Approved *[signature]* 1/24/99
Date

MINUTES OF THE SELECT COMMITTEE ON INFORMATION MANAGEMENT

The meeting was called to order by Vice-Chair Mike Farmer at 3:32 p.m. on January 14, 1999, in Room 526-S of the Capitol.

All members were present except Representative Jim Morrison, who was excused

Committee Staff Present:
> Julian Efird, Kansas Legislative Research Department
> Audrey Nogle, Legislative Research Department
> Norman Furse, Revisor of Statutes' Office
> Gary Deeter, Committee Secretary

Conferees:
> Debra Luling, General Manager, Information Network of Kansas
> Jeff Russell, Director, Legislative Administrative Services
> Dave Larson, Director, Computer Services, Legislative Administrative Services

Others attending:
> None

Jeff Russell, Director, Legislative Administrative Services, identified Information Technology policy issues requiring further modification. He said there are three immediate areas to be addressed: 1) Legislators who want to install personal software on their own or their secretaries' computers; 2) Legislators who wish to utilize legislative software for legislative business on their personal computer; and 3) Legislators who ask legislative staff to assist them with personal computer software problems. He said a memo from Janet Jones, Chair of the Systems Review Team, also reviewed these issues. (Attachment 1) Answering questions, Dave Larson, Director of Computer Services, said that a legislator using legislative software on a personal computer does not violate the license if a license accompanies the transfer of software, but the problem of using state-purchased software on personal computers remains. Representative Dean requested Mr. Russell provide the committee with written copies of the issues. Staff Norman Furse observed that the Legislative Coordinating Council originally adopted computer policies in 1993. These will be distributed to members of the committee.

Debra Luling provided an overview of the services of the Information Network of Kansas (INK). (Attachment 2) She said that since the enacting legislation created the agency in 1990, INK has grown from 2000 hits a month to the present 5 million per month. She said that Kansas leads the nation in "digital democracy," ranking #1 in access to state government information. She encouraged the members to make use of Lobbyist-in-a-Box, by which a legislator can track up to 101 bills from inception to passage. Members expressed interest in a training session to familiarize themselves with INK's services.

Staff Julian Efird briefed the committee on **SB 5.** (Attachment 3) He said **SB 5** reorganizes the way the three branches of government look at Information Technology. The bill abolished the Kansas Information Resource Council and created an Information Technology Executive Council, with the duties of the former Chief Information Architect apportioned to three Chief Information Technology Officers,

CONTINUATION SHEET

MINUTES OF THE HOUSE SELECT COMMITTEE ON INFORMATION MANAGEMENT, Room
526-S Statehouse, at 3:30 p.m. on January 14

each representing one of the three branches of Kansas government. Presently Don Heiman, Director of
Division of Information Systems and Communications, serves as the executive CITO and the Chief
Information Architect. Steve Tallen recently accepted the position of Judicial CITO, and Fred
Boesch is serving as temporary Legislative CITO on a contract basis. Mr. Efird said that each agency IT
project over $250,000 must be submitted to the respective CITO for approval, a process working best
with the executive agencies.

Following discussion, the meeting was adjourned at 4:25. The next meetings are scheduled for Tuesday
and Thursday, January 19 and 21, 1999, touring the Kansas Bureau of Investigation and the Division of
Information Systems and Communications respectively.

SELECT COMMITTEE ON
INFORMATION MANAGEMENT
GUEST LIST

DATE: _January 14, 1999_

NAME	REPRESENTING
Sandy Carwell	AKA - Administrative Svc.
Deba L Luling	INK
David Strothmann	INK
Kent Galley	McGill, Gaches & Assoc
Whitney Damron	Kansas Information Consortium

JANET E. JONES
CHIEF CLERK
E Mail   JanetJ@Ser06.ksleg.state.ks.us

STATE OF KANSAS

STATEHOUSE
300 S.W. 10TH STREET
STE 477-W
TOPEKA, KANSAS 66612-1504
(913) 296-7633

TOPEKA

HOUSE OF
REPRESENTATIVES

MEMO

TO: Dick Bond, Senate President
             Chair, Kansas Strategic Computer Plan Steering Committee

FROM: Janet Jones, Chair, Kansas Systems Review Team

RE: Policy considerations

DATE: June 10, 1998

The Information Systems team has been meeting on issues relating to implementation of the new computer system developed under the Strategic Plan.

We are considering the necessity of adoption of certain policies which will need to be affirmed by the Steering Committee or the LCC. Please review the first of those issues which have been determined.

Approval of Non-Standard Hardware or Software -- A subcommittee of the Information Systems Team, consisting of the system administrators of Legislative Research, Revisor of Statutes, Legislative Administrative Services and Legislative Post Audit, will be responsible for approving the installation of any application program, driver or other software that resides on the computer's hard drive or modifies the operating system. The subcommittee similarly must approve installation of any scanner, camera, printer or other peripheral that attaches to the computer on the network. Subcommittee members must unanimously agree that the installation does not cause conflicts or malfunctions with the standard hardware or software configuration. The subcommittee will maintain a list of such approved software and hardware installations. If, in the subcommittee's opinion, the proposed installation constitutes a change in the Legislature's standard practices, that change will be brought to the full Information Systems Team for review, and possible referral to the Kansas Systems Review Team and/or Steering Committee.

   a) No software may be down loaded from the Internet on to state equipment without prior approval of the system administrator.
   b) Hardware changes will only be made to comply with ADA requirements or other hardship cases.
   c) No modems will be on any equipment when attached to the legislative network (this

Attachment 1
SCIM   1-14-99

includes legislators bringing in their own equipment.)

