

Approved: Deena Horst
3-14-02 Date

MINUTES OF THE E-GOVERNMENT COMMITTEE.

The meeting was called to order by Chairperson Deena Horst at 3:35 p.m. on February 26, 2002, in Room 526-S of the Capitol.

All members were present.

Committee staff present:

Lisa Montgomery, Revisor of Statutes' Office
Jim Wilson, Revisor of Statutes' Office
Martha Dorsey, Legislative Research Department
Robert Chapman, Legislative Research Department
Gary Deeter, Committee Secretary
Dean Samuelson, Secretary

Others attending: See attached sheet.

The minutes for the February 19, 2002, meeting were approved as printed. (Motion, Representative Wilson; second, Representative Levinson)

The Chair noted the distribution of the Annual Summary of Agency Three-Year Information Technology Management and Budget Plans from the Kansas Information Technology Office. (Selected pages form Attachment 1)

The Chair opened discussion on **HB 2667**. Staff Jim Wilson reviewed an amendment to **HB 2667**, saying the amendment obviates the need for various agencies to individually seek statutory permission to use digital or electronic signatures, noting that the bill remains the same except for the changes in (f) and (g) under Section 1. (Attachment 2) He said the amendment does not mandate an agency's use of digital or electronic signatures, but specifies that if such signatures are used, the agency must follow the rules and regulations laid out by the Secretary of State. Representative Holmes added that if an agency decides to use such signatures, the rules and regulations requirement provides legislative oversight through the Rules and Regulations Committee. Answering questions, Mr. Wilson said that the definition of *person* in (f) includes state agencies; he explained that the term *state agencies* includes Regents institutions, but not K-12 schools. He said the repeal of K.S.A. 2001 Supp. 16-1605 mentioned in Section 2 does not eliminate the use of a physical signature, but allows digital (encrypted) and electronic facsimile signatures to be valid as well.

Representative Holmes made a motion to accept the report of the sub-committee amending **HB 2667**, seconded by Representative Levinson. The motion was passed unanimously. Representative Holmes made a motion to adopt the amended bill as a substitute for **HB 2667**. Seconded by Representative McLeland, the motion passed unanimously.

The Chair opened discussion on **HB 2719**, asking Representative Morrison to report on the joint sub-committees' work on the bill. Representative Morrison said that proposed amendments had been set aside, and that concerns relayed by Representative McLeland from Margaret Haddock, Purchasing Agent for Wichita State University, had been worked out with John Houlihan, Director, Division of Purchasing. The Chair noted the circulars provided by Mr. Houlihan regarding purchasing policies. (Attachment 3)

Representative Morrison made a motion, seconded by Representative Gatewood, that the sub-committees' report be accepted in its present form. The motion carried. Answering questions, Mr. Houlihan said that grants are not handled differently in the bidding procedure unless specified in the grant and that grants did not affect the appropriations process.

A motion was made to pass **HB 2719** favorably. (Representative Lane, second, Representative Levinson.)

Discussing the motion and expressing a concern that agencies be free to purchase at less than the state contract price, Representative McLeland introduced a motion to amend **HB 2719** directing the Director of Purchases to participate in the national association of educational buyers and allow state agencies to purchase supplies, materials or equipment off contract if the equivalent can be purchased at a lower price. The motion was seconded by Representative Goering. (Attachment 4) Members expressed concern that

CONTINUATION SHEET

if the amendment passed, making information on a given contract variable or optional might abrogate a purchasing contract or might make companies reluctant to bid. Asked to respond, Mr. Houlihan said current law already allows him to be involved in a buying consortium. He said a statewide contract may not get the lowest price on small items like spark plugs, but it can mean significant savings for larger items. The amendment failed on a vote of 5-8. The motion to recommend passage of **HB 2719** was passed by a vote of 9-3.

Further discussion regarding purchases was discussed. Representative Holmes noted that the Governor's new airplane was obtained by a lease-purchase arrangement that circumvented the bid process. He expressed concern that the state's debt service costs were growing. Representative Morrison expressed appreciation for Mr. Houlihan's frugal Information Technology purchases and said it is the legislature's, not the Director of Purchasing's, responsibility to address policy regarding lease-purchasing. Answering a question, Mr. Houlihan said he had not been involved in lease-purchases. Staff Robert Chapman noted that information on lease-purchases, although reported, is not easily available. Representative Holmes said that such information can be obtained only by going through individual agency budgets. Members discussed ways to make lease-purchase information more transparent. The Chair stated that she will approach the Speaker regarding the issue when she discusses the Strategic Plan with him.

