

MEETING AGENDA

Technical Advisory Committee to the State Records Board

May 15, 2009
9:00 a.m. – 12:00 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 (152 pages - 40 MB .pdf file).

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [October 20, 2008](#)
4. Grant Reviews*
 - Gage County Board of Supervisors - [Online Citizen Resource Center](#)
 - Douglas County Corrections - [Jail Management Web Access Program](#)
 - Hamilton Co Surveyor/GIS - [Hamilton County Mapping Update](#)
 - Hayes County Assessor - [Geographic Information Implementation](#)
 - Saunders County Register of Deeds - [Numerical Index Book Scanning Project](#)
 - Cass County Register of Deeds - [Scan Deeds & Surveyors Records](#)
 - Thomas County Clerk - [Land Record Information System Enhancement and Web Access](#)
 - Treasurer - [NebraskaSpending.com](#)
 - Accountability and Disclosure Commission - [Online Campaign Statement Filings](#)
 - Supreme Court - [MCLE \(Mandatory Continuing Legal Education\)](#)
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 April 7, 2009.
Agenda posted to the NITC website on April 10, 2009.

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

Monday, October 20, 2008
2:00 p.m.
Executive Building – Lower Level 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 2:03 p.m. Roll call was taken. A quorum was present. The meeting notice was posted to the [Nebraska Public Meeting Calendar](#) on October 16, 2008. The meeting agenda posted to the NITC Website on October 15, 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 - [April 11, 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

Department of Health and Human Services / Lincoln-Lancaster County Health Department – [Work Well Health Appraisal Survey and Administration](#)

Barbara Pearson, HHS, and Lisa Henning were present to take questions on the grant application. Also, Brent Hoffman and Jennifer Rasmussen from Nebraska.gov were present. Members discussed the grant application. Topics discussed included: the use of paper surveys and scanners; Nebraska.gov's role in the project; HIPPA issues; and other funding sources.

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application entitled "Work Well Health Appraisal Survey and Administration," 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.

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

University of Nebraska-Lincoln – [Nebraska Public Documents Digitization Project, Phase 2](#)

Kay Walter, UNL, was present to take questions on the grant application. Members discussed the grant application. Topics discussed included: standards for maintaining the images; durable media; relationship between the parties involved; and other, potentially related projects, in state government.

Ms. Decker moved the following resolution:

The committee, having reviewed the grant application entitled “Nebraska Public Documents Digitization Project, Phase 2,” 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.
- Further, the project representative at the committee meeting is asked to be aware of, and as appropriate, coordinate with the content management related projects from the Secretary of State’s Office and the Nebraska Educational Telecommunications Commission.

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

Nebraska Volunteer Service Commission – [Trainer/Trainee Online Database Search](#)

Greg Donovan, NVSC, and Dennis Fowler, ServeNebraska, were present to take questions on the grant application. Also, Brent Hoffman and Jennifer Rasmussen from Nebraska.gov were present. Members discussed the grant application.

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application entitled “Trainer/Trainee Online Database Search,” 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.

Mr. Brown 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 2:51 p.m.

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

BOARD OF SUPERVISORS

OF GAGE COUNTY

BEATRICE, NEBRASKA



Matt Bauman Rex Adams Ron Fleecs Gary Barnard
Dennis Byars David Anderson Shirley Gronewold

April 8, 2009

Mr. John Gale
Nebraska Secretary of State
C/o Ms. Cathy Danahy, Executive Director
Nebraska State Records Board
440 South 8th Street, Suite 210
Lincoln, Nebraska 68508-2294

Dear Mr. Gale,

Please find enclosed the Application of Gage County, Nebraska, for a Grant from the Nebraska State Records Board to improve access to public information. It has been the desire of many Gage County officials for some time to increase the transparency of county government and the ease of access to government services for our citizens. We view increasing electronic access to information for residents of Gage County and those who interact with Gage County as a critical component of that effort in the 21st century.

The Project will focus on significant expansion of available information and resources with the capability for timely updates conveniently available to individual designated staffers. It will also include a substantial focus on accessibility functions and information for disabled persons to maximize their access potential wherever possible, including information about how citizens can improve access for disabled individuals from their personal computer system.

We appreciate your consideration of our Application. Please do not hesitate to contact us if anything further is needed.

Sincerely,

A handwritten signature in cursive script that reads "David T. Anderson, Vice Chr. for."

Rex Adams, Chairman, Gage County Board of Supervisors

RA/dab Attachment

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

Application for Local Government Grant

I. Grant Summary

1. Name of government agencies/entities applying for grant:

A. Gage County, Nebraska – Gage County Board of Supervisors

B. Other jurisdictions and departments collaborating and partnering in the project:

1. Office of Gage County Highway Superintendent
2. Office of Gage County Planning and Zoning Administrator
3. Office of Gage County Flood Plain Administrator
4. Office of Gage County Surveyor
5. Office of Gage County Sheriff
6. Office of Gage County Detention Center
7. Office of Gage County Weed Superintendent
8. Office of Gage County Director of Administrative Services
9. Office of Gage County Treasurer's Office
10. Office of Gage County Judge Steven Timm
11. Office of Gage County Court Clerk/Magistrate

C. Other jurisdictions and departments invited to collaborate and partner in the project:

1. Office of Gage County Assessor
2. Office of Gage County Registrar of Deeds
3. Office of Gage County Registrar of Deeds Office
4. Office of Gage County Clerk
5. Office of Gage County Election Commission
6. Office of Gage County Emergency Management
7. Office of Gage County Courthouse Maintenance
8. Office of Gage County Physician Medical Director
9. Office of Gage County Veterans Services
10. Office of Gage County General Assistance Services
11. Office of Clerk of the District Court of Gage County
12. Office of Gage County District Court Judge Paul Korslund

D. Other entities which may be invited to collaborate and partner in the project at different levels include:

1. All 16 Gage County Municipalities: Adams, Barneston, Beatrice, Blue Springs, Clatonia, Cortland, Ellis, Filley, Holmesville, Lanham, Liberty, Odell, Pickrell, Rockford, Wymore, Virginia.
2. All 24 Gage County Townships: Adams, Barneston, Blakely, Blue Springs-Wymore Consolidated, Clatonia, Elm, Filley, Glenwood, Grant, Hanover, Highland, Holt, Hooker, Island Grove, Liberty Lincoln, Logan, Midland, Nemaha, Paddock, Riverside, Rockford, Sherman, Sicily,
3. Entities with Tax Levy Authority in Gage County
4. Recipients of funding from Gage County
5. Entities/agencies which provide services to Gage County residents
6. Entities outside Gage County with Interjurisdictional Agreements/Arrangements for Services within Gage County
7. Parties to Interlocal Agreements or Contracts with Gage County
8. Links to other local, regional, state, and federal sites which may be useful to Gage County residents including:
 - A. Nebraska.gov and other state government sites
 - B. State entities and organizations
 - C. Federal government sites
 - D. Other national entities and organizations
 - E. Regional entities and organizations
 - F. Sites for neighboring Nebraska jurisdictions
 - G. Sites for neighboring Kansas jurisdictions
 - H. Gage County entities and organizations
 - I. Other useful sites identified by Gage County officials
 - J. Other useful sites identified by Gage County citizens
9. Gage County Board Committees & Sub-Committees
10. Gage County Citizen Advisory Committees

2. Title of Project: **Gage County Online - Enhanced (Phase 1)**

A. Sub-title of Project: **Gage County Online Citizen Resource Center**

3. Brief Description of Project:

A. This multi-jurisdictional Project will expand and enhance the official website of Gage County, significantly increasing the amount and types of information and other resources which can be made electronically available to county residents and other users.

4. Grant Request Amount: \$25,000.00

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

II. Grant Detail

1. Please describe the project in detail:

A. This Project is Phase 1 of a comprehensive effort to increase the depth and breadth of content available to Gage County residents, businesses and other areas in a primarily rural county on a 24/7 basis without the need to travel to the courthouse or other locations to obtain the information. Many current requests for information currently are by phone, by e-mail, by FAX and by personal visit to individual government offices. The current county website provides limited information and is inconveniently difficult and time-consuming to update. The Goal is to create a "One-Stop" resource for Gage County which will contain or link to useful information for the user.

The Project will encourage regular updating of information by incorporating a system of easy access for any individual jurisdiction or department to simplify the process significantly from the current manner in which the site can be edited. It will include accessibility functions and information for disabled persons to maximize their access potential wherever possible, including information about how an individual can improve access for disabled persons from their personal computer system. At a minimum, the new enhanced site will include complete contact information for every county official, a complete calendar of county meetings and events, and a user-friendly comprehensive directory of all information which can be accessed on the site or through the links on the site.

C. Although there has been informal discussion of expanded needs and study of the sites of other entities for year, the Project will begin with a multi-step Needs Assessment.

Step 1: Internal Needs Assessment by officials and staff, who will be encouraged to “think outside the box” and “dream” about both short-term and long-term possibilities.

Step 2: User Needs Assessment by the public, facilitated by officials and staff.

Step 3: Priority Needs Assessment where those needs identified will be prioritized by feasibility, time, cost and other factors.

Step 4: Consultation Needs Assessment with a web designer to evaluate the Needs Assessment.

D. Programming Applications

E. Site Design & Mapping

F. Training & Implementation

G. Data Entry

H. Evaluation

I. Planning for Future Phases.

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

A. The citizens of Gage County will be the primary beneficiaries of this expanded service in that much more information will be available much easier from their own location. Businesses, other government entities and those seeking information about Gage County will benefit from this service. Gage County officials and staff will benefit from this service because it will allow them to provide a higher level of service to more individuals without any increasing in staffing requirements or cost.

3. Timeline for implementation

A. The expected completion date for *Gage County Online - Enhanced (Phase 1)* is no later than May 15, 2010. This includes completion of a 5 Year Plan for future phases.

4. Subdivision(s) contribution to project (labor, equipment, etc.)

A. The Gage County Board, as well as all budgeted county departments and all elected county officials, have made an ongoing commitment for a number of

years by continuing to invest in purchasing, maintaining computer equipment and peripherals as well as software packages specific to the function of each office or department. This project is not expected to require any new equipment. All collaborators and partners will contribute staff time to participate in Needs Assessment, Design Consultation as needed, Training of Staff, Data Entry and Implementation when completed, a Public Information campaign to educate users when ready, monitoring of citizen feedback for Project Evaluation purposes and Advance Planning for future phases of development.

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

A. No. No other funding is available for this project. Budget cuts and financial constraints do not allow for funding of this project. No tax fund allocations are expected to be available in the foreseeable future. No other donations or grant funding sources have been obtained for this project.

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

A. No. The Project does not require any additional statutory authority.

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).

A. Because the first stage of the Project is a Needs Assessment, it is not possible yet to solicit any bids from vendors because specifications are not complete. The primary expense will be for the services of the web site designer who will direct or assist in every aspect of the Project, including Needs Assessment, Programming Applications, Training & Implementation, and Planning for Future Phases. Some expense will be incurred to purchase certain software programs or licenses as determined by the Needs Assessment. Some expense will be incurred in a public information campaign after implementation to inform users of the new resource and how to use it.

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?

A. Due to increasing budget constraints, projects which are not mandated by law are necessarily the last to be considered for funding. If grant funds are not received, the project will be delayed for at least several years and perhaps indefinitely. While the need is there and continues to increase, the reality is that this is not a project which is likely to ever be a high priority for the allocation of tax dollars.

B. A significant emphasis of the project is to identify the specific needs of each jurisdiction and each entity. Factors included the nature and volume of data to be

made internet accessible and the frequency of the need to update such information. The design will allow each jurisdiction and entity the option for “back entry system access” to edit and update data as often as is needed with a system that is much easier for staff to use than the one currently in place. Needs identification, design consultation and training will allow officials and staffers to manage their data and links much more efficiently while providing update information to the public much more quickly. The public’s increased use of these services is expected to significantly decrease staff time now needed to assist citizens in accessing this information, thus allowing staff to provide a higher level of service to those who have needs beyond the electronic access without a corresponding need to increase staffing and expenditures

C. The service will be maintained by each jurisdiction using it within their normal budgets. It is expected that the primary expense will be adding training on the service to training provided for new staff. The savings in staff time realized by minimizing staff time now used to provide public information via phone, office visits, etc. is expected to more than compensate for any additional time or expense in training staff and maintaining any service updates.

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

A. Users of this service will have significantly more information available on a user-friendly website which will make accessing specific areas of information much easier and result in them being able to use electronic research more often to seek information and answer questions. Not only will users find an easily navigable website leading them quickly in their direction they need to follow, there will be easily identifiable resources and links to a number of related sites and sites deemed useful for Gage County citizens. No attempt will be made to “reinvent the wheel”. A community partner with a viable website will be invited to link to the service to the benefit of the Gage County users and their users. An example might be the recently updated and improved website of the Beatrice Area Chamber of Commerce – Gage County Tourism. Users of this service would find an easily identifiable link to that site which contains information useful to citizens, visitors, prospective residents and workers, prospective business investors and others. In return, the Chamber’s link on their website to this project allows them to offer far more expanded various aspects of Gage County and Gage County government

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

A. Many of the functions of county government met are information related. Citizens need to provide information to government and government needs to provide information to citizens. This means much staff time is invested in serving

customers at the counter, serving customers over the phone, serving customers by FAX, serving customers by U.S. mail, etc.

B. One aspect of the Project would consist of a Content Management System (CMS) which will allow designated and authorized administration staff from any office or department to dynamically add and update the website through a secure back-end administration system via username & password. This back-end administration system allows for webpage creation and updates, image uploads, file uploads, and site organization structure control using a CMS which is considerably easier and faster to operate than the current system allows.

C. The Project will allow each office and department to identify for themselves the types of information most requested and needed by the public, by businesses, by media and by other users, while evaluating the feasibility and scope of making that information available electronically. With training on how to use the convenient back end entry system to update information as often as needed, this process will also be much less time-consuming. Saving staff time for those tasks which cannot be accomplished on the Internet allows for more efficient operation and the ability to enhance services in ways not possible under current budget constraints.

D. Other sites used to evaluate format and content will include Nebraska.org, the University of Nebraska, Lincoln – Lancaster County "Interlink", and the City of Beatrice

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

A. Information exchanged between local, regional, state and federal agencies and other public institutions will be significantly enhanced, more convenient, timelier and more accessible. This enhanced level of understanding and knowledge about other offices will encourage more use of these agencies and more communication between agencies.

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

A. Consumer information is a significant key to the enhancement and support of public/private partnerships. Information of greater scope and depth will be more readily available to all users knowing what is available and how to access the information is an important step in encouraging the exploration of all State services, including the consideration of public/private partnerships.

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.

A. At this time, it is not anticipated that the Project will involve the licensing, permitting or regulation of business. It is possible that this might be considered for future phases of the Project. If so, integration within the State of Nebraska's Business Portal and the One-Stop Online Business registration system will be an integral component of any future design.

III. Technical Information

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

A. Project Technology includes: Existing Software as a Service (SaaS) Web Platform/Web Development; XHTML; CSS; Javascript; AJAX; RSS; Graphic Design/Java Enterprise Edition Programming; JSP; Servlets/PostgreSQL Database/Apache Web Server/Apache Tomcat Application Server/CentOS Server Operating System/Top Tier Data Center server location with multi-level secure environment and engineer's onsite 24/7.

B. This Project will consist of various Internet web software applications which already conform to the specific requirements of the Gage County Courthouse and other County offices. Some of these web applications are part of a pre-existing web platform while others are to be built as modules which can then be used to plug in to the main web platform. The Project will include Needs Assessment, Site Design and Mapping, Customer Support, Training, JAVA/JEE Programming, Graphic Design, Web Development, Web Hosting, Search Engine Optimization, Evaluation and Future Phase Advance Planning.

C. Some of the benefits of developing the Project on top of the existing web service platform as modules will allow for other similar entities (other Nebraska counties, other Nebraska cities, other organizations, etc.) to acquire the same web application functionality for a considerably less initial and overall cost. Developing these custom web service application modules allows for synergy between current users on the same platform which includes the Beatrice Area Chamber of Commerce – Gage County Tourism, Main Street Beatrice, several Gage County businesses. It also simplifies the addition of future prospective users of the platform. This model essentially creates a Co-Op between all clients using this type of web service platform in order to gain access to new web functionality and make improvements on existing web applications further without additional cost. In the future, new or improved applications would be available at times for no cost or minimal cost possible.

D. The Project will evaluate the use of an emerging format called RSS (Really Simple Syndication) for distributing Current News Items per department. This technology would allow the distribution of current news information to any website that can process this standard Open Source format. For example, a website visitor could "subscribe" to the current news or events of any department using a free Google, Yahoo, or MSN account and create their own Gage County Courthouse News homepage where they would be updated on all the latest department news headers from one location and be able to click on the links to read more information on the Gage County website. An example of a Business to Business (B2B) use case for this type of application would be the Beatrice Daily Sun or any news outlet posting the latest news from a specific Gage County Department on their website. This information would be in real time and all done programmatically without the need for an employee to make updates on their side or rewriting any content. This is the information "Pulling" concept and similar to how most major news outlets CNN, FOX, etc. gather and re-publish news articles from such organizations as the Associated Press (AP). For example please see the AP article redistribution on the <http://www.beatricedailysun.com> website and view the "Nebraska" or "National" news sections under the main "News" categories.

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

A. 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/>).

1. The Project will conform to all generally accepted industry standards. The project will meet all NITC technical standards and guidelines.

B. Compatibility with existing institutional and/or statewide infrastructure.

1. The Project will be entirely compatible with all existing intuitional infrastructure and statewide infrastructure.

C. Reliability, security and scalability (future needs for growth or adaptation).

1. The project will consist of various internet web software applications which conform to the specific requirements of the Gage County Courthouse. Some of these web applications are part of a pre-existing web platform and some are to be built as modules that can be used to plug in to the main web platform. The project will include Customer Support, Training, Java/JEE Programming, Graphic Design, Web Development, Web Hosting, and Search Engine Optimization (SEO).

2. The technology to be used for this software development is Java Enterprise Edition which is fully scalable to meet any amount of growth and/or future functionality requirements necessary. This is the same high performance enterprise level technology used by such businesses as Ebay.com, Amazon.com, Travelocity.com, Google.com, Cars.com, and various other large multinational corporate entities. The expectation is that all applications to be developed will run on a high performance network in a Top Tier Data Center server location with multi-level secure environment, server backups performed daily, and engineer's onsite 24/7.

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.

A. Where applicable, the design of all internet-based web data and links will include access points for disabled individuals in compliance with NITC standards. Since the site is designed to be used from any home or office terminal, the site will also contain detailed information and instructions regarding the adaptability of any software, hardware or other equipment the disabled person may own or purchase in the future. Implementation training for staff will also include detailed information on how to provide this information to any disabled person in other contexts (telephone, etc.)