Rational: Some employees, especially those in leadership offices, often want the purchase and installation of special programs. In the past, because we were so fragmented in our operation that was often done. The problems which arise from that are:

a) Additional cost for programs which may not be used for any length of time.
b) Problem often arise when one program installation conflicts with a standard program already on the machine.
c) When support is needed, no one is trained on that program so either the person needing help is frustrated or the staff trying to help has to spend a great deal of time researching the problem.
d) Modems are an opening in the firewall which allows for breached in security. To ensure protection of the network, there cannot be open connections.

State owned software -- Software purchased for legislative use will be installed only on equipment owned by the state and for which licenses have been paid. Copies will not be given to staff or legislators for use on their own equipment.

Individual computer security -- Passwords will expire after 180 days. There will be no reuse of passwords. All passwords will use eight characters, alpha and numbers mixed. Passwords will be assigned by the administrators.

Lobbyist - In - A - Box
Information Network of Kansas

http://www.ink.org/ink/liab/liab-main.cgi

Information Network of Kansas
534 S. Kansas Ave., Suite 1210
Topeka, Ks 66603
785.296.5509

Introduction

Lobbyist-In-A-Box has been developed as a user-friendly powerful tool by lobbyists for lobbyist. As will be illustrated throughout this documentation, this application allows the user to create profiles of bills by using keyword searches and/or bill numbers. Lobbyist-In-A-Box will then monitor the profiles and alert you as to any new bills fitting the user defined profile or alert you to changes of bills already in the profile.
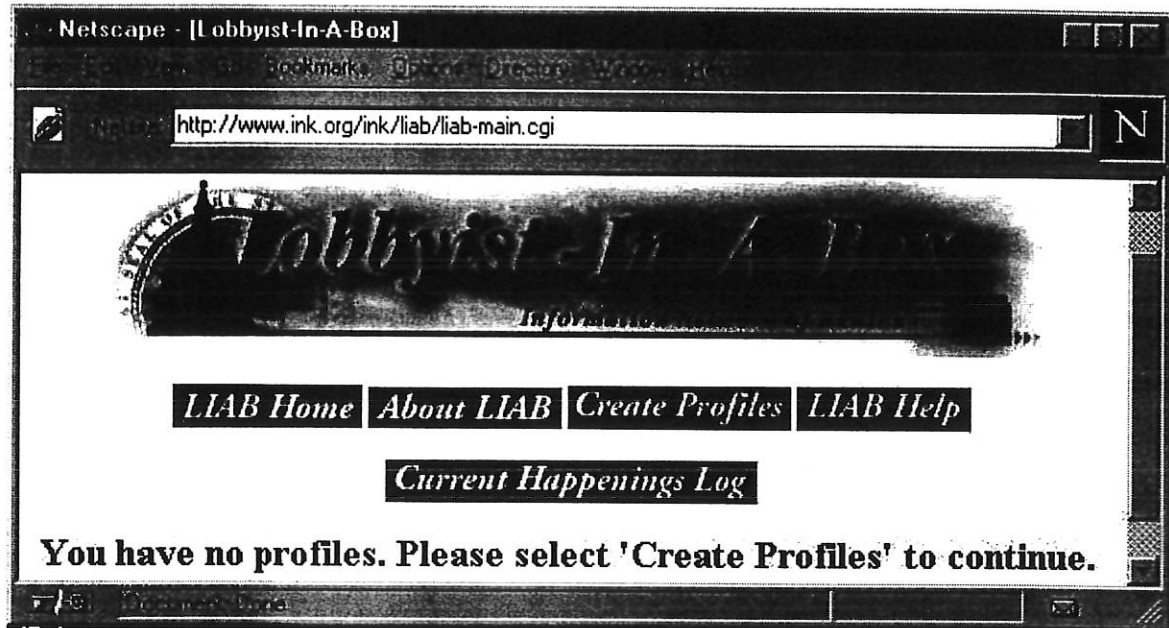
Creating a Profile

Profiles are the "key" to making this application work. A profile is where you store all of the information that you are tracking on legislative bills.

There are four (4) steps involved to creating your profile:
1. Naming the profile - a short, yet descriptive title for your profile
2. Assigning a description (optional) - a longer explanation of profile contents
3. Keyword - one keyword or search phrase may be stored with your profile.
4. Bill Numbers - entering the bill number you wish to track (if known).

* Note: You must enter at least a keyword **OR** bill number, although you always have the option of entering both.

To create a profile, click on the **Create Profile** button on the Lobbyist-In-A-Box® main page. You will then be presented with the following screen.

```
Netscape   [Creating a profile]

http://www.ink.org/ink/liab/maintain-profile.cgi                    N
```

Creating a new profile

Profile Name:

[   ]

Profile Description:

[   ]

Search Keyword or Phrase:

[   ]

For help on keyword searching, take a look at the Keyword Searching Instructions

Bills:

Enter bill numbers to add:

[   ] [   ] [   ] [   ] [   ] [   ]
[   ] [   ] [   ] [   ] [   ] [   ]
[   ] [   ] [   ] [   ] [   ] [   ]

2-3

Profile Name

Every profile created must contain a "profile" name. You are allowed to call your profile anything you want, but we recommend one (or both) of the following ways:

Client Name
If your client is the Kansas Oil Company, then the profile would be named "Kansas Oil Company."

Topic (or subject matter)
If you were creating a profile that monitored legislation pertaining to Kansas Property Tax, you would name the profile "Kansas Property Tax" or "Property Tax."

Profile Description (Optional)

This is simply an area where you may expand on the profile name. If you have named your profile "Kansas Property Tax," you could then provide a longer explanation.

Keyword (or Keyword Phrase)

The Keyword or phrase search function allows you to search for a specific word, or multiple words or phrases. This is the keyword that stays with the profile. If you wish to change the current keyword that is with the profile, it will need to be changed from the *Profile Maintenance* section (please refer to the *Profile Maintenance* section for further information).

