub between three state agencies: Secretary of State, Department of Revenue, and the Employment Department. This J2EE solution is deployed on multiple Oracle application servers and uses an Oracle database. The application integrates via Web services with endpoints running WebSphere, IBM's DataPower SOA Appliance, and ColdFusion. In addition to the agency endpoints, a third party payment service provided by Oregon's Department of Administrative Services is used for the collection of various activity fees.

State of Iowa, Supreme Court Commission's Professional Regulation Application

The Supreme Court Commissions of Iowa is the Professional Regulation arm of the Judicial Branch of the Supreme Court in Iowa. The Commissions office handles all regulatory affairs for Iowa lawyers and other legal entities, including Certified Shorthand Reporters, Continuing Education Sponsors, et al.

Zirous implemented a comprehensive administrative Web-based Enterprise Java application that closely models the business processes of and business logic of the Commissions office. This project included the integration of standard Iowa government services, such as user Authentication and Authorization (A&A) and EPay (credit card processing).

Methodology

Our integration experts have partnered with our Project Management Organization (PMO) to create the Custom Application Development z|kit: a formalization of what works and what has worked in BPM implementations throughout the years. This z|kit is included in this packet.



Proposal

Nebraska Supreme Court Mandatory Continuing Legal Education Commission (Commission) is planning to acquire the Iowa Supreme Court Commission software from the State of Iowa. The software includes an administration application used by internal users and an external application used by external users such as lawyers and Continuing Legal Education (CLE) sponsors. These are custom applications written by Zirus. The Commission needs to have the software modified to support the rule differences between Nebraska and Iowa. In addition, the Commission needs to have the environment setup to run the software.

Business Objectives

In November 2008, the Nebraska Supreme Court adopted rules for mandatory CLE for all active lawyers that are members of the Nebraska State Bar Association. A system is needed for tracking:

- CLE Sponsor classes
- Fee payments made by CLE Sponsors
- CLE credits earned by lawyers
- Required filings of CLE reports by lawyers

The Iowa Supreme Court Commission has software for the CLE administration within Iowa. Since the basic rules and regulations between Iowa and Nebraska are similar in nature, the Iowa's software will provide a good foundation, which the Commission can customize to exactly meet its specific requirements.

Success Factors

Success factors for the Commission include meeting the following timelines:

- Beginning July 1, 2009, CLE sponsors will start applying for accreditation and set up CLE programs.
- Beginning October 1, 2009, lawyers can start taking CLE approved classes.
- Beginning January 1, 2010, lawyers begin compliance with CLE requirements.

Work Details

Zirus will perform the following Scope of Work on behalf of the Commission. Prior to project kickoff, Zirus will set forth this scope of work in an Ordering Document, which will be accompanied by a Master Consulting Agreement. Cost estimates for this Scope of Work are included in the Cost Proposal below.

Zirus will perform the following tasks and system modifications:

1. Installation and configuration of environment.
2. Security set up.



3. Zirous has identified the following modifications to the SCC Internal and External applications:
 - a. Iowa’s system interfaces with the State of Iowa’s security authentication and authorization application in order for a person to gain access to the SCC External application. Commission’s system will interface with Oracle software for authorization and authentication.
 - b. Iowa’s system interfaces with the State of Iowa’s electronic payment system for all payments made through the SCC External application. Iowa’s electronic payment system will be replaced with PayPal or a similar service. The external application will need to be revised to interface with the service. This estimate does not include any fees that may be incurred by the Nebraska CLE Commission for using this service.
 - c. Revisions must be included to account for differences in the filing period for lawyers in Nebraska. The reporting period for Nebraska is January 1st through December 31st with the filing period for lawyers ending on December 31st. The start date for filing has yet to be determined.
 - d. Functionality must be added to provide CLE Sponsors the ability to request accreditation from the SCC external application.
 - e. Revisions to charge a mandatory fee to Sponsors when they apply for approval of CLE Programs/Classes. This fee varies based on the accreditation status of the Sponsor.
 - f. Functionality must be added to provide Sponsors the ability to report lawyer attendance in classes and pay a fee of \$1 per approved credit hour for each lawyer who attends the class.
 - g. The internal system must be modified in order to provide the ability to record teaching hours to a lawyer’s transcript.
 - h. The external application must be modified to add the ability for a lawyer to request a waiver. Additionally, the internal application must be modified to allow for waiver processing, including a Waiver Approval section to the Processing All screen.
 - i. Revisions must be made to account for differences in filing rules based on class types.
 - j. Revisions must be made to account for differences in annual CLE requirements and credits that can be carried forward.
 - k. Revisions must be made to account for branding changes such as changing references of “Iowa” to “Nebraska”. Hide features that Nebraska is not using (i.e. IOLTA, CSR).