4. Describe how technical support will be provided.

A. By definition, the Project is designed to minimize the need for additional technical support. The back end access afforded to each jurisdiction on the website and the training provided to use this access will allow designated office staff to edit and update content, add or delete links, and expand features very easily.

B. As a member of the Nebraska Association of County Officials (NACO), Gage County has an ongoing relationship with Nebraska Multi-County Information and Programming Services, Inc. (MIPS) computer services for technical support. It is not expected that the Project will significantly impact the need for that support, but it is available to the County should the need arise.

IV. Contact Information & Official's Signature

Contact person for any questions regarding this application:

Grant Application Project Administrator

David A. Battiato

Director of Administrative Services

Gage County, Nebraska

Gage County Courthouse

612 Grant Street, Room 18

Beatrice, Nebraska 68310

Office 402-223-1730

FAX 402-223-1371

Mobile 402-429-4750

DaveBGageCounty@aol.com

Technical Questions: Volunteer Grant Application Technical Consultant:

Jeremy Vontz

Internet Web Design Consultant

402-817-1784

Official's Signature:

Rex Adams

Chairperson, Gage County Board of Supervisors

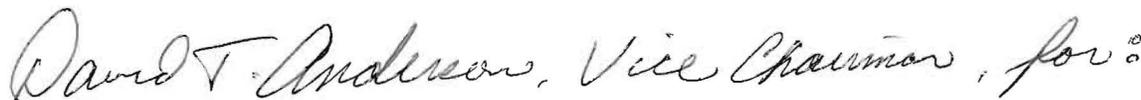
Gage County, Nebraska

Gage County Courthouse

612 Grant Street

Beatrice, Nebraska 68310

Signed this 8th day of April, 2009



Rex Adams, Chairperson, Board of Supervisors, Gage County, Nebraska

Signed this 8th day of April, 2009



David A. Battiato, Director of Administrative Services, Gage County, Nebraska

STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION

I. GRANT SUMMARY

1. Name of agency applying for grant: Douglas County Corrections
2. Title of Project: Jail Management Web Access Program
3. Brief description of project: This project will allow Douglas County Corrections to interface their new jail management software with the county web system to provide accessibility to the public and other agencies with real time information on criminal justice information.
4. Grant request amount: \$25,000
5. No

II. GRANT DETAIL

1. Please describe the project in detail: The Douglas County Jail Management Web Access Program will entail procurement and installation of software interfaces needed to provide public access to the criminal justice information system in Douglas County via public internet access with the goal of serving family and friends of those who have become part of the Criminal Justice System. It will also provide real time information to outside agencies including state and local law enforcement agencies.
2. Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.
This service will be for use by the public (family members, friends) and multi-agencies to provide real-time information on those persons within the jail system. Information that will be accessible will be charges, court dates, bonds, length of stay, and date of release.
3. Timeline for implementation: May 31, 2013
4. Subdivision contributions to project.
Staffing and services will be provided by DOT.Comm, the Independent Technology Commission created by an interlocal agreement with the City of Omaha and Douglas County. DOT.Comm and the Vendor will be providing interfaces for the web portal.

5. Is other funding available for this project?
The State Records Board Grant will be used as an enhancement to the partially funded Jail Management Software that will be purchased with funding from the ARRA Stimulus JAG funds through the U.S. Department of Justice. The funds for this grant will be used for an enhancement to this new system in the development of a web portal for public use.
6. Does this project require additional statutory authority: No.
7. Specify in detail what the grant money will be used for. Include complete cost breakdown of the project. Please attach bids from vendors (if applicable). DOT.Comm will create a public accessible web based interface which will allow the public, and other agencies, with controlled access to the Douglas County NE inmate public records database. This work would include application development, data integration, testing and deployment into a new network designed to support this application.
It is our proposal to provide the development resources to enable the functionality as outlined, operating on the hardware infrastructure required to allow public access without compromising existing services or operations. We agree to build and operate the application and hardware infrastructure at a not-to-exceed budget of \$25,000.
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?
This grant will pay for the one time fee to DOT.Comm for interfacing the Jail Management System with the web portal. DOT.Comm will maintain web access in the future as part of its contracted services with Douglas County. The total cost of the Jail Management Software has been bid out at \$1.2 million. Douglas County will be receiving \$1,023,759 in ARRA Stimulus Funding for this project. An additional \$201,241 will be required for procurement of the software and development of the web portal. (see attached bid)
9. Please describe how this project will enhance the delivery of agency services or access to those services.
Currently, the only access to the public information is by calling the Douglas County Jail directly. This causes an extreme burden on staffing time with an average of 1169 inmates residing in the jail.
10. Please describe how this project will improve the efficiency of agency operations.
Utilizing a web portal for information regarding friends or family members will greatly reduce the amount of phone inquiries to the Douglas County Jail. Because there is currently no access to real-time information, this will also reduce the amount of misinformation that is being conveyed.

11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.
Collaborations will be provided through the web access that will provide real time information to criminal justice agencies and other public institutions not currently available in Omaha, Douglas County, the State of Nebraska and Federally.
12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State Portal, Nebraska.gov?
Public and private partnerships will be supported through links placed within the official state portal: Nebraska.gov.
13. Does this project involve the licensing, permitting or regulation of business?
No

III TECHNICAL INFORMATION

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.
DOT.Comm will create a public accessible web based interface which will allow the public, and other agencies, with controlled access to the Douglas County NE inmate public records database. This work would include application development, data integration, testing and deployment into a new network designed to support this application.
It is our proposal to provide the development resources to enable the functionality as outlined, operating on the hardware infrastructure required to allow public access without compromising existing services or operations.
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).

Hardware and software will be procured through an RFP process and shall meet all requirements as required by the State of Nebraska, Douglas County and the NITC standards. The selection of the software package will be made by a committee of experts from DOT.Comm, State Crime Commission, Peter Kiewit Institute (UNO) Consultant, and local law enforcement officials. The software is scalable, open architecture and provides high performance and reliability while lowering overall systems cost. The system utilizes the familiar Microsoft Windows operating system. This allows it to work with today's popular PC

software. Familiar word processing, spreadsheet and other software can be used to augment standard reporting capabilities. The system can be installed stand alone, or as part of a unique distributed regional network involving many separate agencies.

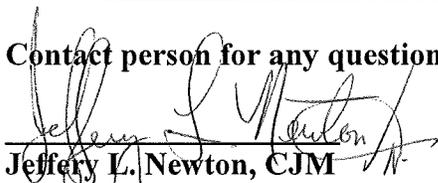
3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.

The project will comply with the State's Technology Access Clause according to the state and county standards.

4. Describe how technical support will be provided.
Technical Support will be provided by DOT.Comm and the Software Vendor.

IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:


Jeffery L. Newton, CJM

Phone #402-599-2316 E-mail: Jeffery.Newton@douglascounty-ne.gov

Signed this 1 day of April, 2009

Jeff Newton

Agency Director

**NEBRASKA TECHNOLOGY ACCESS CLAUSE
TELECOMMUNICATIONS PRODUCTS**

QUESTION	Y	N	N/A
Are standard no-acoustic connection points provided for teletypewriters (TTYs). provided for telecommunications products or systems that provide a function allowing voice communication and which do not themselves provide a TTY functionality?			X
Are microphones capable of being turned on and off to allow the user to intermix speech with TTY use?			X
Do telecommunications products that include voice communication functionality support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols?			X
Are voice mail, auto-attendant, and interactive voice response telecommunications systems usable by TTY users with their TTYs?			X
Do voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems requiring a response from a user within a time interval give an alert when the time interval is about to run out, and provide sufficient time for the user to indicate more time is required?			X
Is caller identification, and similar telecommunications functions available for user of TTYs, and for users who cannot see displays?			X
Is a gain adjustable up to a minimum of 20 dB available for transmitted voice signals in telecommunications products?			X
Is there at least one intermediate step of 12 dB for incremental volume control provided?			X
If the telecommunications product allows a user to adjust the receive volume, is a function provided to automatically reset the volume to the default level after every use?			X
Is there a means provided for effective magnetic wireless coupling to hearing technologies provided where a telecommunications product delivers output by an audio transducer which is normally held up to the ear?			X
Is interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) reduced to the lowest possible level allowing a user of hearing technologies to utilize the telecommunications product?			X
Do any products that transmit or conduct information or communication pass through cross-manufacturer, non-proprietary, industry-shared codes, translation protocols, formats or other information so that information or communication remains in a usable format?			X
Do technologies using encoding, signal compression, format transformation, or similar techniques preserve information needed for access or restore it upon delivery?			X
Are controls and keys tactilely discernible without activating the controls or keys?			X
Are controls and keys operable with one hand without requiring tight grasping, pinching, or twisting of the wrist?			X
Is the force required to activate controls and keys 5 lbs. (22.2 N) maximum?			X
If key repeat is supported, is the delay before repeat adjustable to at least 2 seconds and the key repeat rate adjustable to 2 seconds per character?			X
Is the status of all locking or toggle controls visually discernible, and discernible either through touch or sound?			X
Is all product support documentation provided to end-users available in alternate formats upon request at no additional charge?			X
Do end-users have access to descriptions of the accessibility and compatibility features of products in alternate formats or alternate methods upon request at no additional charge?			X
Are individuals providing support services trained to accommodate the communication needs of end-users with disabilities?			X

**NEBRASKA TECHNOLOGY ACCESS CLAUSE
DESKTOP AND PORTABLE COMPUTERS**

QUESTION	Y	N	N/A
Are controls and keys tactilely discernible without activating the controls or keys?			X
Are controls and keys operable with one hand without requiring tight grasping, pinching, or twisting of the wrist?			X
Is the force required to activate controls and keys 5 lbs. (22.2 N) maximum?			X
Is the status of all locking or toggle controls visually discernible, and discernible either through touch or sound?			X
If key repeat is supported, the delay before the repeat is adjustable to at least 2 seconds and key repeat rate is adjustable to 2 seconds per character?			X
If a product utilizes touch screens or touch-operated controls, an input method shall be provided that complies with the above five requirements?			X
When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, is provided?			X
Where provided, at least one of each type of expansion slots, ports and connectors comply with publicly available industry standards for connecting assistive technology devices?			X
Is all product support documentation provided to end-users available in alternate formats upon request at no additional charge?			X
Do end-users have access to descriptions of the accessibility and compatibility features of products in alternate formats or alternate methods upon request at no additional charge?			X
Are individuals providing support services trained to accommodate the communication needs of end-users with disabilities?			X

**NEBRASKA TECHNOLOGY ACCESS CLAUSE
VIDEO AND MULTIMEDIA PRODUCTS**

QUESTION	Y	N	N/A
Are all analog television displays 13 inches and larger, and computer equipment including an analog television receiver or display circuitry equipped with caption decoder circuitry that appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals?			X
Are all wide screen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, equipped with caption decoder circuitry which appropriately receives, decodes, and displays close captions from broadcast, cable, videotape, and DVD signals (not later than July 1, 2002)?			X
Are all television tuners, including tuner cards for use in computers equipped with secondary audio program playback circuitry?			X
Are all training and informational video and multimedia productions supporting the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, open or closed captioned or a procedure in place to provide interpreting services?			X
Are all training and informational video and multimedia productions supporting the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, audio described?			X
Is display or presentation of alternate text presentation or audio descriptions user-selectable unless permanent?			X
Is all product support documentation provided to end-users available in alternate formats upon request at no additional charge?			X
Do end-users have access to descriptions of the accessibility and compatibility features of products in alternate formats or alternate methods upon request at no additional charge?			X
Are individuals providing support services trained to accommodate the communication needs of end-users with disabilities?			X

**NEBRASKA TECHNOLOGY ACCESS CLAUSE
WEB PAGE ACCESSIBILITY QUESTIONNAIRE**

QUESTION	Y	N	N/A
Does each non-text element on the page have a text equivalent via "alt" (alternative attribute) or does the page otherwise include a meaningful description of the non-text element in the text accompanying non-text element?			X
For any multimedia content, is text captioning provided for all audible output and audible output provided for all critical visual information?			X
Are all audio descriptions and text captions synchronized with their associated dynamic content?			X
Is the page capable of being understood and navigated even if users do not have the ability to identify specific colors or differentiate between colors?			X
If the page uses cascading style sheets or JavaScript style sheets, is it viewable without style sheets or with style sheets turned off or not supported by the browser?			X
If the page uses cascading style sheets or JavaScript style sheets, is it designed so that it does not interfere with style sheets set by the browser?			X
If the page includes any server-side image maps, are duplicate text links provided for all links within the server-side image maps?			X
If the page includes one or more client-side image maps, does each map region have a text equivalent via "alt" (alternative text attribute) or does the page otherwise include a meaningful description of the non-text element in the text accompanying it?			X
If the page includes data in tables (either HTML tables or preformatted text tables using the <PRE>tag), and if any of the tables has two or more rows (including header or data cells), does each cell provide identification or row and column headers?			X
If the page uses frames, does each frame have a title that meaningfully describes it?			X
Does the page include content (such as applets or content requiring plug-ins) that may cause the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz?			X
If the page uses scripts, such as JavaScript or scripts in Macromedia Flash content, and if the scripts affect any content displayed to the user, is there equivalent text provided by the page or the script that is accessible to a screen reader?			X
If the web page uses applets, such as downloadable Java applets, does it also contain the same information and functionality in an accessible format?			X
If the page uses other programmatic objects (such as Flash, Shockwave, etc. or otherwise requires the use of plug-ins or programmatic support), does the page include the link required for accessing the content of the page and is that plug-in or programmatic item accessible to people with disabilities?			X
If the page includes links to .pdf (Adobe Acrobat's portable document format) files, were those .pdf files created in a way that is likely to maximize their usability for people with disabilities?			X
If the page includes one or more electronic forms that are designed for completion online, does each form permit users of assistive technology to access the information, field elements, and functionality required for completion and submission of the form including all directions and cues?			X
If the page contains one or more forms designed to be completed online but is inaccessible to people with disabilities in some respect, does the page include an alternate accessible form or a link to an alternate accessible form?			X
If the page includes navigational links to other web pages within the same website, is there a link allowing users of screen readers to skip over those links?			X
If the page requires users to respond within a fixed amount of time before the users is "timed out," is the user alerted that he or she will be timed out and given sufficient time to indicate that more time is required before actually being timed out?			X
Taking into consideration your responses to the previous questions, if your page contains barriers to access for people with disabilities, do you have an alternative text-only page that contains the same information and is updated as often as the reviewed page?			X
Is all product support documentation provided to end-users available in alternate formats upon request at no additional charge?			X
Do end-users have access to descriptions of the accessibility and compatibility features of products in alternate formats or alternate methods upon request at no additional charge?			X
Are individuals providing support services trained to accommodate the communication needs of end-users with disabilities?			X

Software not purchased yet Will comply
with government standards as set out
by state + County

**NEBRASKA TECHNOLOGY ACCESS CLAUSE
SOFTWARE APPLICATION AND OPERATING SYSTEMS**

QUESTION	Y	N	N/A
Are product functions executable from a keyboard where the function itself or the result of performing the function can be discerned textually?	X		
Are applications designed in such a way that they do not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards?	X		
Are applications designed in such a way that they do not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer?	X		
Is there an on-screen indication of the current focus provided that moves among interactive interface elements as the input focus changes and is programmatically exposed so that assistive technology can track focus and focus changes?	X		
Is there sufficient information about a user interface element including the identity, operation and state of the element made available to allow the use of assistive technology to access the application?	X		
Is there text available for any image representing a program element?	X		
Is the meaning assigned to bitmap images used to identify controls, status indicators, or other programmatic elements consistent throughout an application's performance?	X		
Is textual information provided through operating system functions for displaying text including text content, text input caret location and text attributes?	X		
Do applications allow user selected contrast and color selections and other individual display attributes?	X		
Does information displayed by animation have at least one non-animated presentation mode at the option of the user?	X		
Does the page include content (such as applets or content requiring plug-ins) that may cause the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz?	X		
Does the application eliminate color coding as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element?	X		
Are color and contrast adjustments that permit a variety of color selections capable of producing a range of contrast levels available?	X		
Do electronic forms allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues?	X		
Is all product support documentation provided to end-users available in alternate formats upon request at no additional charge?	X		
Do end-users have access to descriptions of the accessibility and compatibility features of products in alternate formats or alternate methods upon request at no additional charge?	X		
Are individuals providing support services trained to accommodate the communication needs of end-users with disabilities?	X		

Software not purchased yet. Will comply with government standards as set out by State + County Government.