The Chair announced that sub-committees may meet on Thursday, March 7, and also on Tuesday, March 12. The meeting was adjourned at 4:59 p.m.

e-GOVERNMENT COMMITTEE

GUEST LIST

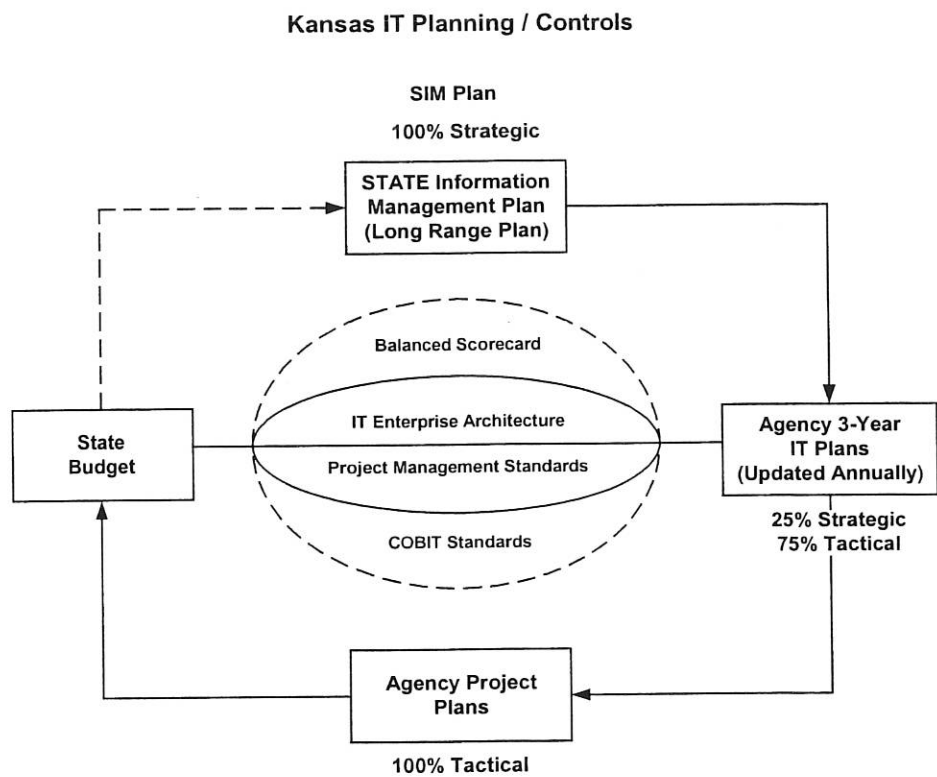
DATE: FEBRUARY 26 2002

NAME	REPRESENTING
Leo Vogel	Dept of Admin
John Houlihan	" "
LORNA PHILLIPS	KONE
D. KEITH MEYERS	DEPT. OF ADMIN

PURPOSE OF ANNUAL REPORT

The purpose of this annual report is to present a high-level view of information technology (IT) activities in Kansas. Information technology plays an important role in the quality of services delivered by government and the manner in which citizens and businesses can interact with their government. The presence of technology, particularly communications services, is an important factor in the economic vitality of a State and the quality of life of its citizens. Technology is also causing profound changes upon people, society, business, and government.

The planning model used in Kansas is depicted below. The process has five important components: the Strategic Information Management Plan (SIM Plan), the Annual Summary of Agency Three Year Information Technology Management and Budget Plans, project planning process, budget request process, and the Kansas Statewide Technical Architecture.



The Agency Three Year IT Management and Budget Planning document is 25% strategic and 75% tactical. Annually, each State agency is asked to submit a Three Year Information Technology Management and Budget Plan outlining their information systems activities for the current year and the next two years. These plans are used as important management tools for the effective implementation of information systems to achieve the agency's strategic objectives, and to assist in coordinating the systems and activities of State government organizations. Copies of this plan are distributed to members of the Legislature and are available on the Kansas Information Technology Office web site at <http://da.state.ks.us/kito>.

STRATEGIC PLANNING

The goal of the Kansas Strategic Information Management Plan (SIM Plan) is to coordinate information technology development throughout Kansas State government, thereby promoting citizen access, information sharing, and improved government performance.

The approach is based on enhancing statewide leadership for information technology. The three Chief Information Technology Officers (CITO) (one for each branch of government), working with the Information Technology Executive Council (ITEC), are charged with providing this leadership through coordination and communication, supported by consistent statewide policies and processes. Specifically, each CITO and the ITEC will produce guidelines for agency development of IT, work toward reducing barriers to cooperation and information sharing, coordinate resource-sharing to optimize the use of the State's IT resources, and establish a common vision of the way IT should be utilized in the State. This approach recognizes agency autonomy. The plan is intended to provide direction and guidance, and to support agencies as they meet their business needs through energetic and cost-effective IT implementation.