The cost estimate and the modifications above assume the following:

1. The software obtained from Iowa Office of Professional Regulation will meet the needs of the Commission except as outlined above.
2. Costs are based on the items outlined above. The costs for any additional modifications would be in addition to the costs included in the Cost Proposal.
3. The Commission will install hardware and operating system. Zirous will verify necessary patches have been applied to support the requirements of the Oracle software being installed by Zirous.
4. The Commission will be responsible for purchasing SSL certificates to be used to secure the external website.
5. The Commission is not planning to use the IOLTA, CSRs, and Law Firms modules of both the internal and external applications.

6. The Commission will manually add lawyers to the system.
7. The Commission will manually set up all user accounts in OID, reset passwords for users as needed, and communicate the userids and passwords to the users .
8. The system will not include reports or a reports engine. This feature can be added at a later date, if desired.
9. Rule 3-401.1 states that lawyers may apply accredited or approved CLE programs taken in the three months preceding January 1, 2010 toward the CLE requirements for the first reporting period.
 - a. Zirous suggests allowing the lawyers to add classes taken in October 2009, through December 2009, to their transcript as if they were reporting for 2009. The hours for these classes could then be carried over to 2010.
10. Rule 3-401.4(C). CLE requirement, credit hours carried over to the following year.
 - a. In the area of professional responsibility, no hours will be carried over to the following year.
11. Rule 3-401.5(E). Attorneys newly admitted to the Nebraska State Bar Association.
 - a. Newly admitted attorneys are not required to file a CLE report in the year they are admitted to the Nebraska State Bar Association; however, they may attend CLE approved classes in the year they are admitted. These class hours could be carried over to the following year.
12. Rule 3-401.7. CLE Programs/Classes added by Sponsors
 - a. A mandatory fee is charged to the Sponsor per class offered.
 - i. There may be some types of classes where a fee will not be charged.
 - ii. This fee varies based on the accreditation status of the Sponsor.
 - iii. This fee will be charged at the time the Sponsor adds the program or class and it is nonrefundable.
13. Rule 3-401.8(C). Lawyer will receive up to three credit hours for teaching approved CLE programs.
 - a. The CLE Commission staff will add these hours to the lawyer's transcript on the internal application
14. Rule 3-401.9. Attorney self-reporting of course completion.
 - a. Lawyers will be able to submit classes for approval as they do in the Iowa system.
15. Rule 3-401.10(D). Request for extension of time in which to file the report must be made by December 15.
 - a. Do not need to support this rule within the system.
16. Rule 3-401.13. Extension of time; waivers.
 - a. A request for waiver will be added to the Lawyer section of the external application.
 - b. The internal staff will approve/deny the request for waiver.
 - c. The lawyer will file a report for the year in which the waiver is granted with zero credits.



Cost Proposal

Below is the fixed cost for the work included in the Work Details Scope of Work section above.

Services

Services for modifying the systems according to the noted assumptions:	\$ 65,000.00
Services Subtotal:	\$ 65,000.00

*Server Specifications:

The hardware procured by the Commission must meet the specifications below. These particular specifications are for a Dell PowerEdge 2950 III. The Commission does not need to buy a Dell server, but must provide a server with the same system, software, networking, storage and other specifications.