For example, if you create a profile that is going to track farming issues, then you might enter in the keyword "Cattle". This keyword is now directly linked with the profile. Each night, when INK runs the nightly process, "Cattle" will be checked against all the bills that were introduced or worked on, that day in the legislature. If any new bills were introduced or changes made to bills containing that keyword, you will be alerted to that fact the next day.

2-4

The true power behind INK's Legislative Services is the ability to perform complex searches to locate specific information. The more defined your search query is, the fewer number of results will be returned. By using words such as AND, OR, & NOT you can quickly narrow the number of results to the actual information that you are seeking.

Search Instructions

The following instructions will help assist you in performing searches that use the Glimpse Search Engine.

Strings

Strings are any sequence of characters, including the special symbols `^' for beginning of line and `$' for end of line. The following special characters (`$', `^', `*', `[', `^', `|', `(', `)', `!', and `\') as well as the following meta characters special to glimpse: `;', `,', `#', `<', `>', `-', and `.', should be preceded by `\' if they are to be matched as regular characters. For example, \^abc\\ corresponds to the string ^abc\, whereas ^abc corresponds to the string abc at the beginning of a line.

Classes of characters

A list of characters inside [ ] (in order) corresponds to any character from the list. For example, [a-ho-z] is any character between a and h or between o and z. The symbol `^' inside [ ] complements the list. For example, [^i-n] denote any character in the character set except character 'i' to 'n'. The symbol `^' thus has two meanings. The symbol `.' (don't care) stands for any symbol (except for the new line symbol).

Boolean Operations

Search using the "and" operation

To search for more than one word when you want both words to be in the document, enter the ';' between the words. Example: To search for both of the words "school" and "tax", you would enter "school;tax".

Search using the "or" operation

To search for more than one word when you want just one of the words to be in the document, search with the ',' between the words. Example: To search for either of the words "school" or "tax", you would enter "school,tax".

2-5

Search using the "not" operation

To search for documents that contain a word or words, but also do not contain other words, you would use the "~" symbol. Example: To search for the word "school" but not "tax", you would enter "school;~tax".

Wild Cards

The "." symbol is used to denote any one character. The symbol "#" is used to denote a sequence of any number of characters. Note: ".*" will have the same function as "#".

2-6

Bill Numbers

The Bill Number field for LIAB allows you to add specific bills to your profile. You will be alerted to changes in the status of a bill added to your profile after the nightly update. All legislative information is updated on a nightly basis.

You can enter bills in the following manner:

> House Bills should be entered as "2010" (omit the quotes)
> Senate Bills should be entered as "5" (omit the quotes)

It is not necessary to enter the bill numbers with an "H", "HB", "S", "SB". If you do enter in any preceding letters, the program will ignore them.
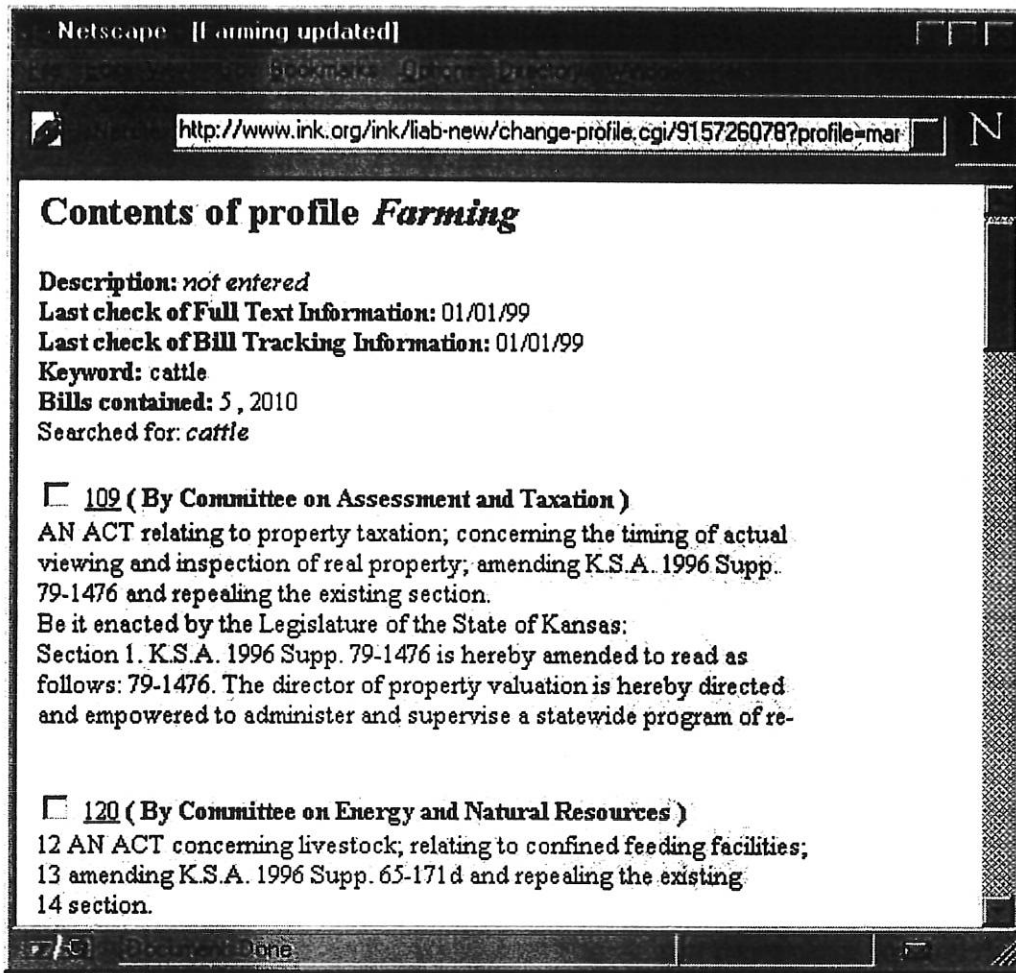
Adding Bills to New Profile

After you have input all the criteria for your profile, you will click on the **Make these Changes** button. You will be presented with a screen where you add the bills from your keyword search (if used) to your profile.