The SIM Plan intent is to define a simple, compelling vision and plan that the State of Kansas can accomplish. It is based on a vision for the use of computers and networks in Kansas that:

- ◆ Every Kansas citizen and business can access needed Kansas government information and services electronically.
- ◆ Every branch and level of Kansas government can exchange and access information electronically both internally within government and externally through the State, nation, and world.
- ◆ Every tax dollar is maximized through Kansas government cooperation, coordination, and resource sharing, supported by cost-effective information technology.

The purpose for having a statewide vision of information technology is to provide a common direction for coordinated efforts. State agencies will use the vision as a basis for preparing their future information technology plan. By working together we will achieve our goals faster and more efficiently. Each individual project should move the State closer to its overall vision.

PROJECT MANAGEMENT

The objective of the Kansas Project Management Methodology is to provide common standards to ensure information technology projects are conducted in a disciplined, well-managed, and consistent manner. The field of information technology traditionally has a poor track record in delivering projects on time and within budget.

In 1998, after extensive research on national and industry best practices, Kansas adopted its standards and created a 350-page textbook based on industries' best practices. Today, the State has trained and certified over 155 project managers through a rigorous 120-hour in-class instruction program. All participants must pass a final exam as a condition for certification.

The methodology, which requires the application of generally accepted project management processes to all State IT projects, will provide a standard approach to the management of IT projects by State agencies in the years to come. The methodology places a heavy emphasis on planning in the early stages of a project. It provides well documented procedures for implementation of the required management processes.

The Kansas Standards and Certification program is highly popular in Kansas government and among vendors who do business with the State. We have trained and certified a number of vendor personnel, and subject matter experts, and we have responded to numerous requests from other states and foreign countries to use the text and certification materials.

In October 2000, the Project Management Methodology in Kansas won a first place National Association of State Information Resource Executives (NASIRE) award. In 2001, Kansas received an award for IT achievement from the National Association of State Chief Administrators (NASCA) for the Department of Administration's *IT Project Management Methodology Training*. The NASCA award is given annually for Recognition in Outstanding Achievements in the Field of Information Technology. The standards have been used successfully in a number of projects. The investment in the standards and certification is approximately \$306,500, which has been returned multifold. For example, using the project management methodology, one project saved \$1.5 million by bringing an application in ahead of schedule. Also, over \$2.8 million was saved in avoided federal penalties by successfully implementing a State Child Support Enforcement System. Kansas' goal is to achieve return on investment breakeven points of 12-18 months with three times the cost of the capital in the out-years. To date, projects implemented under these standards have exceeded the return on investment objectives.

As project management is applied to ever increasingly complex projects, tools and more advanced practices come into play across projects, programs and organizations. As projects become more and more demanding, managers must apply these practices more consistently and extensively. Agencies expect project managers to apply skills and techniques which enable both the small and large projects to meet budget and schedule milestones, yet at the same time, exert control over the most advanced IT project development work. Thus, each project manager is expected to demonstrate personal continuous improvement through further enhancement of their skill and knowledge levels in order to satisfy their agency's expectations.

This need for advanced project management has been evaluated and the State of Kansas has development underway to add a fourth module to project management training. It will focus on providing both lecture and hands-on experience at solving complex problems often encountered in the IT application development world. It will provide a bridge between the current Kansas Project Methodology and the opportunity for current Kansas certified project managers to take the exam for certification by the Project Management Institute.

KANSAS STATEWIDE TECHNICAL ARCHITECTURE

The purpose of standards and policy development is the creation of a common statewide information technology architecture. In order to implement technology as efficiently and effectively as possible, it is necessary to view State government as a single enterprise made up of entities that share the common goal for public service and management of public resources rather than individual, autonomous organizations.

The Kansas Statewide Technical Architecture (KSTA) describes the information systems infrastructure that supports the applications used by the State. The purpose of the architecture is to guide the development of the information systems infrastructure. It establishes consistency by helping to:

- Provide managers and staff in the various agencies and support services an understanding of the information systems infrastructure they are using.
- Provide a mechanism such that the various groups of IT professionals have a consistent view of the information systems infrastructure and the methods that they employ to develop and deliver information systems services.
- Ensure that the various development projects being managed within the State do not attempt to make incompatible changes to the infrastructure.