PowerEdge 2950 III

SYSTEM OPTIONS

PowerEdge 2950 III	Dual Core Intel® Xeon® L5240, 6MB Cache, 3.0GHz, 1333MHz FSB
Additional Processor	Single Processor only
Memory	8GB 667MHz (8x1GB), Dual Ranked DIMMs
Operating System	No Operating System
Operating System Addition	None
OS Partitions	None
Chassis Configuration	Rack Chassis w/Sliding Rapid/Versa Rails and Cable Management Arm, Universal PERC6i SAS RAID Controller, 2x4 Connectors, Int, PCIe, 256MB Cache, x8 Back
Primary Controller	None
2nd Controller	None
Backplane	1x8 Backplane for 2.5-inch Hard Drives
Hard Drive Configuration	Integrated SAS/SATA RAID 5, PERC 6/i Integrated
Primary Hard Drive	146GB 10,000 RPM Serial Attached SCSI 3GBps Hard Drive, 2.5-inch, Hot Plug
2nd Hard Drive	Discounted Upgrade! 146GB 10K RPM Serial Attached SCSI 3GBps Hard Drive, 2.
3rd Hard Drive	146GB 10,000 RPM Serial Attached SCSI 3GBps Hard Drive, 2.5-inch, Hot Plug
4th Hard Drive	146GB 10,000 RPM Serial Attached SCSI 3GBps Hard Drive, 2.5-inch, Hot Plug
5th Hard Drive	146GB 10,000 RPM Serial Attached SCSI 3GBps Hard Drive, 2.5-inch, Hot Plug
6th Hard Drive	None
7th Hard Drive	None
8th Hard Drive	None
Riser Card	Riser with 3 PCIe Slots
Power Supply	Redundant Power Supply with Y-Cord
Power Cords	Power Cord, NEMA 5-15P to C14, 15 amp, wall plug, 10 feet / 3 meter
Bezel	Rack Bezel

SOFTWARE OPTIONS

Open Manage Subscription	None
Corporate AntiVirus	None
MS SQL Server	None
MS SQL Server OEM CAL Packs	None
Multipack Operating Systems	None

NETWORKING OPTIONS

Remote Management	None
Network Adapter	Dual Embedded Broadcom® NetXtreme II 5708 Gigabit Ethernet NIC



Optional Feature Upgrades for Integrated NIC Ports LOM NICs are TOE Ready
 Additional External Storage Interconnect None

STORAGE BACKUP OPTIONS

Removable Disk and Tape Drives None
 Media for Removable Disk (RD1000) and Tape Backup None
 Tape Backup Software None
 Uninterrupted Power Supply None

OTHER OPTIONS

CD/DVD Drive DVD-ROM, SATA, Internal
 Floppy Drive 1.44MB Floppy Drive, Internal, Black
 Keyboards, Mice, Displays and Related Devices No Keyboard or Mouse Selected
 Server Accessories None
 Environmental Options None
 Documentation Electronic Documentation and OpenManage DVD Kit
 Additional Documentation None
 HBA Additional Documentation None

SERVICE OPTIONS

Hardware Support Services 3Yr BASIC ENTERPRISE SUPPORT: 5x10 HW-Only,4hr 5x10 Onsite After Diagnosis
 Data Protection Offers None
 Installation Services No Installation Assessment
 Dell Certified Enterprise Engineer Program None
 Proactive Maintenance None
 Keep Your Hard Drive None
 Dell Recycling None
 Asset Tags Dell Contact Information on System None



Migration Proposal to provide

Nebraska Supreme Court

Implementation and Support of

eventsPro CETM

Date: December 18, 2008

Updated: March 20, 2009

Presented to: Carole McMahon-Boies

Presented by: Karen Baele

Attachment 2

Needs Analysis

Carole, from our discussions and the demonstration provided, my understanding is that the Nebraska Supreme Court is currently running managing conferences and CE Tracking but is also looking to expand to also manage vendor and attorney credit submissions.