The screen that appears contains the following information:
> ➤ Profile Name
> ➤ Description of Profile (if entered)
> ➤ Last check of the bill tracking (which at this point is obsolete, since you are creating a profile)
> ➤ Keyword Search string (if entered)
> ➤ A listing of the bills that match the keyword or phrase entered
> ➤ A listing of the bill numbers entered

This screen (as shown below) presents a listing of all the bills containing the keyword or phrase you entered. You will see a checkbox to the left of each bill. Also note that each bill number displayed is hyperlinked. This allows you to click on the bill number to view the full text of the bill. This added feature helps you to determine if this is a bill that you want added to your profile.

For example, had you entered "cattle" as your keyword, you would have the following bills to choose from:

2-7

http://www.ink.org/ink/liab-new/change-profile.cgi/9157260787?profile=mar   N

Contents of profile *Farming*

Description: *not entered*
Last check of Full Text Information: 01/01/99
Last check of Bill Tracking Information: 01/01/99
Keyword: cattle
Bills contained: 5 , 2010
Searched for: *cattle*

☐ 109 (By Committee on Assessment and Taxation)
AN ACT relating to property taxation; concerning the timing of actual
viewing and inspection of real property; amending K.S.A. 1996 Supp.
79-1476 and repealing the existing section.
Be it enacted by the Legislature of the State of Kansas:
Section 1. K.S.A. 1996 Supp. 79-1476 is hereby amended to read as
follows: 79-1476. The director of property valuation is hereby directed
and empowered to administer and supervise a statewide program of re-

☐ 120 (By Committee on Energy and Natural Resources)
12 AN ACT concerning livestock; relating to confined feeding facilities;
13 amending K.S.A. 1996 Supp. 65-171d and repealing the existing
14 section.

Once you have determined the bills you want, you are now ready to add these bills to
your profile. Simply click in the box to the left of the bill number and a check mark will
be placed there. After checking all the bills you want added to your profile, click on the
Add Selected Bills button.

If you should happen to check a box that you do not want, simply click in the box again
and the check mark will be removed.

The screen that appears next is a confirmation screen that confirms the bill numbers
added. At this point you have two options:

1. Return to LIAB Home page to create another profile
2. Make other changes to your profile (please refer to the section *"Maintaining Profiles"*
   for further instruction on this option.

2 -8

http://www.ink.org/ink/liab-new/search-add-bills.cgi?profile=mary-2&keyw

N

Profile *Farming* updated

Bills added: **109 , 120**

Contents of profile *Farming*

Description: *not entered*
Last check of Full Text Information: 01/01/99
Last check of Bill Tracking Information: 01/01/99
Keyword: cattle
Bills contained: 5 , 109 , 120 , 2010

Make final changes to the profile Farming

If you do not wish to make any more changes to the profile *Farming*, select

LIAB HOME

2-9

Checking Profiles

One you have created a profile you may want to check the profiles for changes that may have occurred. Or you may want to know if any new bills have been introduced meeting your profile's criteria.

Your profiles are listed in alphabetical order on the main page of the Lobbyist-In-A-Box program. This is where you are notified of whether or not there are changes to any of your profiles.

Keyword Changes

If any bills had changes or were introduced, that contains your keyword, and are not currently in your profile, you will be alerted to the fact by the blinking **"X"** located in the Keyword column. Clicking on the **X** will run a process that will produce a listing of all bills that contain the keyword associated with the profile. (Refer to the section *Adding Bills to New Profile* for further instruction)

Profile Changes

If there have been changes to any bills that are contained within your profiles, you will be alerted to that fact by the change of color to the profile name (text will go from black to red). You will then want to run a "Status Check" to see what changes occurred to the profile.

Status Checking

To check the status of your profiles, first select an option within the **Status** menu on the profile list page. You may choose from the following:

> ➤ Full Text and Bill Tracking
> ➤ Full text
> ➤ Full History
> ➤ Last Action
> ➤ Last Three Actions

After selecting the desired option, click on the **$1** icon button to the right of the Status field. The process of checking your profile will begin. The following screen depicts the process:
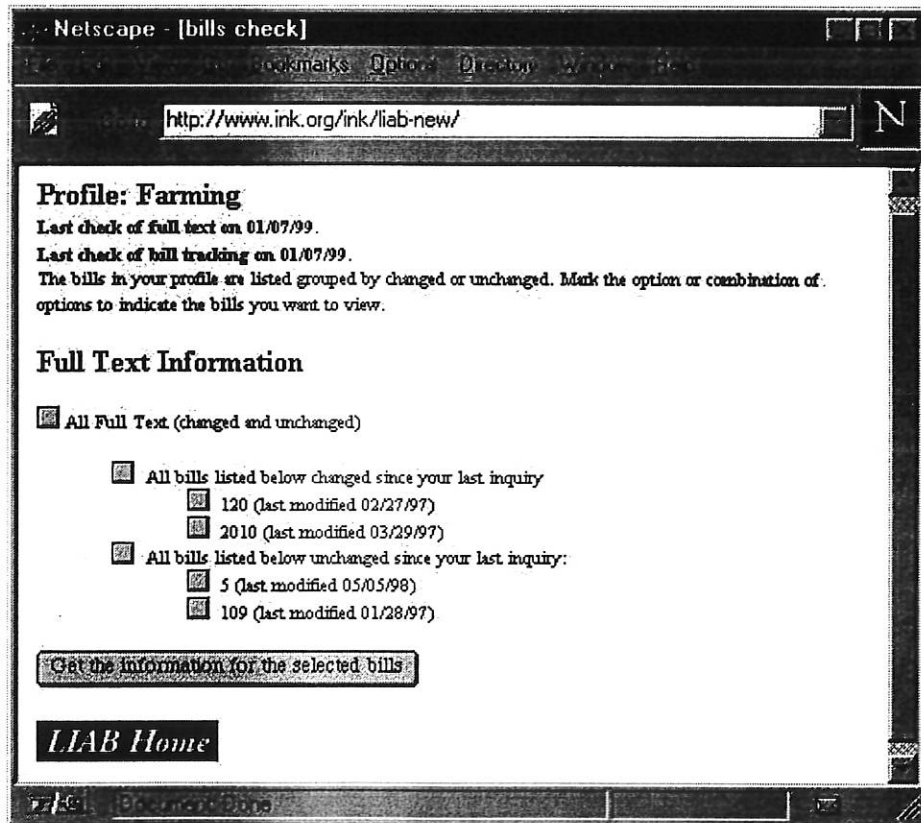
Checking 5..
Checking 109..
Checking 495..
Checking 2001..
Checking 2829..