**NEBRASKA TECHNOLOGY ACCESS CLAUSE
SELF CONTAINED, CLOSED PRODUCTS**

QUESTION	Y	N	N/A
Is this self contained product usable by people with disabilities without requiring an end-user to attach assistive technology to the product?			X
When a timed response is required, is the user alerted and given sufficient time and the ability to indicate more time is required?			X
Are controls and keys tactilely discernible without activating the controls or keys?			X
Are controls and keys operable with one hand without requiring tight grasping, pinching, or twisting of the wrist?			X
Is the force required to activate controls and keys 5 lbs. (22.2 N) maximum?			X
Is the status of all locking or toggle controls visually discernible, and discernible either through touch or sound?			X
If key repeat is supported, the delay before the repeat is adjustable to at least 2 seconds and key repeat rate is adjustable to 2 seconds per character?			X
When biometric forms of user identification or control are used, is there an alternative form of identification or activation which does not require the user to possess particular biological characteristics provided?			X
When products provide auditory output, is the audio signal provided at a standard signal level through an industry standard connector that will allow for private listening and provide the ability to interrupt, pause, and restart the audio at anytime?			X
When products deliver voice output in a public area, is there an incremental volume control provided with output amplification up to a level of at least 65 dB?			X
Where the ambient noise level of the environment is above 45 dB, is a volume gain of at least 20 dB above the ambient level user selectable?			X
Is there a function provided to automatically reset the volume to the default level after every use?			X
Color coding is not used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.			X
When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels is provided.			X
Is the product designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz?			X
If the product is free standing, is the position of any operable control determined with respect to a vertical plane, 48 inches in length, centered on the operable control, with a maximum protrusion of the product within the 48 inch length?			X
If the product is free standing, are any operable controls 10 inches or less behind the reference plane with at least a 15 inch minimum and 54 inch maximum?			X
If the product is free standing, are any operable controls at least 10 inches but not more than 24 inches behind the reference plane with a height no greater than 46 inches or less than 15 inches above the floor?			X
Are operable controls less than 24 inches behind the reference plane?			X
Is all product support documentation provided to end-users available in alternate formats upon request at no additional charge?			X
Do end-users have access to descriptions of the accessibility and compatibility features of products in alternate formats or alternate methods upon request at no additional charge?			X
Are individuals providing support services trained to accommodate the communication needs of end-users with disabilities?			X

**ABBEY GROUP CONSULTANTS
Budget Pricing**

HARDWARE AND SOFTWARE OPTIONS

Product	Quantity	Description	Unit Price	Extended Price
Hardware				
JCMS - Lobby Kiosk	1	Lobby Kiosk - Integrated with public Inmate Information, visitor registration and check in, and cash deposits.	\$8,500.00	\$8,500.00
JCMS In-population Kiosk	25	Wall mounted In-population Kiosk	\$2,950.00	\$73,750.00
Booking Bill Acceptor	1	Currency Acceptor/ validator with two bill cassettes, enclosure and mounting TBD	\$1,455.00	\$1,455.00
Med Station	1	Remote Medical Workstation	\$3,200.00	\$3,200.00
Optional Hardware Subtotal				\$86,905.00
TOTAL OPTIONAL HARDWARE				\$86,905.00

JCMS YEARLY SUPPORT AND POST IMPLEMENTATION COSTS				
Twelve month software maintenance is provided with systems during warranty period.				
JCMS Support	Support is 20% of application and customization cost:	1st Year	Warranty	
		2nd Year	\$146,960.00	
		3rd Year	\$116,596.00	
		4th Year	\$120,094.00	
		5th Year	\$123,697.00	
(Years 3-5 are estimated on a yearly CPI of 3% (All Cities US))				
Additional Training	JCMS Training, per day		\$1,200.00	
Data Conversion	Data Conversion, per hour (after Initial Data Migration)		\$140.00	

ABBHEY GROUP CONSULTANTS
Budget Pricing

HARDWARE AND SOFTWARE OPTIONS

Product	Quantity	Description	Unit Price	Extended Price
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Additional Training	JCMS Training, per day		\$1,200.00
Data Conversion	Data Conversion, per hour (after Initial Data Migration)		\$140.00

**ABBEY GROUP CONSULTANTS
Budget Pricing**

Date: March 26, 2009
 To: Douglas County NE DOC
 710 S. 17th St.,
 Omaha Nebraska 68102
 From: John D. Abbey
 Abbey Group Consultants
 Product: Jail Corrections Management System (JCMS)
 Terms: As per Contract

Product	Quantity	Description	Unit Price	Extended Price
JAIL CORRECTIONS MANAGEMENT SYSTEM (JCMS)				
DIGITAL PHOTO IMAGING				
IMAGING Site License	1	NIST Standard Integrated Digital Photo Imaging Application to support jail and correctional operation, ODBC/SQL Server version. Capture and retrieval - unlimited users system-wide. Unlimited view licenses.	\$48,000.00	\$48,000.00
JCMS Photo	2	Capture/ Enrollment Stations Licensing	\$4,000.00	\$8,000.00
		Imaging Subtotal		\$56,000.00
JAIL CORRECTIONS MANAGEMENT SOFTWARE AND INTERFACES				
JCMS v.3 Jail Mgmt System	1	AGC Software Application to support jail/ corrections operation, MSSQL Server version. Includes custom programming to meet the client's business practices. Site License for all DOC Facilities.	\$450,000.00	\$450,000.00
JCMSmed v.1	1	ACA/ NCCHC Complaint Medical/ Clinical Management System - includes custom configuration based on DOC Clinical Standards	\$65,000.00	\$65,000.00
AFIS Interface	1	Interface from AGC JCMS to Livescan AFIS System	\$5,000.00	\$5,000.00
Swanson Interface	1	Interface from AGC JCMS to Commissary System (Commissary is a built-in component of the JCMS System).	\$8,800.00	\$8,800.00
State Interface	1	Interface to NE State CJIS - Including Wants and Warrant	\$35,000.00	\$35,000.00
County Law Enforcement Interfaces	1	Sheriff and Police Systems, CJIS/ ICIS Interfaces	\$45,000.00	\$45,000.00
Court System Interface	1	Interface to Court System as per specifications	\$35,000.00	\$35,000.00
Classification	1	Classification is a built-in component of the JCMS System). Northpointe Institute Interface Included.	Included	\$0.00
Accounting	1	Multi-agency accounting and tracking (Accounting is a built-in component of the JCMS System).	Included	\$0.00
		JCMS Software Subtotal		\$643,800.00

**ABBHEY GROUP CONSULTANTS
Budget Pricing**

JCMS PROFESSIONAL SERVICES

Phase One

Planning & Implementation	1	Validation of business requirements, workflow and system Interfaces of the DOC, Municipal Courts and County Public Safety systems.	\$42,000.00	\$42,000.00
Development Implementation Plan	1	Implementation Plan, Implement Best Practices, Measure and document results.	\$38,000.00	\$38,000.00
Development Project Schedule	1	Plan DOC Implementation Schedule, Develop Phases, Measure and Document	\$35,000.00	\$35,000.00

Phase Two

Implement Systems	1	Installation and testing of Jail Corrections Management System/ Photo Imaging System, Medical System	\$72,000.00	\$72,000.00
JCMS Training	1	Onsite training for Jail Corrections Management System/ Photo Imaging System, Administrator Training, Train-the-Trainer Training, User Training, and Specialty Training (Including Medical)	\$88,000.00	\$88,000.00
JCMS Project Management	1	Project Management for Jail Corrections Management System/ Photo Imaging System	\$98,000.00	\$98,000.00
Data Conversion	160	Hours for Data Conversion	\$135.00	\$21,600.00
System Testing	1	Test JCMS Implementation	\$23,000.00	\$23,000.00

Phase Three

Cutover	1	Cutover to New Production System, Final Data Conversion, Implementation Assistance	\$22,000.00	\$22,000.00
Testing & Acceptance	1	Final Functional Testing, Final Acceptance	\$12,000.00	\$12,000.00
Travel & Lodging	1	Travel for Pre-Install On-site Planning/ Training / Implementation/ Post-Implementation Coaching	\$64,000.00	\$64,000.00

Professional Services Subtotal \$515,600.00

APPLICATION CUSTOMIZATION AND LOCALIZATION

JCMS Customization	1	Custom Programming to DOC Specs - Forms and Standard Corrections Reports	\$35,000.00	\$35,000.00
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Customization Subtotal \$35,000.00

JCMS SYSTEM TOTAL \$1,250,400.00

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 (Local Government Agency)

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The 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. One of our highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

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 local 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 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.

Local 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.*

THIS PDF DOCUMENT IS AN EMAIL ONLY SUBMISSION.

I. GRANT SUMMARY

1. **Name of agency applying for grant** Hamilton Co. Surveyor / Hamilton County GIS

2. **Title of project** Hamilton County Mapping Update

3. **Brief description of project:**

Updating city and village maps in Hamilton County and making the information available over the internet. The current Aurora map was last updated in 1976. The village maps have not been updated in 50 -75 years.

4. **Grant request amount** \$ 25000.00

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).

The project will consist of:

(a) Updating the city maps of Aurora, and the villages of Phillips, Marquette, Giltner, Hampton, Hordville and Stockham.

(b) Making the information available over the internet

(c) Weekly up dating of information on maps.

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 benefits of this project would be far reaching. City and village governments along with individual property owners, handicapped, utility companies, law enforcement, fire and rescue, surveyors, abstractors, title insurance companies, and attorneys could all benefit from this project.

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

12/30/2010

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

Labor for this project will be contracted through Katt Surveying and all equipment used in the plotting will be from the County Surveyor and County GIS offices.

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

No. We have no available funds to proceed with this 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).

The grant money will be used to fund the research and mapping of the City of Aurora and the Villages of Phillips, Hampton, Giltner, Marquette, Hordville and Stockham.

Aurora: Research \$3200.00 Mapping \$3000.00
Phillips: Research \$1800.00 Mapping 1800.00
Marquette: Research \$1800.00 Mapping \$1650.00
Giltner: Research \$2000.00 Mapping \$1800.00
Hampton: Research \$2000.00 Mapping \$1800.00
Hordville: Research \$1200.00 Mapping \$1200.00
Stockham: Research \$1200.00 Mapping \$550.00

*SEE ATTACHED
BIDS*

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?

We do not have available funds to proceed with this project. Hamilton County and the City of Aurora have committed to the maintenance and updating of the project after completion.

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

The project will give internet availability to updated maps and property information that was only available at the county offices. Having internet accessibility would cut back on the amount of time spent by county officials looking up items for individuals and would also cut back on the amount of mile drive to the courthouse to look up the information.

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

By having updated maps available and internet access it would greatly speed up the operations of the county government

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

By having internet access to the information for the City and Villages

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 will support everyone in the delivery of public information via the internet.

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.

There is no additional hardware, software or communications needed.

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).**

This project will conform with all NITC standard and guide lines.

This project will be compatible with all Arc-View, Arc-info, Cad. infrastructure

This project will be on our Hamilton County Web Site. It will be set up as a read only program and will be kept currant with all future need and growth.

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.

We will have the project accessible via the internet.

4. Describe how technical support will be provided.

There should be no need for technical support for people wishing to view the information.

IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

Duane A. Katt

Phone # 402-886-2229

E-mail kattsurveying@aol.com

Signed this 30 day of March, 2009

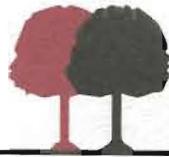
Agency Director

DO NOT PRINT AND MAIL THIS FORM.

Please save to your desktop and send as an email attachment to:

Cathy Danahy
Cathy.Danahy@sos.ne.gov
(402) 471-2745

(Last updated 04/29/2008)



City of
AURORA

Nebraska

Mayor-Marlin L. Seeman
Council President-Dick Phillips
Council Members:
Norman Krueger
Jack Payne
Bruce Ramsour
Paul Shaneyfelt
John Thomas

City Administrator-Michael W. Bair
City Attorney-Linda Senff
City Clerk/Treasurer-Barbra Mikkelsen
Water/Sewer Commissioner-Eric Melcher
Street Commissioner-Michael Eberhardt
Parks Superintendent-James Nietfeld
Waste Water Treatment Plant-Greg Meier

March 30, 2009

Jerry Hoegh, Chairman
Board of Commissioners
Hamilton County, Ne

RECORDS MANAGEMENT
DIVISION

APR 01 2009

RECEIVED

Dear Chairman Hoegh:

Please accept this letter as a statement of the City of Aurora's strong support for your efforts to enhance the public information readily available to the citizens of Hamilton County and the City of Aurora. It is increasingly difficult for citizens needing access to public records to leave behind their busy schedules to get to the court house between the hours of 8:00 a.m. to 5:00 p.m. This becomes doubly difficult in a community such as Aurora where so many of our residents are employed in Grand Island. With the current economy and tax lids in Nebraska, it is equally impractical for the County to expand the hours of operation when those records are available. However, by putting information on the internet, the Court House becomes a virtual resource of information to the citizens on a 24 hour basis.

Thank you for making this effort and let us know what we can do to support your efforts to make public information available to the citizens of Aurora and Hamilton County.

Sincerely

Marlin L. Seeman
Mayor

Phone: 402-694-6992
Fax: 402-694-4043



905 13th St., Aurora, NE 68818
www.cityofaurora.org

HAMILTON COUNTY SURVEYOR

Duane A. Katt, PLS 8506
Ph. 402-686-2107 Cell 402-681-9765
E-mail-hamcosur@aol.com

Date: 3/11/08

Hamilton County Commissioners

RE: Hamilton County Mapping Update

Chairman Hoegh:

I have reviewed the project of remapping the City of Aurora, and the villages of Phillips, Marquette, Giltner, Stockham, Hampton and Hordville with the Hamilton County GIS Dept. It is our estimate that the project could be completed for \$12,900.00 if the research work is done by an outside source. The Hamilton County Surveyors office and the Hamilton County GIS Dept. does not have any available funds for this project. If money becomes available we would give this project top priority because of the need of updating the existing maps and making the information available via the internet.

Sincerely



Duane A. Katt
Hamilton County Surveyor

KATT SURVEYING
1008 S "F" ROAD, AURORA, NE 68818
Ph. 402-886-2229 Cell 402-631 9263
E-mail-kattsurveying@aol.com

March 11, 2009

RE: Hamilton County Mapping Update

Scope of work;

- (1) GPS subdivision corners of Aurora, Phillips, Hampton, Marquette, Giftner, Hordville and Stockham
- (2) Research all subdivisions and additions to the city and villages
- (3) Research all lot splits and property ownership lines in the city and villages.
- (4) Supply the above listed information to office of the Hamilton County Surveyor / Hamilton County GIS.

Katt Surveying will supply the above describe services to Hamilton County for a sum not to exceed \$12,100.00

Anticipated completion date: 220 days from the receipt of a letter to commence.



Scott Peters
Survey Specialist / Project Coordinator



LETTER AGREEMENT FOR
CONSULTING SERVICES

March 11, 2009

Hamilton County Board of Commissioners
c/o Jerry Hoegh – Board Chairman
1008 South F Street
Aurora, NE 68818

Re: **AGREEMENT FOR PROFESSIONAL SERVICES
GIS MAP UPDATES FOR COMMUNITIES WITHIN HAMILTON COUNTY
HAMILTON COUNTY, NEBRASKA**

It is our understanding that Hamilton County, Nebraska ("Client") requests Olsson Associates ("Olsson") to perform the following services pursuant to the terms of this Letter Agreement, Olsson's General Provisions and any exhibits attached thereto (hereinafter "the Agreement").

1. Olsson has acquainted itself with the information provided by Client relative to the Project and based upon such information offers to provide the services described below for the Project. Client warrants that it is either the legal owner of the property to be improved by this Project or that Client is acting as the duly authorized agent of the legal owner of such property. Client acknowledges that it has reviewed the General Provisions (and any exhibits attached thereto) which are expressly made a part of and incorporated into this Agreement by this reference. In the event of any conflict or inconsistency between this Agreement and the General Provisions regarding the services to be performed by Olsson, the requirements of this Agreement shall take precedence.

2. Olsson shall provide Client, all Basic Services for ***Geographic Information Systems (GIS) Map updates of the communities within Hamilton County more specifically described in Exhibit 'A' hereto.*** Should Client request work not described and included in the Description of Services, such work will be considered as Additional Services, Consultant shall invoice Client for such services on the basis of Olsson's current billable rates for services rendered by our principals and employees engaged directly on the Project plus Reimbursable Expenses, unless otherwise agreed to by both parties. Olsson shall not commence work on Additional Services without Client's prior approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope.

Page 1 of 3

201 East 2nd Street
P.O. Box 1072
Grand Island, NE 68802-1072

TEL 308.384.8750
FAX 308.384.8752

www.osconsulting.com

SCHEDULE FOR CONSULTANT'S SERVICES:

3. Unless otherwise agreed, Olsson would expect to begin performing its services under this Agreement promptly upon your signing.

Anticipated Start Date: Upon receipt of signed Letter Agreement

Anticipated Completion Dates: 150 days subsequent to the receipt of the signed letter agreement.

COMPENSATION:

4. Client shall pay to Olsson for the performance of the Basic Services (See Exhibit 'A'), on the basis of Olsson's current salary rates for services rendered by our principles and employees engaged directly on the Project plus Reimbursable Expenses, unless otherwise agreed to by both parties. Reimbursable expenses will be invoiced in accordance with the Schedule contained in the General Provisions attached to this Letter of Agreement. **Olsson's Basic Services for Geographical Information Systems (GIS) Map updates of the communities within Hamilton County work will be provided on a time and expense basis not to exceed \$18,500.00.**

These financial arrangements are proposed with the assumption Olsson's bills will be paid promptly and the Project will progress orderly and continuously. Client agrees to pay the Olsson the amounts due for services rendered and expenses incurred pursuant to the terms of this Agreement within thirty (30) days after Olsson has provided its invoice for such services. In the event Client disputes any invoice item, Client shall give Olsson written notice of such disputed item within fifteen (15) days after receipt of such invoice and shall pay to Olsson the undisputed portion of the invoice according to the provisions hereof. If Client fails to pay any invoiced amounts when due, interest will accrue on each unpaid amount at the rate of thirteen percent (13%) per annum from the date due until paid according to the provisions of this Agreement. Interest shall not be charged on any disputed invoice item which is finally resolved in Client's favor. Payment of interest shall not excuse or cure any default or delay in payment of amounts due.

TERMS AND CONDITIONS OF SERVICE

5. We have discussed with you the risks, rewards and benefits of the Project and our fees for services. The risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, Olsson's total liability to the Client for any and all injuries, claims, losses, expenses, damages, or claims expenses of any kind arising from any services provided by or through us under this Agreement, shall not exceed \$100,000. Client acknowledges that such causes include, but are not limited to, Olsson's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

6. The Agreement represents the entire understanding between Client and Olsson with respect to the Project and may only be modified in writing signed by both parties.

7. If this proposal satisfactorily sets forth your understanding of our agreement, please sign the Letter Agreement in the space provided (indicating Client's designated Project representative if different from the party signing the Agreement). Retain a copy for your files and return an executed original to Olsson.

8. By signing below, you acknowledge that you have full authority to bind Client to this Agreement.

OLSSON ASSOCIATES

By _____
Kevin Prior

Title _____
Vice President

By _____
Adam Darbro

Title _____
GIS Specialist

If you are in agreement with the preceding proposal,
Please sign:

HAMILTON COUNTY BOARD OF COMMISSIONERS

By _____
Jerry Hoegh

Title _____
District 1 – Commissioner

By _____
Wally Driewer

Title _____
District 2 – Commissioner

By _____
Larry Fox

Title _____
District 3 – Commissioner

By _____
Clarence Trumble

Title _____
District 4 – Commissioner

By _____
Tim Bergen

Title _____
District 5 – Commissioner

G:\Office\PROPOSAL\Hamilton County\Comm\Hubes GIS\LetterAgreement.Docx

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

**APPLICATION FOR STATE RECORDS BOARD GRANT
TO IMPROVE ACCESS TO PUBLIC INFORMATION
(Local Government Agency)**

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The 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. One of our highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

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 local 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 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.

Local 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.*

THIS PDF DOCUMENT IS AN EMAIL ONLY SUBMISSION.

I. GRANT SUMMARY

1. Name of agency applying for grant Hayes County Assessor

2. Title of project Geographic Information Implementation

3. Brief description of project:

Implement GIS for Hayes County, to modernize current record keeping of parcels and soils, and to make it accessible to the Public & various entities who utilize the information for their business.

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.

No, there will not be a fee for accessing records.

II. GRANT DETAIL

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

Hayes County has elected to construct a Geographic Information System (GIS) that will be accessible on the Internet through a Website designed for Hayes County.

This GIS project has been initiated by the Hayes County Assessor's Office. It will assist in and simplify providing more current and precise parcel information for assessment and land valuation. It will allow and expedite the process for property splits and measurements through this program. It will assist the Assessor in calculating soil and land class acreages and values for each agricultural parcel in the county. It will assist in calculating valuations based on the GIS data according to the deeded acreage for each parcel, which will more efficiently maintain this information to provide current and correct data.