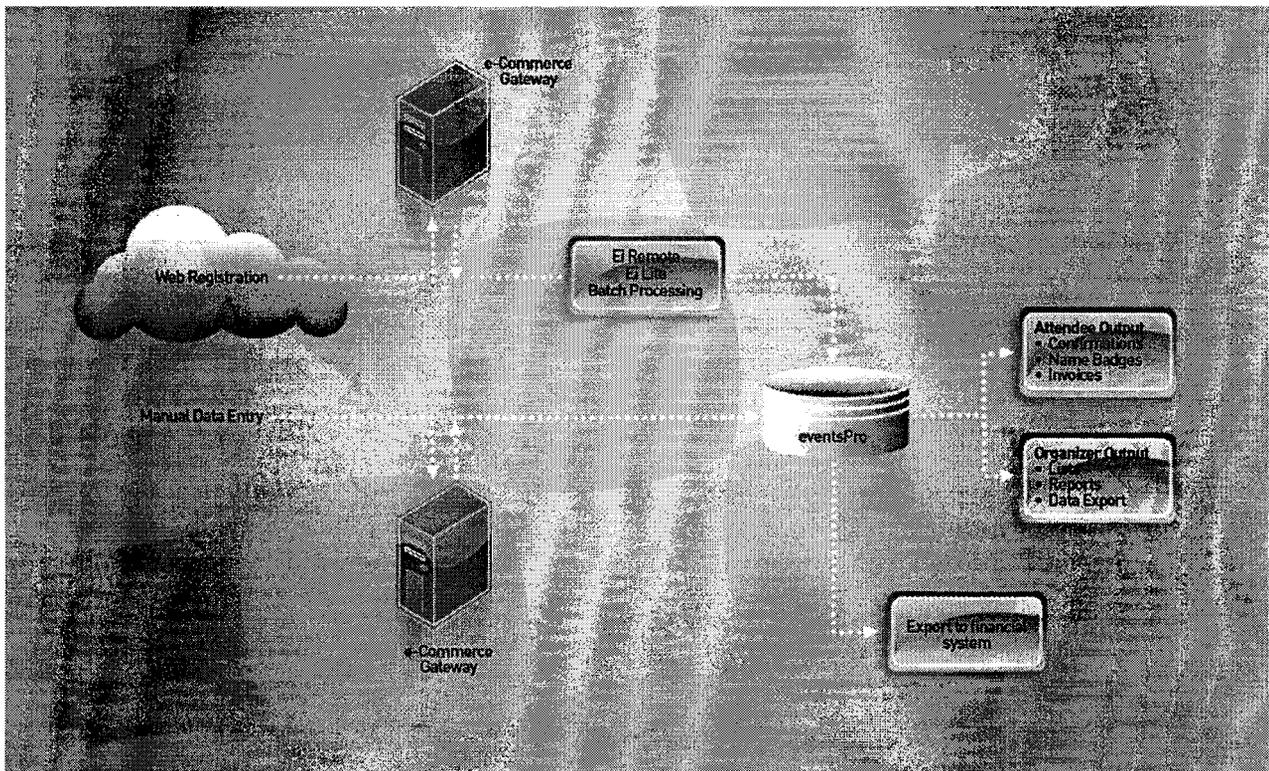
We have also identified that you have an increasing need for:

- simplifying student communications i.e. class confirmations
- expanding your direct marketing capabilities
- customizable daily management reporting
- CE Tracking
- Online registration

As a valued Peopleware client Certain software is pleased to offer you a migration package to the newer events enterprise solution.

Solution

The software solution we propose will facilitate the efficient, streamlined and successful management of your *continuing education courses* by providing a *sophisticated and fully integrated database with real-time online capabilities to register and manage your students from pre-event marketing campaigns through to the post-event thank you letters.*



Industry standard

Certain Software's **events™** suite of products has become an industry standard for event management technology and presents a minimum risk solution to your meet your needs, with rapid deployment, leaving you to do what you do best, manage events.

Customized Solutions

Our talented team of in-house developers can undertake customized solutions to meet your unique requirements, if required.

eventsPro CE™

eventsPro CE™ combines the proven performance of **eventsPro™** with tailored functionality to simplify complex requirements of course administration and management, enabling continuing education institutions to significantly reduce manual labor.

This sophisticated yet user friendly "off the shelf" system offers unrivalled functionality in the management of course, room and instructor schedules, resource management, calendars and correspondence with instructors and registrants; and, provides automation assistance and the ability to produce comprehensive customized reports at the touch of a button.