2 -/0

After the process has run you are then presented with a screen (similar to the following two screens) that provides you with several options to view the information contained within your profile.

Searching on Full Text

➢ All Full Text (changed and unchanged)
Checking this option will provide the Full text of every bill in your profile whether they have been changed or unchanged.

➢ All Bills Listed (with changes)
If this option is selected, it will display the Full Text of all the bills in your profile that have only been changed.

➢ Individual Bill (with changes)
This option allows you to select specific bills with changes for which you would like to view the Full Text.

➢ All Bills Listed (without changes)
You may opt to view the Full Text of all the bills in the profile that has not had changes.

➢ Individual Bills (without changes)
View the Full Text of specific bills that have not had changes.

(This screen is based on doing a check for Full Text of Bill changes)

```
Netscape - [bills check]

            ookmarks  Optio..  Direc..y

   http://www.ink.org/ink/liab-new/              N

Profile: Farming
Last check of full text on 01/07/99.
Last check of bill tracking on 01/07/99.
The bills in your profile are listed grouped by changed or unchanged. Mark the option or combination of
options to indicate the bills you want to view.

Full Text Information

☑ All Full Text (changed and unchanged)

     ☑ All bills listed below changed since your last inquiry
         ☑ 120 (last modified 02/27/97)
         ☑ 2010 (last modified 03/29/97)
     ☑ All bills listed below unchanged since your last inquiry:
         ☑ 5 (last modified 05/05/98)
         ☑ 109 (last modified 01/28/97)

   [ Get the information for the selected bills ]

   LIAB Home
```

2-11

Searching on Bill Tracking:

- ➢ All Bill Tracking (changed and unchanged)
  Checking this option will provide the Bill Tracking of every bill in your profile whether they have been changed or unchanged.
- ➢ All Bills Listed (with changes)
  If this option is selected, it will display the Bill Tracking of all the bills in your profile that have only been changed.
- ➢ Individual Bill (with changes)
  This option allows you to select specific bills with changes for which you would like to view the Bill Tracking.
- ➢ All Bills Listed (without changes)
  You may opt to view all the bills in your profile that has not had Bill Tracking changes.
- ➢ Individual Bills (without changes)
  View the Bill Tracking of specific bills that have not had changes.

(This screen is based on doing a Bill Tracking check for changes)
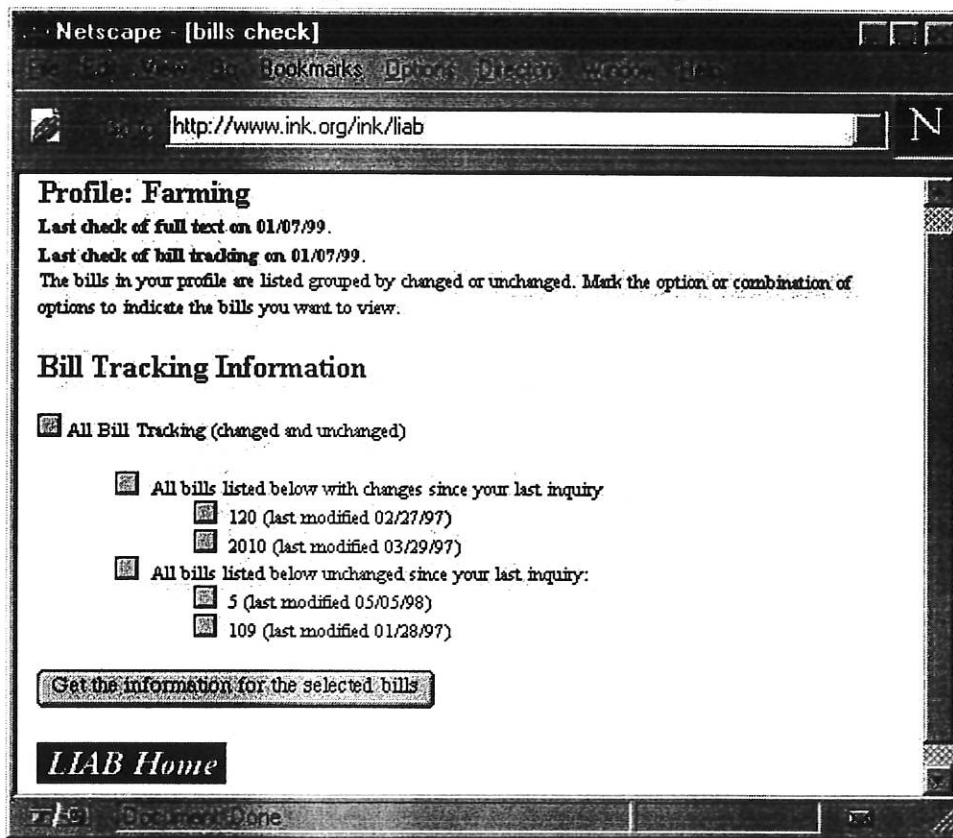
If you opted to check the "Full Text and Bill Tracking" status of your profile, you may select the **All Full Text and Bill Tracking information (changed and unchanged)** option. This will display all the Full Text and all the Bill Tracking of every bill in your profile whether the information is changed or unchanged.