Hayes County routinely receives inquiries for property information from multiple entities, locally as well as from outlying counties and states. These inquiries have increased due to the State mandated total county reappraisal which has generated many changes in the County's non-spatial land record database. Requests come from Banks, Insurance Companies, Appraisers, Realtors, and also the public in general. Many requests are local, although requests come from throughout the State and numerous are out of State requests. Many times the above entities travel miles to visit our office to obtain this information, or they choose to call us requesting the information. The current system requires that records be located and copied manually before being transferred to the interested party, either in person or by fax. Many have questioned if Hayes County has a website for them to access the information they need, as numerous counties do. Upon completion GIS will save the Assessor's Office time and the taxpayers money to be able to provide them with the internet address where they could search for the information needed. It will be easily accessible to them through the internet without the time and cost of travel. Requests include property owners, location, legal description, assessment data, and soil data. GIS will not only assist with the above, but also with providing layers for parcel identification and land use in a digital format, and current up-to-date information readily available on the internet.

The implementation of a GIS system would be very beneficial for not only the Hayes County offices but for inquiring parties as well. Information pertaining to a property's owner, location, legal description, assessment data, and soil data could all be easily accessed. The maintenance of such information would be simplified as well. This simplification would allow for more prompt and accurate maintenance, modification, and requests for information could be granted in a nearly instantaneous fashion.

Hayes County has recently completed a State mandated total county reappraisal, which has generated many changes in our (non-spatial) land record database. The GIS system will aid the Hayes County Assessor's Office tremendously in keeping this new reappraisal work correct and current.

It will also be very helpful to the Hayes County Clerk's Office, saving much time fielding the inquiries for information. It will be very useful to the Hayes County Treasurer's Office for tax inquires. It will prove helpful to the Hayes County Election Office in determining exact voter precinct maps. The Hayes County Weed Office will use it for determining property owners & property location for spraying noxious weeds and issuing notices to land owners.

The Hayes County Sheriff's Office has already implemented GIS based dispatch technology. The addition of property ownership information to the dispatch system will aid dispatchers in determining exact locations for 911 calls and all emergencies. It will also benefit the Hayes County Fire & Ambulance Department in the same manner to aid in their Emergency Responses and for Intercepting Agencies that, when needed, assist them.

We have come to realize how this system will also help other local entities as well as Hayes County offices, such as the Village Office of Hayes Center, Village Office of Hamlet, Farm Service Agency Office, and the Natural Resource District. We believe it will be useful to the Hayes Center Public Schools in mapping the safest & most efficient bus routes. It will also be available for our local and county wide utility companies to aid in providing service to our county residents.

The system will be generated and maintained by GIS Workshop, Inc. servers, and will give public access to the assessment database by property owner, address, and parcel ID numbers. If the above are unknown, there will also be an option available for the user to manually select a parcel, and from there view the data connected to obtain their information.

Because it will be accessible at any time via the internet, we feel this new system will not only be accurate, useful and timesaving for Hayes County, but also for our residents and the general public.

After much research into various companies with different prices, Hayes County has signed a contract with GIS Workshop (GISW) to perform the necessary mapping & data collection. GISW has extensive experience and proven excellence in providing these services throughout the state of Nebraska. They have all of the soil and land use calculation tools to enable Hayes County Assessor to meet the state mandate for new soils codes. GISW is the only Company that provides GIS software and tools that work hand in hand with our MIPS database which is currently in place. They are also the only Company that is approved by NACO to provide GIS services to assessors in Nebraska. We have selected GISW so that this transition can be performed in the most efficient and accurate manner. Once in place, GIS will provide assistance for many years to come.

Hayes County Commissioners have voted unanimously to approve this project, with the funds available for the project and for the yearly support fees to be budgeted and available for the upcoming years.

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

Hayes County Offices of Assessor, Clerk, Treasurer, Election, Sheriff, Flood Plain Administer, Emergency Manager, and the Weed Department will benefit from this program. The villages Hamlet and Hayes Center, Farm Service Agency Office, and the Natural Resource District office will also benefit from this easily assessable database on our website. Property owners will have access to their property assessment and valuation information any time of any day, which will be of great assistance to those whom are homebound, handicapped, and hearing impaired. Other entities who will have access are Banks, Insurance companies, Appraisers, and Realtors, all at no cost to them.

The public will be notified of this site available to them at no cost, by mailings, newspaper notices, and informing people in person VIA County Offices

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

12/ 2009

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

Hayes County Assessor and Hayes County Clerk's Office staff will be assisting in compiling information, data entry, and maintaining current data to assure all information is correct and up-to-date. GIS Workshop will be compiling data, scanning cadastral maps, designing & building our Website, and will provide certified training to office employees, and one-on-one training as needed. The initial fee includes one year of unlimited online & telephone support service.

Hayes County Commissioners have voted to pay the initial expenses and all future maintenance fees.

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

No, it is not.

In the past 2 years Hayes County has experienced many unforeseen expenses including the ice storm December 2006, a major flood in July 2007, and damaging hail storms in June 2008 & August 2008. The county has encountered unbudgeted expenses for reconstruction of roads and bridges from these weather related damages. Another unexpected expense was the State mandated total county reappraisal recently completed with a cost of \$ 105,000.00 to Hayes County.

These expenses, which have all been over the budgeted expenses, have undermined our ability to reserve funding for this project.

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

No, this project does not require additional statutory authority.

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 total amount of the grant money awarded to Hayes County would be used to defray the following expenses:

GIS Workshop, Inc.	\$ 39,500.00
1 Computer System with the necessary requirements to run the GIS Program properly & efficiently.	\$ 1,000.00
GIS Program Software	\$ 1,500.00
TOTAL:	\$42,000.00

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?

We are requesting grant money for this project for several reasons.

- A. Cost sharing in the total expense of this project.
- B. The large expenses Hayes County has encountered from weather related damages, thus not allowing us to accumulate money for this project.
- C. We believe this will actually pay for itself in the future from the savings of time currently spent supplying this information upon requests, and also the time spent keeping all of this information current and correct.
- D. Hayes County Commissioners have agreed to pay the future cost of program support fees and the labor costs to maintain this program to be used for many years in the future.

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

GIS will greatly enhance the delivery and access of assessment information, precise physical location, taxation information, and soil information for our County Offices, and also to many different entities for their business. This information will be readily available to them, landowners, and the general public at no fee to them.

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

GIS will not only enhance the accuracy of information, but also make it readily available, thus saving our office the time that is spent daily on telephone calls, receiving parcel information, retrieving the information, printing it, and then faxing or mailing this information to those who have requested it.

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

Data contained in this new program will be used primarily by the Hayes County Assessors Office. Other county offices benefiting from the project will be the Sheriff, Clerk, Treasurer, Elections, Road Department, Weed Department, Emergency Management, and the Flood Plain Management in obtaining and managing Hayes County flood maps. Other local agencies that will benefit include the Fire and Ambulance Department, the Village of Hayes Center, the Village of Hamlet, the Hayes Center Public School system, the Farm Service Agency (FSA), and the Natural Resources District (NRD).

This GIS Program will work hand in hand with our office, making it available to supply information that is needed at a moments notice for local and intercepting emergency responders. GIS will assist the fire and ambulance crews much more efficiently in locating fires and emergencies, especially in the rural areas where in many instances the location is known, but the quickest and safest route to reach the location in is unknown. It will provide instant access for land information and soil types, will calculate the number of acres for each land use/soil type combination, and will identify where soils have changed benefiting not only Hayes County, but also the local and state FSA offices by aiding them in their work. It will be beneficial to the NRD for locations of wells and obtaining land information and property owners. It will assist the local School System in mapping & determining the safest routes for school busses.

This program will be very beneficial to local, statewide and nationwide businesses. Banking institutions, real estate companies, appraisal companies, and insurance companies will have instant access to property owners, location and legal descriptions, assessment data VIA our website at any time of any day. Currently this information is only available during our office hours at the Courthouse.

This program will aide our County in supplying requested information to the State of Nebraska. For example, this program would have proven most helpful in our year long state mandated total county reappraisal. It would have been readily available to submit to the state. Had this system been in place, our offices could have forgone the massive time expenditure required to gather, enter and submit data to the state. It will however, still be profitable and useful in the future in this area for report information submission to the State of Nebraska. We believe this will greatly aide our county with the soil conversion requirements that have been mandated by the State of Nebraska, which is due January 1, 2010.

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 assessor information obtained from our office, paid for by our local taxpayers, is public information, and should be readily available to them.

It is the desire of our County to make this information available to them, and to also be able to supply them with correct and current information. The website would make this information available 24 hours a day, and 7 days a week. Currently, this information is only available during office hours of the Courthouse. We also believe this program will be of great assistance to landowners in our county that are hearing impaired, homebound, and confined to wheelchairs, making it easier for these people to access this information from their homes or places of business.

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.

N/A

III. TECHNICAL INFORMATION

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

- A.** It will be necessary for us to purchase one new computer for this program to function properly. The computers we have are deficient in mega rams, memory, and DVD readers.
- B.** We will be purchasing ESRI GIS software with a single license of ESRI ArcView Desktop Software.
- C.** The construction of our Website is included in the fee with GIS Workshop. Hayes County will pay future years of maintenance fees. This will include unlimited telephone and on-line support which aids in keeping this program current, and the most valuable to our County.
- D.** The access to the data from the GIS program will be through the Internet. For persons who do not have Internet access, Hayes County Courthouse, Hayes Center Schools, along with public libraries offer computer services and the internet at no charge to the public.
- E.** We believe the above is necessary to implement this program and to profit at the maximum level from this program.

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).**

GIS Workshop's CAMALink Extension integrates a variety of appraisal tools allowing the assessor to combine data from our MIPS appraisal database into the GIS Program to create maps and for various appraisal analyses. GIS Workshop's CAMALink is the only tool that works directly with Hayes County's MIPS appraisal database which is currently in place.

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.

- A. The web page for Hayes County will be built and designed by GIS Workshop, with adherence to standards established by the State of Nebraska. Currently, there are no NITC technical standards and guidelines for GIS. The digital map data base has been developed using the Nebraska State Plane Coordinate System, NAD 83.
- B. There are numerous counties in Nebraska using the GIS System to obtain current and more precise information. We spoke with many who have employed GIS Workshop to implement this project and we discovered there was not anything but satisfaction and confidence with this company.
- C. We believe that the software supplied by ESRI Arc View GIS is very reliable and secure, and the system does not allow access to live data, so it is impossible to alter information that is on the web site.

4. Describe how technical support will be provided.

Training will be provided by GIS Workshop, with the cost included in the initial purchase. One-on-one training to our Assessor & staff will be available throughout the entire project, and as a result of their training and classroom style sessions, Hayes County staff will be fully equipped to operate, utilize, and maintain the GIS Program independently.

A two-day training session is also included for two office personnel. This training will be focused on data entry, editing, and maintenance functions. Telephone & online support for 12 months following the completion is included in the initial fee. Hayes County will pay the annual support fees for this service thereafter.

online support for 12 months following the completion is included in the initial fee. Hayes County will pay the annual support fees for this service thereafter.

IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

Susan Messersmith

Phone # (308) 286-3413 E-mail clerk@hayes.nacone

Signed this 27th day of March, 2009

Susan Messersmith, Hayes County Clerk / Assessor

Agency Director

Please save to your desktop and send as an email attachment to:

Cathy Danahy Cathy.Danahy@sos.ne.gov

(402) 471-2745



**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 (Local Government Agency)

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The 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. One of our highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

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 local 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 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.

Local 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:** Saunders County Register of Deeds
2. **Title of project:** Numerical Index Book Scanning Project
3. **Brief description of project:** This project will require the scanning of all our books in the Register of Deeds office. Each book will be handled with care and numerically put into the appropriate computer folder. Upon completion of the project, the images can then be linked to a real estate web site on our Register of Deeds home page.
4. **Grant request amount** \$ 9716.25
5. **Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.** Yes. There will be a fee for accessing our records. The payments will be made through such an agency as Pay-Pal.

II. GRANT DETAIL

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

The Saunders County Register of Deeds Numerical Scanning project will involve the scanning of all our old numerical books. Each book will need to be carefully taken apart and scanned front to back. A numerical index will be marked on all pages to insure a proper index numerical order. All books will be properly returned to their original order and placed back in their proper position in our vault. These images will be linked to our website for easy use by the public on our county website:

<http://www.saunderscounty.ne.gov/webpages/rod/rod.htm>

All deeds will be photographed, scanned and accessible to the public.

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

All tax paying citizens of our great county and those citizens in other counties would greatly benefit from this project. The technology in our world is so great that we feel we need to keep up with our ever expanding sources of communication. This project will also benefit realtors, title records personnel, historians, or anyone wishing to find more information regarding records of land deals in our county.

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

A timeline for this project would depend on receiving appropriate funds and then hiring the appropriate person to ensure that our records are of high importance to them. Ideally, we would like to see this project started and finished within a 10 month time frame.

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

The entire project will take place in the Register of Deeds office located in Wahoo, Nebraska. Due to their important nature, we do not allow our books to be taken out of our office. We will need to find an individual or individuals who can do the work here only.

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

At this time, there is no other funding for this project. Our office in Saunders County is very busy. We do not have extra dollars in our budget to hire this important project done without the generous help of grants such as this.

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).

Please see attached bids.

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?

As mentioned previously, this will be quite an asset to the people of Saunders County and those doing business and personal matters in our County. We have neither the time nor money in our budget to hire this benefit done by an outside vendor at this time.

Once the project is complete, we will always benefit from this great opportunity. The records will forever be printed and indexed in a matter that has easy restoration or retrieval.

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

This is vital information that will benefit many people for years and years to come. We are in a computer savvy world that needs to have this information at our finger tips. We feel everyone in the community at one time or another will greatly appreciate this service. We already hear from several realtors, title agency groups and many individuals already wishing we had this access.

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

We take great responsibility in guaranteeing what we offer to the public regarding our records. We always try and give the correct information in an accurate and timely matter. This project will help guarantee the information being delivered. It will give better time management to those retrieving the information from their own office or home.

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

This project will greatly improve our collaboration with other offices in our county, state and federal agencies by having our information at their finger tips without the need to visit our courthouse or call us on the phone. This will eliminate 65% of phone calls between agencies and others freeing up time and making sure all information is accurate.

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

It would be fabulous to have a link to Saunders County Register of Deeds on Nebraska.gov, for all the public to access or records.

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, none of the above.

III. TECHNICAL INFORMATION

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

We are in great need of monetary grants to accomplish this scanning of our documents. We do not have any of the hardware, software or communications needed to do this project on our own. This will all have to be hired out.

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).**

This project will conform and be very compatible with our Saunders County website. We do not feel there are any technical issues that we would have to deal with.

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.

Our project will be in compliance since the images scanned will be imported into our website already in existence. This will be accessible to any and all people and organizations with internet access.

4. Describe how technical support will be provided.

Technical Support for our County is provided by Kidwell, Mips, and NACO.

IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

Phone # 402-443-8111

E-mail

Signed this 26 day of MARCH, 2009

 DANAHY

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 04/28/2008)



SAUNDERS COUNTY



DON CLARK

REGISTER OF DEEDS

P.O. Box 184

Wahoo, Nebraska 68066

(402) 443-8111

(402) 443-5010 (FAX)

March 26, 2009

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

RE: Application for Grant

Dear Sir or Madam,

Please accept and consider my application for a grant to fund a scanning project that would be beneficial to everyone in our county. This grant would help our office better serve the public and offer our records to many.

We would be happy to answer any questions you may have. Thank you in advance for your consideration.

Sincerely,

Don Clark
Saunders County Register of Deeds

October 30, 2008

Saunders Co, R/D
PO Box 184
Wahoo, NE 68086

Dear Don:

The following is the bid that you requested for having your Deed Books scanned and converted to microfilm.

Large Books 69 x 750pgs/bk = 51,750 images
Small Books 55 x 750pgs/bk = 41,250 images

51,750 images x .12/image = 6,210.00
41,250 images x .085/image = 3,506.25

TOTAL \$9716.25

If you have any questions regarding this quote, please don't hesitate to call me at 402-746-2586.

Thank you for giving me this opportunity to serve you.

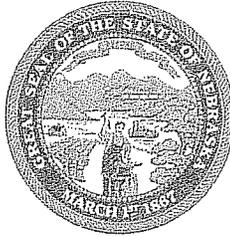
Sincerely,

Bob Fountaine
MIPS Microfilm Div. Mgr.

1/10/09

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 (Local Government Agency)

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The 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. One of our highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

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 local 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 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.

Local 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.*

THIS PDF DOCUMENT IS AN EMAIL ONLY SUBMISSION.

I. GRANT SUMMARY

1. Name of agency applying for grant Cass County Register of Deeds
2. Title of project Scann deeds & surveyors Records
3. Brief description of project:

Scanning all of our Deed books, misc mortgage, will & decrees. Mechanic's lien, numerical indexes plat books, general index and roll files in Deeds Office.

4. Grant request amount \$ 10,000.00
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

Yes, we will have a cost once the files on placed on the web.

added 4-16-2009: No, there will NOT be a fee for the public. ONLY for title researchers and those using it for their title companies.

II. GRANT DETAIL

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

Scanning of all Plat, Deed, misc. Mortgage Books.

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

Cass County

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

May 1, 2009 - May 1, 2010

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

Cass County has 2 scanners in place, however we may have to rent one for additional scanning.

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

N/A

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

N/A

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 spent on the original scanning of books and plats. See attached bid.

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?

At this time Cass County does not have funds available for the scanning set up.

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

This will be placed on the internet once we have all our our books and plat's scanned.

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

It will allow people to search from their office and will open up our search area as it is a small area to work in. Thus allowing more than one person to search at a time.

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

All the Cities, Towns and Village's in Cass County will be able to use this program.

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

N/A

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.

Type of scanner
Server - 2003R2
Scanner Cannon DR-6080 Cap.Perect.

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/>). *none-local use only*
- Compatibility with existing institutional and/or statewide infrastructure. *none Local use only*
- Reliability, security and scalability (future needs for growth or adaptation).

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.

This is for Local use only

4. Describe how technical support will be provided.

Locally supported

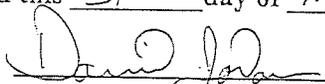
IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

DAVID JORDAN

Phone # 402-296-9330 E-mail dave.je.cassne.org

Signed this 31 day of MARCH, 2009



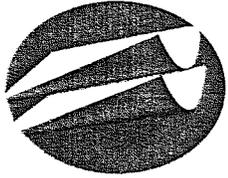
Agency Director

DO NOT PRINT AND MAIL THIS FORM.