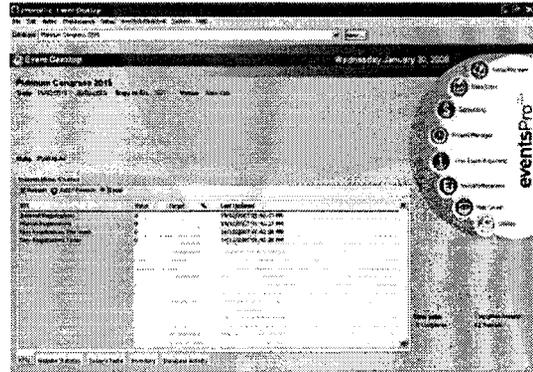
With ease you can schedule workshops, manage facilities and room set ups, assign instructors, set up fees, process payments, track budgets and prepare correspondence – all from the same, fully integrated database. You can also manage credits and transcripts with pinpoint accuracy.

As it is a multi-faceted system sold on a modular basis, **eventsPro CE** also has the potential to provide travel, transportation, accreditation, speaker abstract submissions, surveys and exhibitor requirements, for event management, if required. You can also add an online component (**eventsInteractive CE Portal**) for real-time course bookings in a secure user-friendly environment, if you wish.

The flexible structure of **eventsPro CE** has been put to the test time and time again and never fails to manage the most complex and intricate course management requirements with ease and accuracy. **eventsPro CE** is a proven, robust and powerful management system.

Ongoing research and development, guided by industry feedback, technology, innovation and vision, ensures **eventsPro CE** provides you with a system of unparalleled quality, flexibility and performance; making continuing education management simple, efficient and guaranteeing exceptional results.

Please refer to the [Appendix](#) for a detailed description of each of the modules in eventsPro CE.



Key Benefits of eventsPro CE™

- Flexibility to set up and manage any type of continuing education courses, training seminars, workshops and events
- User friendly, multi-user operation that allows any number of users to access the same courses, at the same time
- Apply continuing education credits to individual records
- Sophisticated marketing utilities to help make programs successful. Produce comprehensive merge documents for acknowledgements of registration, course details, payments, itineraries, accommodation information and more. Documents can be printed, faxed, or e-mailed directly from your PC or as a PDF
- Consolidate everything in the one system – courses, instructors, resources, registrants, payments and credits
- Track attendance, exams and assignments, grades and scores
- Ability to waitlist for popular course items is available
- Prevent registrant overbooking with automatic capacity alerts
- Prevent double-booking of meeting rooms and instructors
- Generate professional certificates with credits earned
- Build instructor profiles

- Manage instructor coordination and correspondence
- Master databases can be set up to record and consolidate all continuing education course and conference registrants in a single database
- Create clear, professional printouts for students, including registration envelopes, name tags, sign in rosters, certificates, payment receipts, invoices etc.... Even online transcripts, via a CE Portal
- Produce budget reports and profit & loss reports on a course basis or as a cost center
- Customizable reporting, including course listing, resource and instructor schedules, attendee class schedule, confirmation letters, certificates, transcripts, etc... Design your own list/report layouts and send directly via email
- Complete course project management, including task allocation and reassignment, view Gantt charts, produce running sheets, project costs
- Assign instructors, AV resources, class rooms to a course with built-in schedule conflict checking for instructors and resources
- Comprehensive interactive multimedia and onsite training and 24/7 global telephone support, 365 days a year



Hardware Requirements

Minimum requirements

Existing Equipment

Server: P4 CPU, 1 GB RAM, 5 GB free disk space

Workstations: P4 CPU, 1 GB RAM, 200 MB free disk space, 100 Mbps network connection to the server

New Equipment

Server: P4 CPU, 2 GB RAM, 20 GB free disk space, Gigabit network connection, RAID array recommended.

Workstations: P4 CPU, 1 GB RAM, Gigabit network connection to the server

Please note that these are minimum specifications. Most servers have greater capacity and additional RAM on the workstations will be advantageous. Disk space on the server is dependent upon the number, size and nature (e.g. speaker's papers) of events managed and or the size of the membership. Some free disk space is always necessary for temporary files.