2-12

The Defaults screen is where you are able to set all your profile "defaults". For instance, if you have five (5) profiles and you always want to check the "Full History" on them, you can set the status check to **Full History**. If you would like to be notified of changes via email, enter your email address in the **Your email address is:** field.

```
┌──────────────────────────────────────────────────────────┐
│ · ·Netscape - [Liab Profile Defaults]              ┌┌┌┌   │
│        Bookmarks Options Directory Window                 │
│ ┌──┬────────────────────────────────────────────┬──┬───┐ │
│ │  │ http://www.ink.org/ink/liab-new/defaults.cgi│  │ N │ │
│                                                          │
│              Liab Profile Defaults                       │
│                                                          │
│         Your email address is: │mary@ink.org  │          │
│                                                          │
│          ┌──────────┬──────────────────────────┐         │
│          │ Profile  │        Default           │         │
│          ├──────────┼──────────────────────────┤         │
│          │ Banking  │ Full Text and Bill Tracking ▼│      │
│          ├──────────┼──────────────────────────┤         │
│          │ Farming  │ Full Text and Bill Tracking ▼│      │
│          ├──────────┴──────────────────────────┤         │
│          │            Make Changes              │         │
│          └──────────────────────────────────────┘         │
│                                                          │
│              │ LIAB HOME │ │ LIAB HELP │                 │
└──────────────────────────────────────────────────────────┘
```

To set your defaults, pull up the drop down menu by clicking on the down arrow. Scroll through the list and select the option you want the profile to default to, then click on **Make Changes**.

The email address is used to notify you of updates to your profile. INK's legislative process is run nightly, we will be checking your profiles against the nightly data, and if there are changes to your profile, you will be sent an email message. If your email address changes, you will need to return to the Default area and enter in the new address in order for it to take effect.

To set your email address, enter it in the email field and click on **Make Changes**.

2-13

Profile Maintenance

This section allows you to make changes to information that is currently in your profiles. Within this area you can:

> Change Items in Profile
>   Change the profile name, description or keyword
> Add to Profile
>   Add more bills by number
>   Add bill from another keyword search
> Delete From Profile
>   Delete bills from the profile

Profile Contents

This area allows you to view the contents of your profile. It is recommended that you print out this Contents sheet, of each profile, weekly. This is a safety procedure for you. Should you delete a profile by mistake, you can then re-build the profile from the information contained here.

The Contents displays the following:

> Profile Name
> Profile Description (if used)
> Keyword (if used)
> Bill in Profile

2 -14

Delete Profiles

Use this screen to delete profiles, which you no longer wish to maintain. **Check the box** that corresponds to the profile you want to delete and then select **Delete these Profiles.**
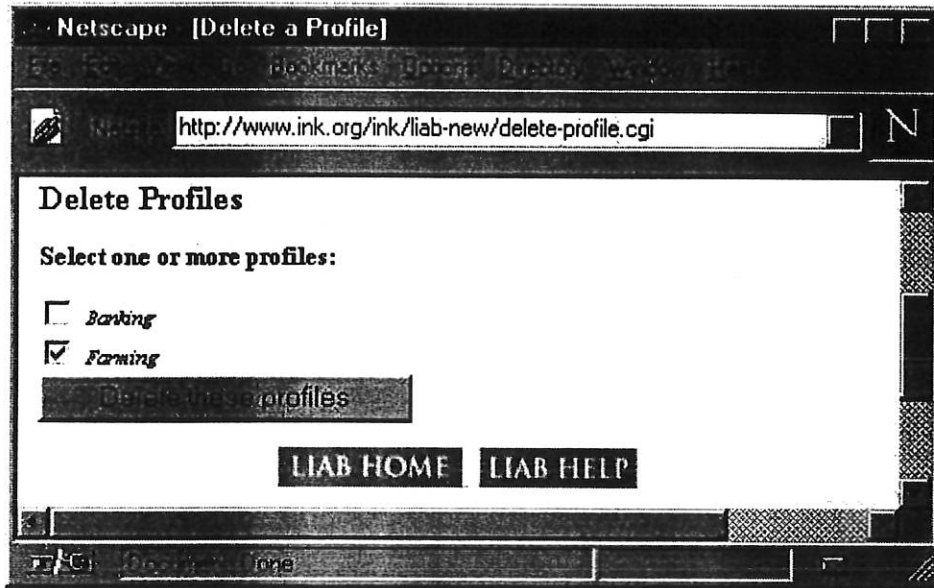
A confirmation screen appears next to verify that this is the profile you want deleted.
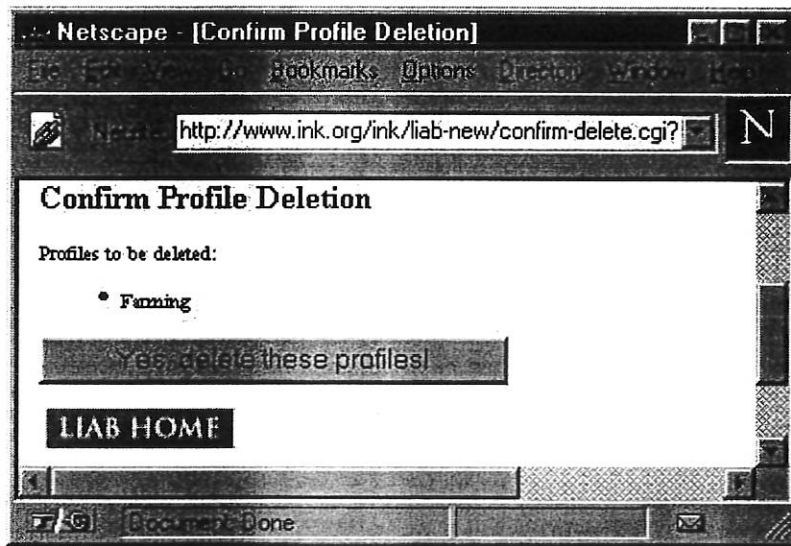
If you do not want to delete the profile, press the **LIAB Home** button.