Please save to your desktop and send as an email attachment to:

Cathy Danahy
Cathy.Danahy@sos.ne.gov
(402) 471-2745

(Last updated 04/29/2008)



FOCUS
SOLUTIONS™

the power to DISCOVER

Bret Brasfield
222 S. 15th St Suite 1003
Omaha, NE 68102
bbrasfield@focussolutions.com
Cell (402) 659-4447
Office (402) 344-2679
Fax (402) 344-8168

Scanning
March 16, 2009

Submitted to:
Cass County

Regarding:
Approximately **635,000 images** scanned, for the Register of Deeds and **600,000 images** for the Cass County Sheriff's office.

Chain of Custody:

The chain of custody for each box or document that enters Focus' facilities is meticulously recorded. As outlined in the attached form, from pickup to deliverable, every employee will sign off on ownership and subsequent release of each box.

Focus Solutions understands the highly confidential nature of document reproduction. All project matters are strictly between Cass County and Focus Solutions and will not be discussed with other persons unless authorized by Cass County. All employees go through a background check involving multiple investigators. They also sign non-disclosure agreements to ensure our clients' confidentiality. Every document that enters our facility will receive the highest level of confidentiality and security.

Quality Control:

Focus Solutions employs qualified individuals who know that Quality Control is the most important part of the scanning process. Where scanners pride themselves on expedience, our quality control team prides itself on being thorough.

Our best practices include nine fundamentals to watch for in every document: contrast, edge to edge, skewed pages, dirty pages, page order, double-sided pages, missing pages, extra pages, and mixed copies and originals. All original documents are returned to the client in a condition that is equal to the state in which Focus received them. Specifics on this process will be dependant on which option is selected below. As agreed upon, Focus will be doing a spot QC and not a QC process of every individual image.

Our terms for payment are 30 days. Any invoice past 30 days will be charged a 1.5% late fee. Note: All projects shipped out of town will be sent C.O.D. or payment will be made in advance.

Estimations

Below are the, estimations we have used based on visual inspection of the binders.

Register of Deeds

Mortgage Binders - 586 +/- approximately 750 images per binder.

Deed Binders - 191 +/- approximately 750 images per binder.

Miscellaneous Binder - 69 +/- approximately 750 images per binder

Oversized Prints - 100 +/- based on approximate amount per Dave Jordan

Sheriff's Office

Evidence and Records - 250 +/- based on approximately 2500 images per box.

Price Structure:

Scanning per Image of Deed, Mortgage, and Misc. Binders. *	\$0.03
Large Format**	\$5.00
Sheriff's Dept. Records	\$.16 - \$.25 varies based on Grade***
CD/DVD (1 st Set)	\$25 per set
CD/DVD (Each Additional Set)	\$10 per set

Project Completion: 12-01-2009

Special Instructions:

Each document will not be coded. We will code the document with the [Binder title and #] only. The document will represent the entire folder and not each individual form. The only exception to this would be the Large Format Prints. In this case we will break the folder up into multiple 200 page documents. Focus will title the files based on the document legend.

Sheriff's records will not be coded per document. We will code the document with the [Box title and dates]. Any exceptions to the coding will need to be clarified and bid separately.

*This price is based on binders that have the locking mechanism that allows for documents to be removed.

** This price is only on large format documents that can be un-bound and that are not mounted.

*** Grade is the level of work that is required to disassemble, scan, and re-assemble the documents.

With visual confirmation as to the condition of the originals Focus has estimated and given a scan price range based on projects. Pricing will ultimately be determined by the condition of the originals.

Our terms for payment are 30 days. Any invoice past 30 days will be charged a 1.5% late fee. Note: All projects shipped out of town will be sent C.O.D. or payment will be made in advance.

MICROFILM IMAGING SYSTEMS, INC.
2530 Harney Street
Omaha, Nebraska 68131

Phone: (402) 346-7211
Fax: (402) 346-6643
E-mail: misystems@aol.com

March 20, 2009

Dave Jordon
Cass County Register of Deeds
346 Main Street
Cass County Courthouse
Plattsmouth, NE 68048-1964

Dear Dave:

I am pleased to submit our quotation for scanning various document types for Cass County.

I will outline our specifications and prices for the following departments:

Register of Deeds
Roads
Sheriff
Surveyor

Although each department requires different equipment and processes, the following will be common for each department:

- All scanning will be on-site at the Cass County Courthouse
- All the image files will be saved as PDF
- Indexing will match the specifications as approved by the County Office Official
- MIS provides all the equipment and labor unless otherwise specified
- All documents are scanned and quality checked immediately, THEN microfilmed from the best possible image copy.

Although I can provide the prices per image, box or file I do not have a clear picture of the total volumes for any of the listed departments.

Thank you for the opportunity to submit this quotation. If you have questions please call me at 346-7211.

Sincerely,



Curtis Reiter
President
Microfilm Imaging Systems, Inc.

REGISTER OF DEEDS
Dave Jordon 296-9330

OLD BOUND MORTGAGE BOOKS
11.75" X 18"

Retrieval is extremely minimal for books older than 60 years.

Our first goal is historic preservation of the paper – scanned and box storage – microfilm?

The book binding will be cut; the paper is scanned and stored in acid free boxes

Our secondary goal is to provide easy access to the computer image copy

If we store the original paper in acid free boxes and the images are backed up off-site, then we should not need archive microfilm saving \$32.50 per book.

Price to cut the binding	\$15.00/book
Price to scan the book as one multi-page PDF	\$42.00/book
Price for acid free box to store the paper	\$18.50/box

OLD BOUND DEED BOOKS

11.75" X 18" – bound to a second page of equal size

Deed books are valuable back to the beginning land patent.

Our first goal is historic preservation of the paper – scanning the images as a bound book and creating a microfilm copy for the State Archives.

We offer two options for scanning with paper preservation:

The book binding will be cut, the paper scanned and stored in acid free boxes

The book is scanned face up and the binding is preserved

Our secondary goal is to provide easy access to the computer image copy

I am confident that the State of Nebraska would recommend a microfilm copy of the Deed books.

Price to cut the binding	\$ 15.00/book
Price to scan the book as one multi-page PDF	\$ 42.00/book
Price for acid free box to store the paper	\$ 18.50/box

OR

Scan the book face up and preserve the original binding	\$230.00/book
---	---------------

Optional Microfilm Copy for State Archives	\$ 32.50/book
--	---------------

OLD PIN GENERAL INDEX BOOKS

14' x 19"

These are generally the grantee/grantor alpha index

Our first goal is historic preservation

The books are primarily used by people doing historic research

Each page is scanned on a large flatbed scanner

Each alphabetic section is saved as a multi-page PDF

Indexing is alphabetic by time frame

The paper is removed from the pins, scanned and returned to the pin binding

Price per page \$000.40/image

Optional Microfilm copy \$000.05/image

CURRENT NUMERIC INDEX BOOKS:

17" x 19"

These books are used and updated every day.

These books are the most valuable books in the Register of Deeds Office.

If Microfilm Imaging takes any book out of the vault for one or two days, it would present some difficulty.

These books present extreme contrast issues because of oil stained corners and lamination. The various ink density varies within a page and we must not miss any detail.

I recommend scanning these pages in graytone (photo quality)

Multi-page PDFs will be indexed by legal description

Price per page \$000.75/image

CURRENT PIN PLAT BOOKS

Pages up to 24" x 36"

Each Plat is saved as book and page – additional descriptions must be added by the County

Blue prints are reversed to black on white with a second page scanned as the original in graytone

Plats will be sized and cropped for the best image presentation and use

Each plat will be right reading

Older plats are very difficult and time consuming in order to produce the best possible image.

Multiple scans of the same image are very common

Price per oversized plat or map \$003.65/map or plat

ROADS
Lenny 296-9353

There are 5 large pin books with historic road information.
Pages vary in size
Each page is covered in a heavy plastic which has curled over time
The pages will be pressed flat on a large flatbed scanner
Each map is scanned and saved as a multi-page document
Indexing will be based on book and page

Price per page

\$000.95/map or plat

SHERIFF'S FILES
Bill or Nancy 296-9370

CASE FILES:

8.5 x 11"

Documents will be scanned and saved as multi-page Adobe PDF files.

Scanning will be completed on-site

Each file is saved as case number

If information is written on the manila folder, the folder will be scanned

Case files have color incorporated with laser printer type pictures – an auto feature will be used to scan black and white as black and white and color documents as color. This feature increases the cost and file size but the integrity of the information is preserved.

Images will be returned on DVDs. Two copies will be provided.

Price per image \$0.085/image

WARRANT RETURNS:

8.5" X 11"

Documents will be scanned and saved as multi-page Adobe PDF files.

Scanning will be completed on-site

Each file is saved as Last Name First Name_Case Number

If information is written on the manila folder the folder will be scanned

Images will be returned on DVDs. Two copies will be provided.

Price per image \$0.07/image

If shredding is required, we will provide shredding services for \$4.00 per box.

SURVEYOR
Chuck 296-9362

Surveys and maps are currently stored in the round pigeonholes

Pages vary in size

Most surveys and maps are rolled and stapled at the end

Staples will be removed

The pages will be scanned and re-stapled

MIS will need a Naming sequence to index these documents

Each map is scanned and saved as a multi-page document

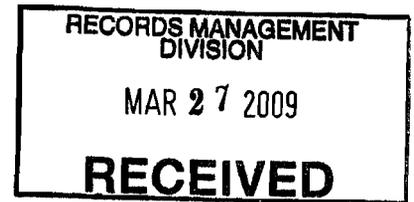
Images will be cropped when necessary

Images will be reversed from white on blue TO black on white – with a second graytone copy as the official filed copy.

Price per Drawing

\$003.75

Office of
Thomas County Clerk
Clerk of District Court ~ Register of Deeds
Election Commissioner ~ Assessor
P.O. Box 226 ~ Thedford, NE 69166
Phone 308-645-2261 ~ Fax 308-645-2623
Email ~ clerk@thomas.nacone.org



March 24, 2009

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

Dear Cathy,

Enclosed please find our application for the State Records Board Grant to Improve Access to Public Information. We feel that our office would benefit greatly with funds from this grant. Thank you for giving us consideration in the project.

Sincerely,

A handwritten signature in cursive script that reads "Lorissa Hartman".

Lorissa Hartman
Thomas County Clerk/Assessor

**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 (Local Government Agency)

The Nebraska State Records Board is sponsoring a grant program for county and municipal governments for the development of programs and technology to improve electronic access to public records by citizens and businesses. The 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. One of our highest priorities is to encourage collaboration and projects which can ultimately be used in multiple jurisdictions with minimal modification. Collaborative projects may be awarded grants in the amounts not to exceed \$25,000.00; single jurisdiction projects have a \$10,000.00 limit.

A collaborative grant must have more than one jurisdiction involved or be a project or application that can readily be shared and utilized by more than one jurisdiction. A single jurisdiction, in order to qualify as a collaborative grant, must provide a plan of how the application will be made available and shared with other jurisdictions at no charge.

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 local 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 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.

Local 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** Thomas County
2. **Title of project** Thomas County Land Record Information System Enhancement and Web Access
3. **Brief description of project:** Thomas County has plans of creating a web page, which will include modernized land record information, taxation information and other related data (planning, zoning, floodplain, voter registration, etc) in a web based format. The goal is to have digitized maps and property information available to anyone with Internet access.
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).

Thomas County has begun the design and construction of a county wide GIS foundation. The initial portion of the project focuses on the construction and update of land records information. Future phases of the project involve integrating other county departments and other local government agencies in the county. Information and content delivery will be by the World Wide Web, ensuring fast easy access for the public and partners alike. Thomas County has contracted with GIS Workshop, Inc., (GISW) of Lincoln, NE for GIS design and implementation services. The cost for the project is \$30,000 plus \$1,500 for the software. Because of budget restrictions for the county, Thomas County has entered into a three-year financing option with GISW. GISW will be assisting Thomas County in making their data readily available to the public. The initial phase of this project will free up valuable time for the County Assessor's office and make taxation and valuation information available via the Internet to all partners. As the project progresses other department and agency data will be loaded onto the web site.

GISW will provide hosting services for the system, negating the need for Thomas County to expend a large capital outlay on hardware and software. Users will be able to access information and search for information by name, address, parcel ID, and other factors.

The initial phase of the project to update and enhance land records information will benefit the residents of Thomas County, Village and Town offices, other county offices, and real estate professionals by making these data available 24/7.

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

Beneficiaries include:

1. Thomas County tax paying public. The general public will be able to access land record and associated information 24/7.
2. Other county and village/town agencies and offices will be able to access and share information without the need to provide paper copies or visit each others' offices.
3. Real estate professionals (realtors, appraisers, banks and insurance companies) will be able to access information vital to their day to day operations at any time.

Currently, we have frequent calls asking for valuations and assessment information along with the question of whether or not our information is available on the internet. Once our website is up and running, notification would be sent out informing residents and business personnel that the information is readily available.

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

Thomas County is approximately 80% complete with the land records update for the entire county. Within a few months we expect to start making these new data available via the Internet. We expect the initial land record modernization and web site to be complete and readily accessible by December 2009.

- 4. Subdivision contribution to project (labor, equipment etc.).**
Thomas County will be investing \$1,500 in the software to allow more efficient use of time in the land record modernization phase. The Clerk/Assessor's office staff will be trained to compile the needed information and will continue updating education to keep the information accurate and up-to-date. GISW is assisting in the planning phase, implantation phase and final web site build and hosting phase, while supporting Thomas County staff for maintaining the records.
- 5. Is other funding available for this project (explain)?** No. The Thomas County Commissioners voted to purchase this program over a three-year period due to the fact that the Cadastral maps for Thomas County were severely out of date and deadlines for soil conversions were already in place.
- 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 make final payments for purchase of the GIS equipment.

GIS Workshop Financing:

July 2008-----	\$10,000
July 2009-----	\$10,000
July 2010-----	\$10,000

Annual fee of \$4,500 per annum due 12 months after project initialization to cover web site hosting and GIS data maintenance.
- 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?**
Grant money would be utilized to offset the initial cost of the GIS program to help Thomas County budget. The service will be sustained with taxpayers' monies once the grant money is expended.
- 9. Please describe how this project will enhance the delivery of agency services or access to those services.**
This project will enable the general public to quickly and easily access land record information without the need to visit the courthouse. Other county and town/village departments will be able to share and retrieve information without having to visit other offices and make copies. Finally, real estate professionals will be able to access information important for their day-to-day operations without having to call county staff or visit the courthouse..
- 10. Please describe how this project will improve the efficiency of agency operations.**
The project will allow County personnel to maintain updated information with less time involved once all of the maps and layers are brought up to date. It will also

save County personnel time to perform other duties instead of spending time researching valuations for the general public and especially real estate professionals.

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

Other offices within Thomas County will benefit from this project. The County Clerk, County Treasurer, Weed Department, Road Department, Sheriff's Department and others will be able to utilize this program for land records information. Other local entities outside of the Courthouse such as the villages of Thedford, Seneca, and Halsey, the school district, the Fire Districts, NRCS, the National Forest, and many others will also be able to utilize this program.

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 project will support public/private partnerships through the delivery of public information services via the official state portal via the Property Assessment Division (PAD). PAD lists and makes available links to all county information sites on its page at <http://pat.nol.org/counties/index.html>.

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.

Thomas County chose to have GISW host the primary web system. This choice means Thomas County does not have to make a large capital investment in web hardware, software and personnel to maintain the system.

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 GIS and web site will be constructed to meet the Nebraska GIS guidelines for Land Record Modernization. All hardware and software systems will be constructed

using ESRI based technology, the common GIS technology in use by state and local agencies in NE today.

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.**

This project meets the applicable standards for GIS technology (metadata and mapping standards) as described in the Clause.

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

GIS Workshop, Inc. will provide our technical support for the program and website. GIS utilizes certified instructors for training the county staff, and for follow-up telephone support. The county will supply monthly data base changes to GIS for GIS to maintain the application.

IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

Lorissa Hartman or Pat Neben

Phone **#308-645-2261**

E-mail **Lorissa: clerk@nacone.org or**

Pat: deputyclerk@nacone.org

Signed this 24 day of March, 2009

Lorissa Hartman, Thomas County Clerk/assessor
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 04/28/2008)

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 Shane Osborn, Treasurer State of Nebraska
2. Title of project NebraskaSpending.com
3. Brief description of project:

This project can be considered the next update or, Third Phase, of the NebraskaSpending.com website. The goal is to: build a custom design interface; reinforce the infrastructure and content; provide interface and navigation updates; improve agency level expenditure reporting; update the 2007 expenditures to reflect 2008 numbers; doubling the amount of information in the current Historical Data section; adding a County Budget section; adding a School System Budget section; and adding a University of Nebraska section.

4. Grant request amount \$ 20,000
5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

No fee for accessing records. This site will be free to the public.

II. GRANT DETAIL

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

This project can be considered the next update or, Third Phase, of the NebraskaSpending.com website. The goal is to: build a custom design interface; reinforce the infrastructure and content; provide interface and navigation updates; improve agency level expenditure reporting; update the 2007 expenditures to reflect 2008 numbers; doubling the amount of information in the current Historical Data section; adding a

County Budget section; adding a School System Budget section; and adding a University of Nebraska section.

This update will continue with the mission of NebraskaSpending.com by providing Nebraska residents with timely and thorough state spending information. This update will improve the overall usefulness of the website by providing additional areas of spending information that will attract and retain new users.

Since going live on January 9, 2009, NebraskaSpending.com has not only provided a valuable public service to Nebraska residents, but has garnered critical acclaim from journalists, editorial boards and public advocacy groups as being one of the most comprehensive state spending and transparency websites in the United States.

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

Beneficiaries of NebraskaSpending.com include: state, federal, and municipal elected officials and members of their staff; students; teachers; general public; and any other demographic concerned with state spending habits and practices. Activity for the website has been steady. So far we've had 308,237 hits and average 20 to 40 visitors each day. We expect those numbers to double with the introduction of the University and other local governments financial numbers.

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

Site will be finished by June, 2009.

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

In addition to providing general web maintenance and timely updates of spending figures, the Treasurer's office will: provide conceptual ideas for the visual elements of the site; provide images for the conceptual design if necessary; provide Database Extracts from the NIS system to be used with the site database; provide direction on what and how users search the database information; provide assistance with the final testing prior to site launch; attend GRAVEL instruction on updating site information.

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

Treasurer's office will be sharing the cost for some of the project, but needs the grant to fulfill the bulk of the expenses.

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

Currently, the Treasurer is required to keep a true just accounting of all state funds; this project fits with that mission.

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).

Since NebraskaSpending.com was conceived to be a resource for Nebraska taxpayers, Treasurer Osborn believes every effort must be made to expand and improve the quality and thoroughness of the spending information. Additionally, Treasurer Osborn believes that adding new sections to the website will assist in attracting and retaining new users. The website will continue to be sustained and managed by State Treasury staff members.