For more detailed Technical Aspects please refer to the section below and the Appendix.

Technical Aspects

A comprehensive Technical Briefing document is provided separately to this proposal. This document will give your IT Department a full brief of the system and configurations that are recommended for installation.

As part of the implementation process, Certain Software will also provide your organization with a Hardware Survey so that we have a full understanding of your existing technical environment and allow us to make appropriate recommendations, if necessary.

Please refer to the Appendix for additional technical details and configuration options.

Implementation for Nebraska Supreme Court

Project Management

Certain's Implementation Team provides professional support throughout the installation of the software. We undertake a pre-installation Hardware Survey and follow up with a pre-installation meeting to ensure that we fully understand your requirements and the technological environment the software must operate within.

Certain's Project Managers have many years of experience in both industry and the IT sector, complimented by a broad range of skills. Our Project Managers have successfully overseen a range of implementations similar in scale and complexity to the Nebraska Supreme Court.

Time Lines

Following is an installation estimation of **events** software. These timelines will be fine tuned in consultation with your team.

Installation Estimation	From Proposal Acceptance
Pre-installation consultation	48 hours
Project kick-off meeting for customized components	1 week
Software installation	2 weeks

Initial training	2-4 weeks
Onsite Training	4-6 weeks
Customized component installation	Will vary upon complexity

Training

Online Tutorial Library (Phase I Training)

To streamline the introduction of **events**, Certain Software has developed a number of Online Tutorials covering the different modules/areas in **eventsPro**. Each tutorial is a narrated video demonstrating how to set up and use specific modules and features. The Online Tutorial Library is available to all customers without charge, and accessed via your web browser. Each module of **events** is covered with the average length between five and fifteen minutes.

The intended outcome of each video is that when the trainee has watched and listened to the module, they will be ready for their onsite/individual training, and will be able to begin to use the module/feature.

These modules are available as a long term resource for your organization. As you employ additional staff, they can complete the self-paced training and quickly become proficient with **events**.

Onsite Advanced Training (Phase II Training)

Once you have completed the Online Tutorial training, one of Certain's experienced trainers will be available to visit your organization – at your location - to provide customised advanced training.

Internet Based Short Training

Certain Software has a library of advanced training topics that can be delivered via a 30-60 minute Internet training session. Our trainer speaks with you over the telephone and you watch via your PC connected to the Internet. Training topics can also be customized to your unique requirements.

Please refer to the [Appendix](#) for a detailed summary of the comprehensive training we provide.

24/7 Global Support, 365 days a year

Certain Software recognizes that you need to have access to support 24/7/365. In 1993, Certain Software introduced 24 hour support for clients. Today, our Global Customer Service team assists hundreds of customers and provides the peace of mind that help is only a phone call – or an email away. Throughout North America, South America, Australia, Asia, the UK, Europe, and Africa, this support is available toll free.

Our Customer Service and Support team can assist with operational difficulties, simple amendments or process issues, documents and resolving errors. The team is available for onsite assistance, when time is an important factor and stress levels are at their highest. The technical team is also available to manage website development and consultancy on special projects.

Certain Software also has the global resources to deploy staff at short notice, anywhere in the world, which is particularly important for projects carried out in a range of international venues.



Pricing for MCLE Modules

Customized CE Portal* 10,500.00

Additional CE Portals and CE Portal Customizations:
See specifications next page 30,000.00

TRAINING AND WORKSHOPS

2 Onsite Training (days) (excludes travel costs) 2,800.00
43,300.00

Customizations:

Customizations to Standard Style CE Portal & Separate Portal functionality.

CE Portal Customization: Attorney Credit Submission functionality. Only attorneys logged into the portal environment (not attorneys new to the database) need to be able to request credit for courses attended. Attorneys need to search the portal for courses to request credit for (instead of searching for as a typical "registration".) First if the course exists they can select it. If the course is not already in the system as "approved" then they submit a request form. The form needs to include date, instructor, sponsor, content name and credits sought. (add data validation rule to make sure they can only request credit from a course once.) Attorneys not already in the system must register first.