If you are sure you want to delete this profile, click **Yes, delete these profiles!**. The next screen to appear confirms that the profile has been deleted.

2 -/5

Information Network of Kansas Premium Legislative Information

Legislative Bill Tracking

The Information Network of Kansas (INK) Legislative Bill Tracking service allows you to closely monitor legislative bills of interest. Within this application, you are able to perform searches based on the last three actions of a bill, or obtain the full history of a bill.

Track bills of interest by entering in a bill number and selecting *"Last 3 Actions on the bill"* or *"Full History of the bill"*.

Lobbyist-In-A-Box

Lobbyist-In-A-Box (LIAB) is a unique program offered to you by the Information Network of Kansas. LIAB has been developed as a user-friendly powerful tool by lobbyists for lobbyists. This application allows the user to create profiles of bills by using keyword searches or bill numbers. LIAB will then monitor the profiles and alert you as to any new bills fitting the user defined profile or alert you to changes of bills already in the profile.

Creating profiles is the key to making this application work for you. A profile is where you store all the information that you are tracking on the legislative bills. When creating your profile, you may elect to set up the profile using keywords and bill numbers or by bill numbers only. There is no limit to the number of bills that can be contained within the profile, nor is there a limit to the number of profiles you can create!

Daily Bill Packets

The Daily Packets contain the full text of all the bills that were introduced the previous day; along with the House and Senate Calendars & Journals.

House and Senate Audio

Listen to House and Senate deliberations from the comfort of your office!
(No charge)

Fees

Legislative Bill Tracking is available to all INK subscribers for $0.25 per search. Lobbyist-In-A-Box is available to all INK subscribers for:
> $1.00 per search on a profile; or
> $50.00* per month for unlimited search access to profiles.
Daily Bill Packets are available to INK subscribers for $2.00 per packet.

* *(Applies only during the legislative session.)*

S.B. 5 enacts new provisions and amends current statutes pertaining to state agencies, officers, and employees. The bill enhances the capabilities of the legislative, executive, and judicial branches of state government when reviewing proposed information technology projects and modifies the state's current procedural requirements relative to plans for projects, budget estimates for projects that exceed $250,000, deviations from the state's architecture, and notification of changes in proposed projects. The bill also revises the state's classification of certain agency positions, amends several statutes pertaining to purchasing, and revises the names and organizational dates of some legislative committees.

Information Technology Reorganization. The bill abolishes the Kansas Information Resources Council (KIRC) and creates the Information Technology (IT) Executive Council. The membership totals 17 statutory participants, including the Secretary of Administration, the Executive Chief Information Technology Officer (CITO), two cabinet agency heads, one non-cabinet agency head, the Governor's Chief of Staff, the Budget Director, the Board of Regents Executive Director, the Commissioner of Education, the Legislative CITO, the Judicial CITO, the Judicial Administrator, three CITOs or CEOs from the private sector, one city and one county representative from local governments, and the Information Network of Kansas (INK) Network Manager.

The Secretary of Administration serves as the Chairperson of the IT Executive Council. Only members can vote and members' designees may attend, but may not vote. The IT Executive Council will establish the state's information technology architecture and policies for all branches of state government. It retains KIRC's planning duties and KIRC's non-planning duties are transferred to Executive CITO.

The IT Executive Council is directed to implement, administer, and enforce the information technology provisions of law that are applicable to all state agencies by:

1. adopting information technology policies and procedures; an information technology architecture for all state agencies; standards for data processing management; and a strategic information technology management plan;

2. coordinating the state's information technology resources;

3. designating lead agencies for implementing new technologies; and

4. carrying out the provisions of law vested in the Council.

The bill establishes an Office of the Chief Information Technology Architect (CITA). The position of CITA is appointed by the Secretary of Administration, with approval of the Governor. The CITA reports to the Secretary of Administration, acts as staff to IT Executive Council, and retains the planning and policy duties of current the Chief Information Architect (CIA). The CITA makes proposals to the IT Executive Council regarding information technology policies and procedures; an information technology architecture for

all state agencies; standards for data processing management; and a strategic information technology management plan.

The bill also creates an Executive Chief Information Technology Officer (CITO), appointed by the Secretary of Administration, with approval of the Governor. The CITO reports to both the Governor and Secretary of Administration. The duties include reviewing executive branch agency three-year plans, deviations from IT architecture, threshold IT projects, and threshold IT project overruns. The nonplanning duties of the current CIA position are transferred to the Executive CITO. Those duties assigned to the Executive CITO include reporting deviations from IT architecture to the CITA; submitting recommendations to the Division of the Budget on information technology projects; monitoring executive agency compliance with policies and procedures; coordinating implementation of new information technologies; designating lead agencies for new technologies; reviewing all specifications for bids or proposals; and performing other functions as directed.