Costs Summary:

The Nebraska State Treasurer has retained Pickering Creative Group, formerly known as aijalon creative communications, to provide the site updates. An estimate for the site has been set at \$20,000. This includes:

- Custom web site design
- Proofing sessions
- Navigation rollovers
- Custom formatting template
- Site infrastructure planning
- Site outline development
- Infrastructure setup
- Content population (up to 15 pages)

This estimate will create the site with some interactive tables based on information in the CAFR, Annual Budget Report, as well as other agency reports. It will include a searchable database, which will interact with the state records, to provide accurate spending information.

1. CUSTOM DESIGN INTERFACE

Included:

- Custom web site design
- Proofing sessions
- Navigation rollovers
- Custom formatting template

Details:

The site design will also include rollover states, and pop-out navigation. Rollover states are a design feature in which the navigation buttons will highlight or somehow visually change when the mouse is rolled over them. The pop-out navigation will display the sub-links in each area when a navigation button is moused over. The benefit to this type of navigation is that the visitor is able to view all of the pages available in each area, and directly visit any page on the site through fewer clicks. Our designers will ensure the pop-out navigation menus remain clean, consistent, and do not in any way interfere with the overall visitor experience.

This estimate also includes the development of a custom developed GRAVEL formatting template to accommodate specific page layouts and styles you want to achieve. Pickering Creative recommends usage of the custom template for the home page that will allow you

more flexibility in presenting information and featuring key areas of the web site to visitors.

INFRASTRUCTURE & CONTENT

Included:

- Site infrastructure planning
- Site outline development
- Infrastructure setup
- Content population (up to 15 pages)

Details:

The Nebraska State Treasurer's office and Pickering inc. will work together to update the current interface offered by the public spending site, nebraskaspending.com, to expand the information provided to the public by implementing the following projects:

- Interface and navigation updates
- Agency level expenditure reporting
- Updating current 2007 expenditures to 2008
- Adding Historical Data
- Creation of county budgets
- School systems

Interface and navigation updates

Pickering has identified a few interface updates that would enhance the look and experience of the current site. Updates included in the estimate will be presented to the Nebraska State Treasurer's office and reviewed for overall feedback. Before implementation of the updates, all revisions will be tested and revised if necessary to ensure functionality in all major browsers. The updates include: 1) widening the design to accommodate wider screen resolutions (1024 width) 2) trail navigation adjustments to increase ease of use by the user 3) Navigation design revisions and development

Agency level expenditure reporting

Individual pages will be created to display the 93 Agency level expenditures. All pages will utilize the same Flash technology that is currently used to show statewide expenditures. The map areas will have click-through functionality that will allow visitors to drill down to specific information including more charts, text and graphs. The pages of information will be editable by the GRAVEL user(s) and the actual charts and maps will be editable only by Pickering.

Design changes to the site will include adding a new 1st tier link.

Updating current 2007 expenditures to 2008

The nebraskaspending.com site currently displays 2007 expenditures. Pickering will use the provided information to update data to 2008 figures. The information will be displayed in the same format as the current site. Pickering will also create navigation to previous year's data.

Historical Data section

A Main Navigation item will be added to the site to accommodate a new area for historical data from the last ten years. A flash bar chart will graphically represent the data of five pages of xls document entitled "Schedule of Total Expenditures by agency all

funds last 10 years.xls”. The bar chart will feature click-through functionality to allow users the ability to drill down to additional information, in much the same way as the pie charts. Additional information may be displayed in pie charts or tabled data like the current site. Copywriting will be provided by State Treasurer’s office. The pages of information will be editable by the GRAVEL user(s) and the actual charts and maps will be editable only by Pickering

County Budget section

This section is a new area of the site that will have a corresponding Main Navigation button. Along with the main navigation design and development will be the page layout and implementation to display all data. Early analysis of the data suggests that we will use a similar page style and data display to the rest of the site, but it may be determined that we need to add or develop custom display features within the scope and budget of the project.

Douglas county will be the first county to be displayed in this area. This area will allow for growth as counties are added. Copywriting will be provided by State Treasurer’s office. The pages of information will be editable by the GRAVEL user(s) and the actual charts and maps will be editable only by Pickering.

School Systems / Other Budgets section

Omaha public schools information will be placed in this area. Similar to the layout of the county budgets area, the overall layout will be determined as the design process progresses.

We will use a similar page style and data display to the rest of the site, but it may be determined that we need to add or develop custom display features within the scope and budget of the project. This area will allow for growth as other budgets are added. Copywriting will be provided by State Treasurer’s office. The pages of information will be editable by the GRAVEL user(s) and the actual charts and maps will be editable only by Pickering.

University of Nebraska Section

This section of the site will include information about the University of Nebraska system. Users will be able to access this section either from a (to be added) Main Menu navigation button, or from the “State Dollars To Be Spent” pie chart, by clicking on the related wedge. The main page of the section will include a chart with a wedge for each of the campuses and some introductory text. There will also be a 2nd tier list of the campuses (visible throughout the section). Users can either click through the pie chart or on the 2nd tier to get to the campus page. Each Campus page will include 2 pie charts, one for Revenues (combined operating and non-operating) and Expenses. In addition, the data will show up in table form below.

GRAVEL WEB SITE MANAGEMENT

Included:

- GRAVEL user license w/unlimited users
- GRAVEL training session(s)
- Unlimited Updates
- Scalable Architecture
- Unlimited Support
- Web site statistics
- Domain Name Management

Details:

Your web site will be implemented in to GRAVEL. A GRAVEL user account provides unlimited access to your web site from any computer with an internet connection. The GRAVEL Web Site Management System empowers users to maintain full control over the management of their web site.

GRAVEL training sessions will be provided to your selected users prior to the launch of the web site. A Pickering Creative staff member will conduct the training session, and show your users the processes for managing the information on your site. The training sessions can be conducted in house at Pickering Creative, or through an online demo where your users log in to a demo site and observe the training session. The details and scheduling of the training sessions will be outlined before the site is launched and the number of GRAVEL users has been determined.

Unlimited Pages

GRAVEL users have the ability to make an unlimited amount of changes or additions to their web site. Pickering Creative does not charge clients on the amount of pages they create as they grow their site.

Scalable Architecture

If your web site requires a customized feature to meet your individual needs, GRAVEL provides the flexibility for Pickering Creative developers to create a customized tool that clients can manage using GRAVEL. These may include: customized page layouts, online database browsers, or customized registration forms to name a few.

Unlimited Support – Admin User

GRAVEL users are also provided with unlimited technical support. The Admin user is able to call for support and have any questions answered by the Pickering Creative staff. GRAVEL support is the assistance and recommendations provided to your GRAVEL administrative user as they update the web site.

Web Site Statistics

GRAVEL will provide you a detailed breakdown of your web site statistics. Some of the statistics that are available include: individual page visits, total page views, top pages viewed each month and top referrers.

Domain Name Management

Pickering Creative provides management of your web site's domain name to ensure your web site and domain are protected and online at all times. This includes yearly renewals, and updates to server information should something change in the future.

2. Interactive Map/ Chart Estimate**Project Definition:**

This estimate includes the re-design and creation of the State Spending Map to be housed on the NE State Spending site. The map will be created in Flash to reduce it in size and fit within the allotted content space in the new site design.

By utilizing Flash, a web site visitor will roll over each pie chart section. The map areas will still be clickable to view related information for each area selected. Once area is

selected information such as percentages and categories will be available. The pages of information will be editable by the GRAVEL user(s).

3. General Provisions

Pickering Creative will not discriminate against any employee or applicant for employment, employed in the performance of this agreement, with respect to the person's hiring, tenure, terms, conditions, or privileges of employment, because of race, color, religion, gender, disability, or national origin.

Pickering Creative certifies that it maintains a drug-free workplace environment to ensure workers' safety and workplace integrity. Pickering Creative agrees to provide a copy of its drug-free workplace policy at any time upon request by the State.

With the exception of GRAVEL source code, all materials developed by Pickering Creative for the Treasurer shall be the property of the State Treasurer.

This Agreement contains the entire agreement between the parties with respect to the subject matter hereof, and no waiver, alteration or modification of any of the provisions hereof or rights to act hereunder shall be binding unless in writing.

The situs of this agreement is the State of Nebraska. This Agreement shall be governed by the laws of the State of Nebraska.

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?

Currently, Nebraskaspending.com is a singular source or database dedicated to state spending practices. While the information is available, it is scattered across various agencies and departments and the overwhelming concentration of raw data prohibits a reasonable person from accessing it in any sort of meaningful way. This confusion and lack of immediate access to state spending information places an undue burden on agency staff members who are eventually contacted and expected to locate the necessary data.

By providing a central clearinghouse of state spending information that is easily accessed through the use of the internet, NebraskaSpending.com prevents unnecessary communication between state agencies and the general public. As a result, agency employees can direct all spending related questions to the website and thus providing themselves with more disposable time to execute the services as outlined by their respective divisions.

Additionally, as is stated in Section 84-1201 of the Nebraska Statutes that deal with the creation of the Records Management Act: (3) *The increasing availability and use of computers is creating a growing demand for electronic access to public records, and agencies should use new technology to enhance public access to public records.* The NebraskaSpending.com project falls squarely within the boundaries of this statute because it is utilizing internet technology to provide the public with simple and immediate access to state spending records.

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

In 1997, LB590 expanded the duties of the State Records Board to include oversight and management of electronic access to state government information, including information provided over the internet. While this mission statement properly reflects the very spirit of NebraskaSpending.com, it also serves as the foundation for a strong, robust and long-lasting collaborative effort between state agencies and the users of this website.

NebraskaSpending.com has taken pre-existing financial information scattered throughout numerous agency sources and consolidated it into a simple and easy-to-read website. Further efforts will provide a consistent, accurate, and neutral resource that will immediately benefit members from every branch of our state government.

For example, our last project contained information from the Comprehensive Annual Financial Report (CAFR) available from the office of the Nebraska State Auditor; budgets available through the Department of Administrative Services (DAS); tax revenue available through the Department of Revenue; as well as the budgets of numerous state agencies available through the Legislative Fiscal Office. This project will do the same thing with the University of Nebraska system's CAFR and

Additionally, we believe NebraskaSpending.com has set the standard for how public/private partnerships are viewed in the future. Already, Treasurer Osborn has been working with individuals, organizations, and think-tanks from the private sector who share the belief that Nebraskans have a right to see how the state is spending their tax dollars and include them in the construction process. These partnerships will prove invaluable as the project moves forward and provide new perspectives on how government and private sector entities can come together for the benefit of the citizenry.

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

Nebraskaspending.com provides a central clearing house for state government spending information in an easy to read format. Users of the site can access information directly rather than making requests to specific government agencies.

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

Nebraskaspending.com allows for other state and local entities to publish information about their budgets and expenditures on the site. Any agency is free to contact us and provide information about their finances.

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

Though it does not foster services for the Nebraska.gov portal, Nebraskaspending.com is a single site for the public to search for spending

information by the state of Nebraska. The site fosters better transparency and communication on state finances to the people of the State of Nebraska.

- 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.**

There is no license or regulation.

III. TECHNICAL INFORMATION

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

Hardware:

Linux Distribution: CentOS Release 5
Installation Type: Shared Host
Storage: 3GB disk space (via RAID mirrored drives)
CPU: Dual 2.4 GHz Xeon processors

Software:

Apache: 2.2.4
APC 3.0.14
ADODB 4.95a
MySQL: 5.0.41
OpenSSL 0.9.8e
PEAR 1.6.1
PHP: 5.2.3
Smarty 2.6.18
VIM 7.1
SSH
Flash 9.0

Several of the components listed above are supporting software for the system's operating system. The intended purpose of using flash will be to assist users in interpreting the data of State spending activities though a duplicated written and visual means.

Communications:

The Nebraska State Treasurer, University of Nebraska and the Pickering Group will work closely together to continue to provide state spending information to public users. This will require considerable communication efforts from all parties and will be achieved through meetings, email correspondences, and telephone conversations. Once deployed, the main mode for communication to the public will be through the website, but further promotional efforts will be conducted as part of the strategy provided by Pickering Creative in cooperation with the Nebraska State Treasurer's office.

- 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/>).**

The system will not be interfacing directly with other state systems during phase 1 of the project. All information will be provided independently to the system which will rely upon its own database. The web site will be tested in all state-supported browsers (Internet Explorer 6.0+, Netscape 7.2+, Firefox 1.5+, Opera 9.0+) for consistency in the display and usability features of the site. The site will also meet ADA section 508 compliance standards.

- **Compatibility with existing institutional and/or statewide infrastructure.**

The system (which will be independent of existing state infrastructure) will conform to a stricter, more secure set of guidelines established by both Pickering Creative and State Treasury staff.

- **Reliability, security and scalability (future needs for growth or adaptation).**

This system will be hosted through the First National Technology Solution data center located in Omaha, NE. The center currently meets SAS70 requirements for the on site security provided. The center is staffed 24X7X365 to ensure reliability and stability is provided for the system support. The system will be build with scalability in mind to meet future needs of the Treasurer's desire to expand the site. This will be accomplished within the planning phase of the site development.

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 system will not be interfacing directly with other state systems during phase 1 of the project. All information will be provided independently to the system which will rely upon its own database. The web site will be tested in all state-supported browsers (Internet Explorer 6.0+, Netscape 7.2+, Firefox 1.5+, Opera 9.0+) for consistency in the display and usability features of the site. The site will also meet ADA section 508 compliance standards.

Describe how technical support will be provided.

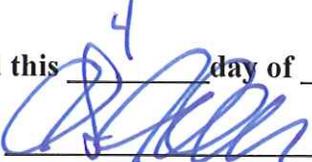
This system will be hosted through the First National Technology Solution data center located in Omaha, NE. The center currently meets SAS70 requirements for the on site security provided. The center is staffed 24X7X365 to ensure reliability and stability is provided for the system support. The system will be build with scalability in mind to meet future needs of the Treasurer's desire to expand the site. This will be accomplished within the planning phase of the site development.

IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

Trent Fellers: Director of NebraskaSpending.com

Phone # (402) 471-8884 E-
mail tfellers@treasurer.org

Signed this 4 day of April, 2009


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)

State of Nebraska
Accountability and Disclosure Commission

P.O. BOX 95086
Lincoln, Nebraska 68509
nadc.nol.org



11th Floor, State Capitol
Phone (402) 471-2522
Fax (402) 471-6599

March 30, 2009

Cathy Danahy
Nebraska State Records Board
440 S. 8th St., Suite 210
Lincoln, Nebraska
INTEROFFICE

Dear Ms. Danahy:

Please find enclosed an Application for State Records Board Grant to Improve Access to Public Information. The application is accompanied by the following:

1. Concept Document: Online Campaign Filings;
2. Resource Estimate-NADC Form B-1; and
3. Copy of NADC Form B-1.

Thank you for the opportunity to apply for a grant from the State Records Board. If I can provide anything else, please don't hesitate to contract me.

Sincerely,



Frank J. Daley, Jr.
Executive Director

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:** Nebraska Accountability and Disclosure

Commission

- 2. Title of project:** Online Campaign Statement Filings

- 3. Brief description of project:**

Candidate committees and ballot question committees are required to file periodic reports disclosing campaign receipts and campaign expenditures. See §§49-1455, 49-1459, 49-1461, and 49-1462 of the State Statutes. These reports are known as campaign statements and are filed on NADC Form B-1 with the Nebraska Accountability and Disclosure Commission. The purpose of this project is to provide a method for candidate committees and ballot question committees to file their campaign statements (NADC Form B-1) electronically.

Currently campaign statements are completed and filed on paper. The NADC staff manually enters the data from the paper reports into an existing data base. The information is then posted on the NADC website. This creates a resource strain on the NADC. In addition, manual data entry increases the potential for data error. Agency efficiency will be improved by the use of electronic filing.

Below, in brief, are the Benefits of this Project:

- Significant staff time dedicated to data entry will be freed up for other duties.
- Filings made electronically can be posted on the website and made public immediately.
- Date entry error is avoided.
- Filers have a more convenient option for filing with safeguards to avoid common errors made on paper filings.

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).**
See attached Concept Document for specifics on the Project.
2. **Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.**

There are three primary beneficiaries of this project: filers, the general public and the NADC.

There are approximately 250 candidate committees and 20 ballot question committees in existence at any one time. All candidate committees and ballot question committees file campaign statements at least once per year. In a year in which a candidate is seeking election or re-election, the candidate committee may file up to 7 campaign statements. In a year in which a ballot question committee is seeking to qualify a question to appear on the ballot, the committee may file up to 11 campaign statements. In an election year there is the potential for approximately 1,000 candidate campaign statements being filed and for approximately 95 ballot question committee campaign statements being filed. This project will streamline the process for both the agency and the filer. Without the delay of manual data entry the information contained in each campaign statement will be posted on the agency website. The information becomes publicly accessible more quickly than previously possible. The filer will not need to be concerned with the task of physically creating a document and physically transmitting the document to Lincoln.

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

It is intended that this project be launched on January 31st, 2010.

4. **State agency contribution to project (labor, equipment etc.).**
The NADC currently has an established database that will continue to be utilized as the main repository for data received electronically through the online submission of filing statements. In addition to the ongoing support of the database NADC also has committed to maintaining and providing the process for posting the information on their Web site. NADC will also continue to provide the personnel required to review and vet the information before insertion into the data base.

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

There are no other available funds to support this program.

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 requested because the NADC is a small agency which has an obligation to make a significant amount of information available to the press and public on a timely basis. Even so, good projects must be evaluated in light of available funding. Sustaining this project is already contemplated in the current and proposed budget. The agency currently has and uses a database into which campaign finance information is entered. It currently displays this information on its website. The agency proposes by way of an addendum to the master contract between the Nebraska State Records Board and Nebraska.gov, to receive support services from Nebraska.gov. To the extent that continuing technical support is required, it would be obtained through the addendum to the master contract.

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

As stated in question 2 there are three primary beneficiaries that will see enhanced access as a result of this project.

Filers:

Each filer will benefit by having an additional filing option not previously available to them. An additional benefit for filers filing online will be that the filers will be given more time to file because they will no longer be required to mail in their statements. This allows each filer to submit much closer to the deadline. The contemplated program will also include safeguards which will help filers avoid common errors.

Agency:

The agency will benefit significantly because the data from reports will not need to be re-entered by NADC staff. This will save a great deal of time and effort for NADC while also helping to lower the error rate that is inherent during any data entry process. Currently, the agency has no choice but to perform this function

since it is required by law to post this information on its website. See §49-1464 of the State Statutes.

Public:

The public will benefit from both the timeliness and accuracy of the data being provided. This system will allow the data in each of the statements submitted online to reach the public view more quickly than previously possible.

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

Agency efficiency will be greatly improved through this project. Nebraska.gov has already provided adequate back end functionality to house this data but a significant limitation to getting this information is the large amount of manual intervention required to populate this data into the system. Currently the NADC personnel manually enter the information from these forms. With the potential for 1,095 eight page filings in an election year, the agency is anticipating that these personnel resources will be able to be reallocated to other duties as necessary. This will greatly improve the NADC's efficiency with relation to this and other obligations to serve the public.