Once new courses are submitted there needs to be a **review screen** of all of these submission for administrators. Administrators must see all requests in list form and click a button next to each one either : 1)approving and If Approved, then the credit needs to be put into the credit module (but not course created). 2)Declining If declined a letter needs to be emailed (dynamic documents) and 3) if More info is needed then they will need to add a comment of what they need, and a letter (dynamic document) would be automatically sent to the requesting attorney with the comments merged in. There are no fees for this. This would be a form for attorneys (they need to be tagged as attorneys through profile or marketing).

Portal needs to either **link to a conference site** where a registrant (in addition to being asked about their conference registration) will also indicate which dates they will need accommodations for. This will not always match the days of the conference, and are not hotel specific. It is also something they collect for employees but nobody else. They indicate what days they need the hotel for and for how many nights. NSC would also like to take in roommate info too. Certain would build a small registration site outside the CE portal. This site would be purpose built to match the requirements outlined in this paragraph using the accommodation module. The roommate does not need its own demographic record

CE Portal Link to Ei Registration Site: A Vendor (Sponsor) accreditation form needs to be provided. The fee for vendors is \$200.00 ea. (standard registration site)

Additional Customized Portal: Vendor Submission Site. Outside Vendors (who offer CE courses) will have the ability to login to their own portal and submit a course "approval" listing. The request form needs to **create a course on the backend**. If the request is coming from an "accredited" vendor (data validation to profile field) the course status is automatically "approved". If the course is being submitted by a vendor that does not have the "accredited" status then the submission automatically goes in with a course status of "pending" (so that it does not display on the lawyers search results yet.) Administrators will need a **report to show all "pending" submissions**. They will then approve or not and will need to email the submitter accordingly. There is a fee for this submission. (Accredited vendors pay \$25 and non Accredited

vendors pay \$50 for each course.) There needs to be a database validation rule that charges differently based on if they are "accredited" or "non-accredited".

The vendor Submission Site will also need to have the functionality for vendors to **submit a list of "students"** that have attended their courses. Vendors pay \$1.00 for each credit claimed (each course may have multiple credits and multiple students)... The file is only kept for archive and does NOT get reflected in the student files at all.

Moodle and Blackboard Links on the cover page of portals.

Notes

* Support & Upgrade Cover

The first 12 months Support & Upgrade Cover has been included in the above purchase price. This includes:

- Support from our global Service Call Centre 24 hours per day, 7 days per week
- All upgrades released during the period of cover

Support & Upgrade Cover is renewable on an annual basis. Support & Upgrade pricing is calculated at the rate of 20% of the software value, based on the price list current at the time of renewal.

Travel

Travel expenses are not included in the above costing (flights/accommodation/meals/out of pockets) and will be charged at cost. Cancellation fees may be incurred if dates are changed or cancelled once the training session has been confirmed.

30 Day Money Back Guarantee

We are so confident that **events** will meet all of your requirements, and far exceed your expectations, that we offer a 30 day money back guarantee. If you are not satisfied with **events**, we will happily refund the purchase price of the Software value within the first 30 days of installation.

Ecommerce Interfaces:

With eventsPro our clients are free to select the ecommerce provider of their choice. The pricing structure for ecommerce interfaces are as follows:

1. A two-tier gateway chosen from a list of pre developed interfaces \$550 USD
2. A three-tier gateway chosen from a list of pre developed interfaces \$1,400 USD
3. A two-tier gateway chosen from outside of the pre developed list of interfaces \$1,650 USD
4. A three-tier gateway chosen from outside of the pre developed list of interfaces \$3,300 USD

(For a record of existing interfaces, please ask your sales representative for the most current list.)

Payment Terms

Payment terms for **events** software are as follows:

- 30% of total value to be paid within 7 days of order placement
- 45% of total value to be paid within 7 days of installation - excluding any customizations or modification costs
- Balance to be paid within 30 days of installation

Certain Software reserves the right to charge interest at the rate of 10% per annum on any outstanding accounts.