The legislation creates a Judicial CITO that is appointed by the Judicial Administrator and approved by the Chief Justice. The position reports to the Judicial Administrator. The duties of the Judicial CITO include reviewing judicial branch agency three-year plans, deviations from IT architecture, threshold IT projects, and threshold IT project overruns. Other duties assigned to the Judicial CITO include reporting deviations from IT architecture to the CITA; submitting recommendations to the Judicial Administrator on information technology projects; monitoring judicial agency compliance with policies and procedures; coordinating implementation of new information technologies; designating lead agencies for new technologies; reviewing all specifications for bids or proposals; and performing other functions as directed.

The bill also creates a Legislative CITO position that is appointed by the Legislative Coordinating Council (LCC), with input from the Joint Committee on Information Technology. The duties of the Legislative CITO include reviewing legislative branch agency three-year plans, deviations from IT architecture, threshold IT projects, and threshold IT project overruns; serving as staff to the Joint Committee; and performing other tasks as assigned by the LCC. Other duties assigned to the Legislative CITO include reporting deviations from IT architecture to the CITA; submitting recommendations to the LCC on information technology projects; monitoring legislative agency compliance with policies and procedures; coordinating implementation of new information technologies; designating lead agencies for new technologies; reviewing all specifications for bids or proposals; and performing other functions as directed.

The legislation establishes a threshold for information technology projects and requires that all state agencies proposing a project costing $250,000 or more submit a project budget estimate to the appropriate CITO in the agency's branch of government. A written program statement must contain the following:

- a detailed description and justification of the project;

- the tasks and schedules for each phase of the project;

- a financial plan; and

- a cost-benefit statement.

On July 1 of each year, Executive, Judicial, and Legislative CITOs shall submit to the Joint Committee copies of all three-year plans, budgets for threshold IT projects, and deviations from IT architecture for agencies in each branch of government. The Legislative CITO reviews all information and makes recommendations to the Joint Committee regarding the merits and appropriations required.

The Legislative CITO monitors state government's information technology projects, and at times agreed upon by the three CITOs, makes reports to the Joint Committee on implementation, expenditures, and revisions to project costs. Whenever the total cost of a project increases above the approved amount by more than either $1.0 million or 10.0 percent of the authorized cost, the agency head is required to notify the Joint Committee about the information technology project change or overrun. The agency head also is required to notify the Joint Committee about any change in the scope of an approved project or any change in the proposed use of information technology equipment. The Joint Committee reports on these changes and overruns to the House Appropriations Committee and Senate Ways and Means Committee.

The Joint Committee has statutory duties to:

- study computers, telecommunications, and information technologies used by state agencies;

- review proposed new acquisitions and the implementation plans, including all information technology project budget estimates and three-year strategic information technology plans;

- make recommendations on implementation plans, budget estimates and three-year plans to the Appropriations Committee and Ways and Means Committee;

- monitor newly implemented technologies, including all information technology projects for state agencies which have been authorized or for which appropriations have been approved by the Legislature;

- report to legislative committees annually and as deemed appropriate; and

- introduce legislation.

Unclassified Positions. Two provisions amend the law regarding certain positions in state government. First, positions in the information resource manager job class series of state agencies will be changed from the classified to unclassified service as present positions become vacant. Second, the Securities Commissioner may appoint directors in the unclassified service who shall have unspecified special training and qualifications for such positions. A proviso protects the classified status of any person employed in the Office of the Securities Commissioner prior to this amendment.

Purchasing Changes. The bill modifies the law relating to purchasing practices of state agencies. This bill:

- permits sole source procurement when the acquisition is determined to be in the best interest of the state or when compatibility with existing contractual services, supplies, or equipment is the overriding consideration or when a used item becomes available and is subject to immediate sale;

- increases the dollar amount of purchases that can be bid by telephone, fax, or sealed bids from $5,000 to $25,000;

- authorizes posting of public notices on a bulletin board for three days as a means to solicit bids for purchases between $25,000 and $50,000, rather than $5,000 and $10,000, under current law; and

- allows the Director of Purchases to delegate authority to any state agency to make direct purchases of less than $25,000.

Under the last item, if the acquisition is funded in part or entirely by a grant, the delegated purchasing authority will have no dollar limit. Also, the requirement that notices be published in the *Kansas Register* to solicit bids is continued, but the dollar threshold is increased from $10,000 to $50,000.

The "public bulletin board" includes an electronic monitor in the Office of the Director of Purchases, Internet access to notice of bids that is available through the Information Network of Kansas (INK), and paper copies of bidding information that are available from the Division of Purchases. Prospective bidders also may complete a "vendor registration application," which allows bidders to specify the categories of commodities and services they offer. The information included on the application is entered into a database, which is used by the Division of Purchases in soliciting bids.

The Director of Purchases is required to make reports to the LCC, the Chairpersons of the Senate Ways and Means Committee and the House Appropriations Committee, and the Chairperson of the Kansas Performance Review Board. These reports include a list of all contracts over $5,000 entered into without competitive bids, a list of agencies with delegated purchasing authority, and a list of instances in which the Director waived publication of the notice of bid solicitations in the *Kansas Register*. The bill also authorizes the Director of Purchases to participate in cooperative purchasing agreements or a consortium for purchasing of supplies, materials, equipment, or contractual services. This consortium could include federal agencies, agencies of other states, or local units of government.

Legislative Committee Changes. The bill changes the organizational date for most of the Legislature's joint committees from July 1 to the first day of a legislative session. Those entities subject to this change include the following joint committees: State Building Construction; Economic Development; and Information Technology; and Pensions, Investments, and Benefits.

3-4

In addition, the bill changes the statutory name of two standing committees in order to conform with the organizational changes adopted by the House of Representatives and Senate for the 1997 and 1998 sessions. The two changes include renaming the Senate Committee on Transportation and Utilities as the Senate Committee on Transportation and Tourism, and redesignating the House Committee on Environment and Natural Resources as the House Committee on Environment.

3-5