As previously stated this new online eGovernment service will allow this information to be processed more quickly than previously possible. This time savings is a critical step in improving NADC's ability to speak directly to the public's need for greater government transparency.

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

N/A

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

N/A

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.

This project does not involve licensing, permitting, or regulating of business.

III. TECHNICAL INFORMATION

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

N/A

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 Cyber trust 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 support 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:

Frank Daley

Phone # 402-471-2522 E-mail FRANK.DALEY@NEBRASKA.GOV

Signed this 30th day of March, 2009

Frank J Daley, Jr
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

Online Campaign Statement Filings

Project Manager: Zywiec, Jessica
Date: 3/9/2009

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Nebraska.gov Information

Executive Sponsor:

General Manager, Brent Hoffman

Support Contact Information:

Email: ne-support@nicusa.com
Phone: 402.471.7810
Fax: 402.471.7817

Partner Information

Partner Description

Nebraska Accountability and Disclosure Commission (NADC)
11th Floor of the State Capital
P.O. Box 95086
Lincoln, NE 68509
Phone: (402) 471-2522

The Nebraska Accountability and Disclosure Commission is an independent agency of the State of Nebraska. The Commission administers and enforces the State's campaign finance laws, its laws lobbying, and its conflict of interest laws.

Partner Executive Sponsor

Frank Daley

Executive Director
Nebraska Accountability and Disclosure Commission (NADC)
Phone: (402) 471-2522
Email: frank.daley@nebraska.gov

Primary Partner Project Contact Information

Frank Daley

Executive Director
Nebraska Accountability and Disclosure Commission (NADC)
Phone: (402) 471-2522
Email: frank.daley@nebraska.gov

Serena Dunn

Administrative Assistant

Nebraska Accountability and Disclosure Commission (NADC)
Phone: (402) 471-0844
Email: serena.dunn@nebraska.gov

Project Overview

Candidate committees and ballot question committees are required to file periodic reports disclosing campaign receipts and campaign expenditures. See §§49-1455, 49-1459, 49-1461, and 49-1462 of the State Statutes. These reports are known as campaign statements and are filed on NADC Form B-1 with the Nebraska Accountability and Disclosure Commission. The purpose of this project is to provide a method for candidate committees and ballot question committees to file their campaign statements (NADC Form B-1) electronically.

When a candidate raises, receives or expends more than \$5,000 in a calendar year, he or she is required to register the committee with NADC by filing a Statement of Organization. Once the candidate committee is formed, the committee must file periodic campaign statements. A ballot question committee is a political committee formed for the purpose of supporting or opposing the qualification, passage or defeat of a ballot question. The committee must register with NADC within 10 days after raising, receiving or expending more than \$5,000 in a calendar year. Once registered, ballot questions committees file periodic campaign statements (Form B-1) disclosing receipts and expenditures.

By adding the NADC B-1 form online, agency efficiency will be improved. First, for those reports filed electronically, there is no need for manual data entry. This will have the effect of freeing personnel for other duties. Second, without the delay of manual data entry, the information contained in campaign statements can be made available to the public more quickly. The Agency has already established the data base to receive the electronically filed information and the website on which to display the information. It will also provide their personnel to view and vet the information before insertion into the data base.

This project will have a beneficial effect on filers in that it will give them an additional filing option. Electronic filing will also make it easier for filers to complete their filings closer to the due date, without incurring late fees or penalties. Allowing Candidates and Ballot Question Committees to file campaign statements on line would speed up their internal process, and allow more time for other tasks. Agency will provide users with training on the new system if needed. Because the information submitted electronically will not need to be entered into the data base manually, the NADC will have the ability to make this information accessible to the public more quickly. This, in essence, enhances the NADC's ability to provide services.

Current Solution

Currently the agency receives paper copies of filings and enters them into the database using the administrative interface developed by Nebraska.gov. Once entered into the database the filings are immediately available in the on line search system.

NADC has no formal matrix to show the current process. Three staff members are directly involved in the processing of paper campaign statements filed by candidate committees and ballot question committees. During peak filing times, 80 hours per week of employee time is used to process the statements. Immediately prior to and during peak filing times, 30 hours of employee time is used to answer phone calls and assist customers in person. The employee hours spent entering and processing the statements, would decrease by having the committees file electronically. The electronically filed documents received during the business day could then be entered into the data base within the hour instead of 1 to 2 business days.

Proposed Solution – Statement of Scope

Project Scope:

This project is intended to offer Candidate committees and Ballot question committees the ability to file their Campaign Statements electronically with the NADC.

Primary Functionality

- 1.) Provide a method by which users can register to file on line, once approved, the users will have access to web versions of the form they would normally file by paper.
- 2.) Allow users to select the NADC B-1 form for Candidate and Ballot Question Committees to file.
- 3.) Allow users to enter the information requested and submit the filing directly to the agency.
- 4.) Allow NADC administrators to approve and edit Form B-1 information submitted by filers as necessary.

Constraints:

- 1.) The committees will still register through paper with the NADC upon formation of a Candidate committee or Ballot question committee.
- 2.) An administrative side has already been created for previous NADC forms. This allows NADC the ability to print the completed forms for their files. Forms printed out from electronic filing need not match precisely the appearance of forms used by hard copy filers. However, all statutorily required information must be included. The print out must be such that a member of the public can view paper filings and electronic filings without having to develop a separate expertise.

Assumptions:

- 1.) Nebraska.gov will have the ability to insert the NADC Form B-1 information into the NADC database.

Target Audience

NADC Form B-1 (Campaign Statement for Candidate committees and Ballot question committees)

- 250 Candidate Committees
- 20 Ballot Question Committees

Candidate committees may file up to 7 campaign statements in a year, in which a candidate is seeking election or re-election. In an election year there is a potential for approximately 1,000 candidate campaign statements.

Ballot question committees may file up to 11 campaign statements in a year, in which a ballot question committee is seeking to qualify a question to appear on the ballot. In an election year, there is a potential for approximately 95 ballot question committee campaign statements.

There tends to be more committees in even numbered years because these are statewide election years.

Pricing Structure

Cost to Agency to Develop Application:

NADC is applying for a State Records Board grant to fund this project. The grant money is requested because the NADC is a small agency which has an obligation to make a significant amount of information available to the press and public on a timely basis. Even so, good projects must be evaluated in light of available funding. Sustaining this project is already contemplated in the current and proposed budget. The agency currently has and uses a data base into which campaign finance information is entered. It currently displays this information on its website. The agency, by way of an addendum to the master contract between the Secretary of State and Nebraska.gov, receives support services from Nebraska.gov. To the extent that continuing technical support is required, it would be obtained through the addendum to the master contract.

Cost to user to file online:

The online filings will be free to users unless the filing is late. In the case of late filing the user will be charged a late fee.

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)?

Perl/CGI and Oracle Database

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)?

Oracle

Where does the data reside?

Agency Division of Information Technology Other NIC Central Data Center in Virginia

Who supports the database?

Agency Division of Information Technology Other:

Can you provide us with the database schema?

Yes No

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 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 checked="" type="checkbox"/>	<input checked="" 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 SOS
- Customer support for application-related questions during normal business hours as well as dedicated email support and toll-free, 800 number support.

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.



Frank Daley
Executive Director - NADC

3/29/09
Date



Brent Hoffman
Nebraska Interactive LLC - General Manager

3/29/09
Date

RESOURCE ESTIMATE - NADC FORM B-1

Based upon the estimate from Nebraska.gov's previous projects on providing a method for NADC forms to be filed electronically, the estimate for project management and development of this project is as follows:

Role:	Estimate:
Project Management:	130 Hours
Development:	465 Hours
Creative Services:	65 Hours

Rates for Non-State Entities

Role:	Estimate:	Hourly Rate:	Total:
Project Management:	130 Hours	\$73.00	\$9490.00
Development:	465 Hours	\$81.00	\$37665.00
Creative Services:	65 Hours	\$65.00	\$4225.00
		TOTAL:	\$51380.00

Rates for State Partners:

Role:	Estimate:	Hourly Rate:	Total:
Project Management:	130 Hours	\$40.00	\$5200.00
Development:	465 Hours	\$55.00	\$25575.00
Creative Services:	65 Hours	\$50.00	\$3575.00
		TOTAL:	\$34350.00

Since NADC is a State Partner the "Rates for State Partners" will apply.

This document serves as an estimate. Given the size and complexity of the NADC Form B-1, this project is expected to use the above resources. This will involve more time spent on planning and development, which exceeds the grant limit of \$25,000. However, since Nebraska.gov operates on the self-funded model, they will absorb the difference in costs. Nebraska.gov proposes an Addendum for a yearly payment by NADC to Nebraska.gov for hosting/maintenance.

Hours for this project will be logged on a daily basis and overall costs will be monitored throughout the lifecycle of the development process.

The following summary sections require the reporting of total receipts and expenditures of the committee and the balance of cash on hand at the beginning and end of the reporting period. All contributions and expenditures must be reported here including in-kind contributions and expenditures, pledges and loans (see definitions on pages 9 and 10). Schedules A through D require additional disclosures as specified for each schedule.

SUMMARY OF RECEIPTS

1. PREVIOUS RECEIPTS REPORTED FOR THIS ELECTION PERIOD			\$0.00
(If this is the 1 st statement filed for the primary election or an annual statement enter zero)			
2. CASH CONTRIBUTIONS (A) Candidate's Own Funds.....	\$0.00		
THIS PERIOD FROM: (B) Other Individuals.....	\$0.00		
(C) All Other Sources*.....	\$0.00		
3. LOANS RECEIVED THIS PERIOD* (Schedule C, Section 1, Line 2)	\$0.00		
4. INTEREST & OTHER INVESTMENT INCOME RECEIVED THIS PERIOD.....	\$0.00		
TOTAL CASH RECEIVED THIS PERIOD (Line 2(A,B, & C) Plus Lines 3 and 4).....	\$0.00		
5. DEDUCT LOAN REPAYMENTS (Schedule C, Section 1, Line 3).....	\$0.00		
6. NET CASH RECEIVED THIS PERIOD (Total Cash Minus Line 5).....		\$0.00	
7. IN-KIND CONTRIBUTIONS (A) Candidate	\$0.00		
THIS PERIOD (Contributions (B) Other Individuals.....	\$0.00		
Other than cash.) FROM: (C) All Other Sources	\$0.00		
TOTAL IN-KIND CONTRIBUTIONS (To line 15 Below).....		\$0.00	
8. UNPAID PLEDGES (A) Candidate	\$0.00		
THIS PERIOD FROM: (B) Other Individuals	\$0.00		
(C) All Other Sources.....	\$0.00		
TOTAL UNPAID PLEDGES.....		\$0.00	
9. NET RECEIPTS THIS PERIOD (Lines 6 Plus 7 Plus 8).....			\$0.00
10. TOTAL RECEIPTS FOR THE ELECTION PERIOD TO DATE (Line 1 Plus Line 9).....			\$0.00

OTHER INFORMATION

11. LOANS REPAID BY THIRD PARTIES THIS PERIOD	\$0.00		
12. LOANS FORGIVEN THIS PERIOD	\$0.00		

SUMMARY OF EXPENDITURES

13. PREVIOUS EXPENDITURES REPORTED FOR THIS ELECTION PERIOD.....			\$0.00
(If this is the 1 st statement filed for the primary election or an annual statement enter zero)			
14. CASH EXPENDITURES THIS PERIOD.....	\$0.00		
15. IN-KIND EXPENDITURES THIS PERIOD (From Line 7 Above).....		\$0.00	
16. TOTAL EXPENDITURES THIS PERIOD (Line 14 Plus Line 15).....			\$0.00
17. TOTAL EXPENDITURES FOR THE ELECTION PERIOD TO DATE (Line 13 + Line 16)....			\$0.00

CASH BALANCE SUMMARY

18. CASH ON HAND AT BEGINNING OF PERIOD (From Line 25 of Prior Report).....	\$0.00
19. CASH RECEIVED IN PAYMENT OF PLEDGES REPORTED IN A PRIOR PERIOD.....	\$0.00
20. CASH RECEIPTS THIS PERIOD (From Line 6 Above).....	\$0.00
21. SUBTOTAL (Lines 18 Plus 19 Plus 20).....	\$0.00
22. CASH EXPENDITURES THIS PERIOD (From Line 14 Above).....	\$0.00
23. SUBTOTAL (Line 21 Minus Line 22).....	\$0.00
24. ADJUSTMENTS FOR CASH RECEIPTS (OR EXPENDITURES) NOT INCLUDED ELSEWHERE*..	\$0.00
25. CASH ON HAND AT CLOSE OF THIS PERIOD (Line 23 Plus or Minus Line 24).....	\$0.00
26. VALUE OF INVESTMENTS HELD BY COMMITTEE AT CLOSE OF PERIOD.....	\$0.00
27. TOTAL CASH AND CASH EQUIVALENTS AT CLOSE OF PERIOD (Lines 25 & 26).....	\$0.00

*NOTE: Line 2 (C) - Be reminded that candidates for certain state offices are subject to aggregate contribution limits (See p.9).
 Line 3 - Be reminded of new restrictions on loans (See p.9).
 Line 24 - Be reminded to include an explanation of all adjustments. Use Section 2 of Schedule C on page 5 or the space provided on page 8.

Schedule C - Section 1: Schedule of Loans

All loans the committee received or made must be listed. List full name and address of each lender, guarantor and co-signer of loans over \$250. List the full name and address of any third party making a payment of over \$250 on a loan. Interest paid by the committee should not be reported on this Schedule but in the Summary of Expenditures and if over \$250, on Schedule D, Section 1.

Section 1: Funds Borrowed

Name and Street Address or Rural Route of Lender and any Guarantors and Co-Signers	Date	Unpaid Balance From Prior Period	Amount Received This Period	Amount Repaid This Period	Amount Forgiven This Period	Amount Paid by Third Party This Period	Unpaid Balance
		A +	B -	C -	D -	E =	F
							\$0.00
							\$0.00
							\$0.00
1. Unpaid Balance from Last Report		\$0.00					
2. Loans Received (To Summary of Receipts, Line 3)			\$0.00				
3. Loans Repaid (To Summary of Receipts, Line 5)				\$0.00			
4. Amount Forgiven (To Summary of Receipts, Line 12)					\$0.00		
5. Amount Paid by Third Party (To Summary of Receipts, Line 11)						\$0.00	
6. Unpaid Balance							\$0.00

REMINDER: There are limits on the amount of loans which candidate committees may accept. See **SPECIAL NOTE TO CANDIDATE COMMITTEES** on page 9 of the instructions.

SCHEDULE C - Section 2: Miscellaneous Transactions

List all transactions not otherwise reported on Schedules A, B, or D. Include funds transferred back to the official committee depository from savings or investment accounts. Also include funds received from the sale of equipment or other assets of the committee.

Date	Amount	Nature (See Key)	Description
		Choose C	

KEY: A - Adjustment to Cash Balance B- Anonymous Contributions* C - Other

*NOTE: Anonymous contributions are those contributions from donors of unknown identity. Contributions of \$50 or less received as a result of fundraising events or from the sale of political merchandise are not considered anonymous contributions.

No committee, or other person, shall accept or expend an anonymous contribution. If an anonymous contribution is received, it shall not knowingly be deposited but shall be given to a tax exempt charitable organization. The charitable organization receiving the contribution shall provide the person with a receipt. (Attach receipt.)

(COMMITTEE NAME)

(DATE OF STATEMENT)

This space is provided for information continued from other schedules or explanation of adjustments and for changes to your committee's Statement of Organization (NADC Form A-1).

VERIFICATIONS (This item must be completed before filing will be accepted.)

TREASURER'S VERIFICATION

I, _____, state that I have used all reasonable
(NAME OF TREASURER)

diligence in the preparation of this Campaign Statement, and to my knowledge it is true, correct and complete.

(DATE)

(SIGNATURE OF TREASURER)

CANDIDATE'S VERIFICATION (For Candidate Committees Only)

I, _____, state that I have used all reasonable
(NAME OF CANDIDATE)

diligence in the preparation of this Campaign Statement, and to my knowledge it is true, correct and complete.

(DATE)

(SIGNATURE OF CANDIDATE)

Filing Requirements

SPECIAL NOTE TO CANDIDATE COMMITTEES

IMPORTANT REMINDER: A candidate committee shall not accept more than \$15,000 in loans prior to or during the first 30 days after the formation of the committee. After the first 30-day period, the committee shall not accept loans which exceed 50% of the total contributions, other than loans, received by the committee as of the date of the receipt of the loan. Existing candidate committees are subject to the 50/50 aggregate ratio of loans to other contributions. Section 49-1446.04 Nebraska Statutes.

CANDIDATES FOR CONSTITUTIONAL OFFICES AND THE LEGISLATURE:

Candidates for certain state-wide offices are subject to the provisions of the Campaign Finance Limitation Act. Candidates receiving public funds have additional reporting requirements. The Act provides *voluntary* expenditure limitations and *mandatory* aggregate contribution limits. Candidates who have agreed to abide by the applicable spending limits should carefully monitor their expenditures. A candidate who has not agreed to abide by the spending limits should not exceed the estimated maximum expenditures which he or she has on file with the Commission. The expenditure limits, which apply to the election period for each covered office, are as follows.

- \$1.5 million - Governor
- \$150,000 - Attorney General, Auditor of Public Accounts, State Treasurer, Secretary of State
- \$73,000 - State Legislature
- \$50,000 - Board of Education, Board of Regents, Public Service Commission.

Candidate must limit their spending for the Primary Election to fifty percent of the limits shown above.

Aggregate contribution limits, applicable to all contributions except those received from individuals, are applicable during the election period for each covered office. The aggregate contribution limit is equal to fifty percent of the expenditure limits shown above.

Sections 32-1601 through 32-1614, Nebraska Statutes.

The committee treasurer must keep detailed accounts, records, bills and receipts to substantiate the information reported in Campaign Statements.

Contributions - the committee must keep a record of each person or committee from whom a contribution (cash, in-kind, unpaid pledge, loan, etc.) is received even though such individual identification may not be required in periodic reports.

Expenditures - the committee must keep a record of each person to whom an expenditure (cash, in-kind, unpaid pledge, loan, etc.) is made even though such individual identification may not be required in periodic reports. The law provides certain restrictions on the use of campaign funds. Reference sections 49-1446.01, 49-1446.02 and 49-1479, Revised Statutes of Nebraska.

A Treasurer's Guide published by the Nebraska Accountability and Disclosure Commission provides additional information regarding reporting requirements and instructions for completing Campaign Statements. This publication may be obtained at no charge by contacting the Commission office.

WHO MUST FILE:

Committees required to register with the Commission must make all required filings. If your committee is not required to register with the Commission, Election and Annual Campaign Statements are not required. Filing NADC Form A-1 (Statement of Organization of a Political Committee) registers your committee. *Complete the checklist on Page 10 to determine your filing requirements.*

Election Campaign Statements must be filed by all political committees which support or oppose one or more candidates or ballot questions.

Annual Campaign Statements must be filed by all political committees on or before January 31 of each year except the year following an election year in which the committee filed Campaign Statements. The closing date for annual Campaign Statements is December 31. See also PERIOD COVERED BY REPORT.

WHEN TO FILE

Election Campaign Statements

Primary Election	Closing Date	Due Date
1 st statement	35 days before Primary	30 days before Primary
2 nd statement	15 days before Primary	10 days before Primary
Post election statement	35 days after Primary	40 days after Primary

General Election	Closing Date	Due Date
1 st statement	35 days before General	30 days before General
2 nd statement	15 days before General	10 days before General
Post election Statement	December 31 of election year	70 days after General
Annual Campaign Statements	December 31 of each year	January 31 of following year.

Additional Campaign Statement Filing Requirements for State-wide Ballot Question Committees - If your ballot question committee is supporting or opposing a state-wide petition effort pursuant to the provisions of Chapter 32 of the Revised Statutes of Nebraska, the following additional Campaign Statements must be filed.

On the last day of the calendar month in which the petition is filed with the Secretary of State.

On the last day of each month after the month in which the petition is filed with the Secretary of State, except for the month during which the signed petitions must be filed.

The 30th day after the deadline for filing petitions with the Secretary of State.

The closing date for each report is five days before the date the report is due.

NOTE: Lincoln and Omaha City Elections - some of the reporting Dates specified in this section do not apply to city elections in Lincoln or Omaha. Candidates and committees should consult special Commission bulletins for the reporting dates for these elections.

PERIOD COVERED BY REPORT

The reporting period begins with the day after the closing date of the committee's last Campaign Statement and ends with the closing date of the Campaign Statement due. If the committee has never filed a Campaign Statement before, begin with the date money was first raised, received, or expended.

WHERE TO FILE

Candidate Committees: File with the Commission.
Ballot Question Committees: File with the Commission.

NOTE: LB242, Laws 2001 eliminated the requirement to file a copy of campaign statements with the county clerk or election commissioner.

OTHER FILING REQUIREMENTS

Statement of Organization of a Political Committee (NADC FORM A-1): Filing NADC Form A-1 registers your committee. See Filing Requirement Checklists, Page 10, for further information.

Changes to any of the information required in the committee's Statement of Organization are required to be reported by the date your next Campaign Statement is required to be filed. Use the space provided on page 8 to report any changes.

Report of Late Contribution (NADC Form B-5): Any contribution of \$1,000 or more received during the 14 days immediately preceding the election and not reported on the pre-election Campaign Statement must be reported on NADC Form B-5 (Report of Late Contribution) within 2 days of receipt. All late contributions must also be reported on the post-election Campaign Statement.

Report of Earmarked Contribution (NADC Form B-3): Any registered committee which acts as an intermediary or agent in transferring an earmarked contribution must report the contribution on NADC Form B-3 (Report of Earmarked Contribution) by the date of the next Campaign Statement required to be filed after the intermediary/agent committee receives the earmarked contribution or pledge of contribution. Attach Form B-3 to this Campaign Statement.

Any unregistered committee which acts as an intermediary or agent in transferring an earmarked contribution directly or indirectly from a contributor to the recipient candidate or political committee must report the contribution on NADC Form B-3 (Report of Earmarked Contribution). The report must be filed and the contribution forwarded to the recipient candidate or committee within 10 days of receipt by the intermediary/agent.

Filing Requirements Checklist

ELECTION CAMPAIGN STATEMENTS:

To use this checklist, first determine whether your committee has registered with the Commission by filing NADC Form A-1 (Statement of Organization of a Political Committee). Then answer the following questions. Unregistered committees begin with question 1. Registered committees begin with question 3. If you don't know, or have any doubts about the status of your committee, contact the Commission office.

A **registered committee** has a Statement of Organization of a Political Committee (NADC Form A-1) on file with the Commission.

An **unregistered committee** does not have a Statement of Organization of a Political Committee (NADC Form A-1) on file with the Commission.

Incumbents: Committees of incumbent officeholders are not permitted to dissolve unless certain criteria are met. If you are an incumbent and you had a registered committee when elected, you probably still have a registered committee.

Unregistered Committees (No Form A-1 filed) start here

1. Have you raised or expended over \$5,000 in a calendar year, including, in the case of a candidate committee, any personal funds of the candidate?

- Yes. Continue with question 2.
 No. Stop here. You are not required to register your committee with the Commission until you have raised or expended over \$5,000 in a calendar year.

2. Have you registered your committee with the Commission by filing NADC Form A-1 (Statement of Organization of a Political Committee)?

- Yes. Continue with question 3.
 No. File Form A-1 with the NADC and continue with question 3.

Registered Committees Start Here

3. Is your committee supporting or opposing any candidate(s) or ballot question(s) in this election?

- Yes. You must file Election Campaign Statements. See **WHEN TO FILE**.
 No. You do not need to file Election Campaign Statements. You will need to file an Annual Campaign Statement for the calendar year. See **ANNUAL CAMPAIGN STATEMENTS**.

ANNUAL CAMPAIGN STATEMENTS

To determine whether your committee must file an Annual Campaign Statement, answer the following question:

1. Did your committee file Election Campaign Statements in connection with an election in the calendar year which precedes the January 31 due date for the Annual Statement?
 Yes. Stop here. No Annual Campaign Statement is required.
 No. You must file an Annual Campaign Statement on or before January 31. See **PERIOD COVERED BY REPORT**.

Definitions

Contribution: A payment, gift, subscription, assessment, expenditure, contract, payment for services, dues, advance, forbearance, loan, donation, pledge or promise of money or anything of ascertainable monetary value to a person made for the purpose of influencing the nomination or election of a candidate, or for the qualification, passage, or defeat of a ballot question. (An offer or tender of a contribution is not a contribution if expressly and unconditionally rejected or returned.) Contribution shall include the purchase of tickets or payment of an attendance fee for events such as dinners, luncheons, rallies, testimonials, and similar fund raising events; and an individual's own money or property other than the individual's homestead used on behalf of that individual's candidacy; and the granting of discounts or rebates by broadcast media and newspapers not extended on an equal basis to all candidates for the same office.

In-kind Contributions: Goods, materials, services and other things of value provided to the committee (such as use of office space, printing, or telephone bank) or payments made by others for expenses incurred by or on behalf of the committee.

Pledge: An oral or written promise of a future payment of money or anything of ascertainable monetary value.

Anonymous Contribution: Contributions from donors of unknown identity, with the exception of contributions which are \$50 or less received as a result of fundraising events or from the sale of political merchandise.

Earmarked Contribution: A designation, instruction, or encumbrance, including those which are direct or indirect, express or implied, or oral or written, which results in any part of a contribution or expenditure, including any in-kind expenditure made in exchange for a contribution, being made to or expended on behalf of a candidate or a committee.

Contribution shall not include the Following: (a) Volunteer personal services provided without compensation, or payment of costs incurred of less than \$250 in a calendar year by an individual for personal travel expenses, if the costs are voluntarily incurred without any understanding or agreement that the costs shall be, directly or indirectly, repaid; (b)

Amounts received pursuant to a pledge or promise to the extent that the amounts were previously reported as a contribution; (c) Food and beverages, not to exceed \$50 in value during a calendar year, which are donated by an individual and for which reimbursement is not given.

Ballot question: means any question which is submitted or which is intended to be submitted to a popular vote at an election, including initiative, referendum, recall, judicial retention, or bond issue whether or not it qualifies for the ballot.

Election: A primary, general, special, or other election held in this state or a convention or caucus of a political party held in this state to nominate a candidate. *Election includes a vote on a ballot question.*

Expenditure: A payment, donation, loan, pledge, or promise of payment of money or anything of ascertainable monetary value for goods, materials, services, or facilities in assistance of, or in opposition to, the nomination or election of a candidate, or the qualification, passage, or defeat of a ballot question. (An offer or tender of an expenditure is not an expenditure if expressly and unconditionally rejected or returned). Expenditure shall include a contribution or a transfer of anything of ascertainable monetary value for purposes of influencing the nomination or election of any candidate or the qualification, passage, or defeat of a ballot question.

Business: Any corporation, partnership, limited liability company, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint-stock company, receivership, trust, activity or entity.

All reference to "Commission" shall mean the Nebraska Accountability and Disclosure Commission.

Statutory Authority: Section 49-1455, Nebraska Statutes.

Instructions for Completing Campaign Statements

The following items are noted to assist you in proper completion of your Campaign Statement. See also the **Candidate Committee Treasurer's Guide** for completed sample forms and details. If you would like assistance in completing your statement, please contact the Commission Office.

NOTE: Lincoln and Omaha City Elections - the instructions specified in this section relating to the Summary of Receipts and Expenditures and the reporting of contributions of over \$250 do not apply to city elections in Lincoln or Omaha. Committees supporting or opposing candidates or ballot questions in the Lincoln Elections or Omaha are required to report total receipts and expenditures and contributions of more than \$250 per reporting period and cumulatively for the combined Primary and General Election periods.

ITEM 4 - REPORTING PERIOD (Page 1)

The beginning date depends on whether you have previously filed Campaign Statements.

- Committees that have previously filed Campaign Statement(s) begin with the day following the close-out date of the last Campaign Statement filed.
- Committees that have not previously filed a Campaign Statement begin with the day money was **first raised, received, or spent**.

The period **ending** date is 5 days before the day the statement is due, except for the post election statement for the General Election which has a closing date of December 31.

ITEM 5 - NATURE OF COMMITTEE (Page 1)

Candidate Committees should be sure to include the District or Subdivision number, if any, under **Office Sought**.

SUMMARY OF RECEIPTS AND SUMMARY OF EXPENDITURES

Election Campaign Statements are cumulative for the election period including both the Primary and General Elections. **Receipts** and **Expenditures** begin with **zero** on the 1st Primary Election Statement. **DO NOT** carry over Receipts and Expenditures from an annual Campaign Statement to the 1st Primary Campaign Statement. Annual Campaign Statements should not carry forward receipts and expenditures from Election Campaign Statements.

SUMMARY OF RECEIPTS (Page 2)

Line 1: "Previous Receipts Reported for this Election."

- 1st Primary Statement: Line 1 should be **zero**.
- 2nd and Post Primary and 1st, 2nd and Post General Statements: Line 1 should be the amount from "Total Receipts Election to Date" (Line 10) of the **previous** Campaign Statement filed by the committee.
- Annual Statements: Line 1 should be **zero**

NOTE: Never carry a previous **Cash Balance** over to any line in the Summary of Receipts.

SUMMARY OF EXPENDITURES (Page 2)

Line 13: "Previous Expenditures Reported for this Election."

- 1st Primary Statement: Line 13 should be **zero**.
- 2nd and Post Primary and 1st, 2nd and Post General Statements: Line 13 should be the amount from "Total Expenditures Election to Date" (Line 17) of the **previous** Campaign Statement.
- Annual Statements: Line 13 should be **zero**.

CASH BALANCE SUMMARY (Page 2)

Line 18: "Cash on Hand at Beginning of Period:"

- If the committee has **not** previously filed a Campaign Statement, begin with **zero**.
- If the committee has previously filed a Campaign Statement, carry over the balance of "Cash on Hand at Close of this Period" from the **previous** Statement.

SCHEDULES A & B - CONTRIBUTIONS OVER \$250 RECEIVED DURING THIS ELECTION PERIOD (Pages 3 & 4)

- Add together all contributions including in-kind, received from the same donor during the Primary and General elections. If the total received during the election period goes over \$250, report **all** the contributions on the statement due.
- All contributors shown on the 1st Election Statement must be repeated on the 2nd Election Statement, and all on the 2nd must be repeated on the Post Election Statement, **even if** no new contributions are received.
- Carry over contributions shown on the Post-Primary Statement to the 1st General Statement. Annual Campaign Statements should not include contributors listed on election Campaign Statements.

IN-KIND CONTRIBUTIONS/EXPENDITURES

An in-kind contribution is also considered an expenditure of the committee just as if the committee had received money and used it to purchase the goods or services donated to it.

- Report in-kind contributions worth over \$250 on Schedule A or B. Describe the goods or services received on the Schedule or on p.8.
- Report in-kind expenditures worth over \$250 to **the same vendor** on Schedule D. Example: Several people split the bill for a fundraiser which was over \$250. The committee must report an in-kind expenditure to the club or person who received payment.

SCHEDULE C - LOANS (Page 5)

Outstanding loans should be carried over from Campaign Statement to Campaign Statement until the loans are shown as paid or forgiven. See **Candidate Committee Treasurer's Guide**.

SCHEDULE D, SECTION 1 - EXPENDITURES IN EXCESS OF \$250 (Page 6)

- List and **describe** all expenditures over \$250 - a label is not enough. "Rent" is a label - a description would include what was rented, its use, and the time period involved. All travel expenditure descriptions should include the date, purpose, and method of travel, and departure and destination points.

SCHEDULE D, SECTION 2 - UNPAID BILLS AND OTHER ACCRUED EXPENSES (Page 7)

Items shown on Schedule D-2 (accounts payable) must be carried over from Campaign Statement to Campaign Statement until paid. When payments are made, they are reportable in the Summary of Expenditures and on Schedule D-1 over \$250.

NOTE: Amounts owed to individuals for expenses which will be reimbursed late should be estimated if the exact amount is not known.

DON'T FORGET TO COMPLETE THE VERIFICATION SECTIONS ON PAGE 8

NOTE: Candidates for State Legislature and other covered elective offices (under the CLFA) Special instructions may apply. Contact the Commission office for details.

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.

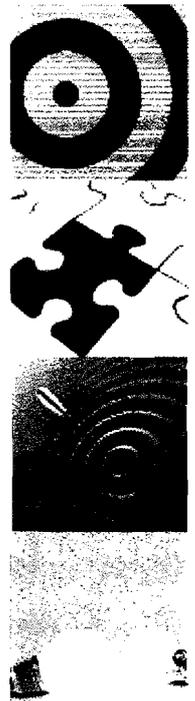
Without the assistance of the records grant we will not be able to fund the on line project we hope to build, so I want to make sure I satisfy your procedures and get this matter before the board in a timely fashion. Please let me know if you need anything else from me to expedite the consideration of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

Administrative Office of the Courts & Probation
P. O. Box 98910, Lincoln, Nebraska 68509-8910
Phone (402) 471-3730
Fax (402) 471-2197



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 Zirus's sales team and consultants. You're already considering Iowa Supreme Court Commission's application, and we invite you to partner with Zirus 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 Zirus's capabilities, but Oracle has too, naming Zirus Oracle Partner of the Year for the North Central Region for Oracle fiscal year 2008. Additionally, Zirus 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. Zirus 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.

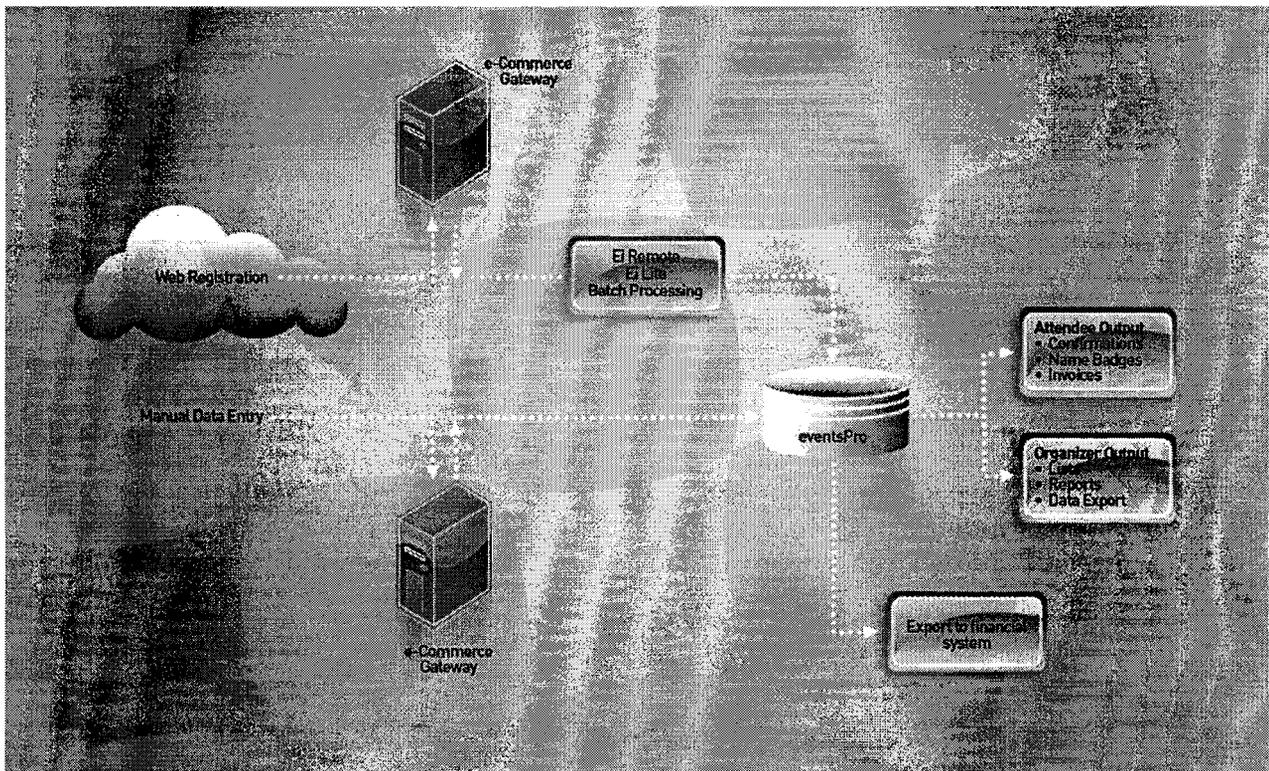
We have also identified that you have an increasing need for:

- 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.

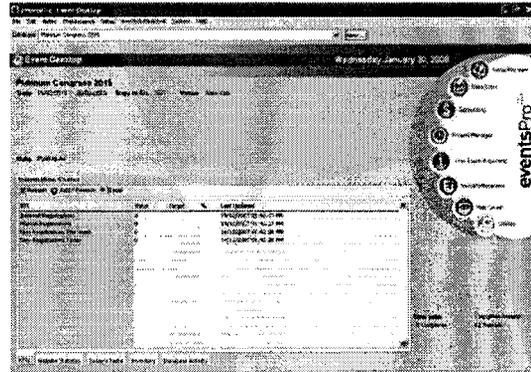
With ease you can schedule workshops, manage facilities and room set ups, assign instructors, set up fees, process payments, track budgets and prepare correspondence – all from the same, fully integrated database. You can also manage credits and transcripts with pinpoint accuracy.

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.