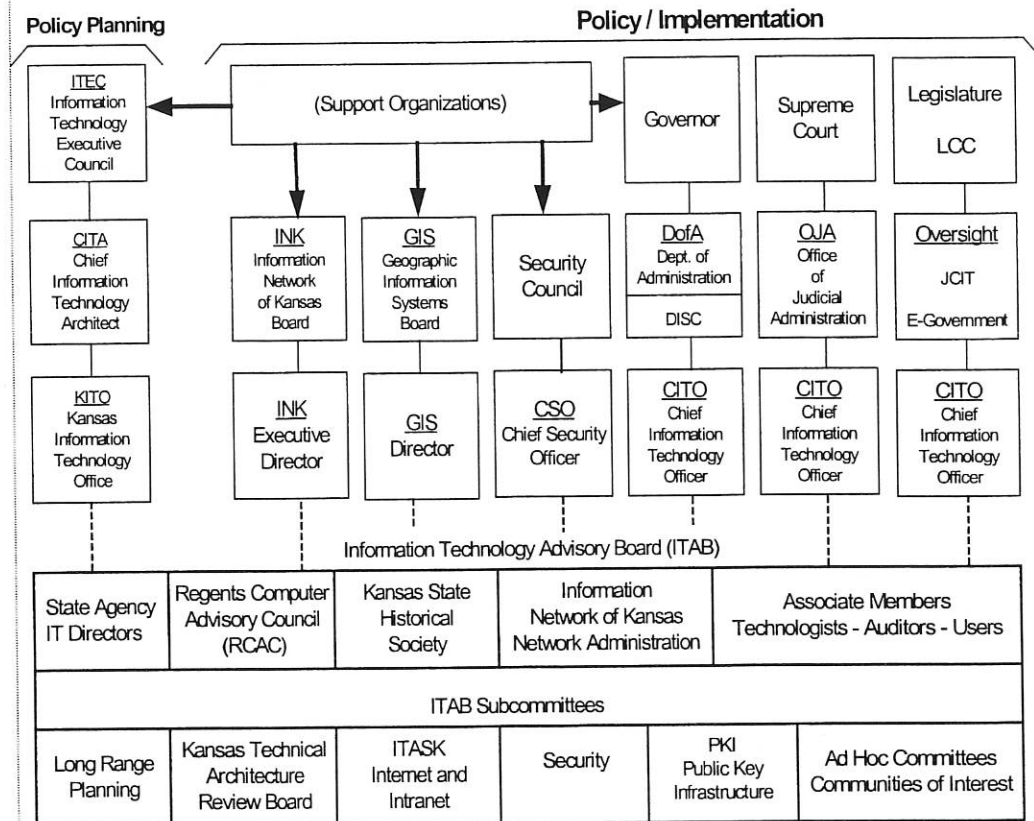
The information technology architecture is organized around a series of six sub-architectures consisting of network, platform, systems management, applications, information management, and security architectures. The various sub-architectures identify information technology standards, guidelines, and best practices that provide a comprehensive view of the State's approach to information technology deployment.

In July 2000, the architecture was fully developed and entered into a maintenance mode. Version 9.0 was released in October 2001, with version 9.1 (consisting primarily of tabular updates) scheduled to be released in April 2002, and a new full version 10.0 scheduled to be released in October 2002. Information technology managers, the three branch Chief Information Technology Officers, the Kansas Technical Architecture Review Board, and others are utilizing the new architecture to support the planning, approval, development, and implementation of information systems resources in support of the State's enterprise business functions.

IT GOVERNANCE

Beginning in 1996, the Kansas Legislature began a study of the IT governance/management structure within Kansas government. In 1998, the Legislature passed, and the Administration signed, Kansas Senate Bill #5, now Kansas Statutes Annotated (KSA) 75 7201-7212 et seq. These laws altered the face of IT governance in the State. The new structure produced a roles-based consolidated model as illustrated below.

Kansas IT Governance Model



The consolidated model has increased IT efficiencies, streamlined reporting processes, and dramatically increased communications between and among the various components. Planning functions such as the Strategic Information Management (SIM) Plan and the Kansas Statewide Technical Architecture (KSTA) have positively impacted IT services in State government since the consolidation model was implemented. The model coordinates a \$207 million IT base budget and \$113 million in ongoing new IT system builds to include supporting infrastructure. Kansas has a \$9 billion State budget and 35,000 State employees with 1700 IT personnel across all State agencies. The model coordinates the IT activities of 83 agencies.

The Kansas consolidated model features the Information Technology Advisory Board (ITAB) as the foundation. The operational philosophy is both bottom-up and top-down with communication among the participants both vertically and horizontally. The ITAB and its subcommittees form the nucleus where many IT initiatives and projects are identified. The development of IT policies has genesis in the ITAB as well. The new Kansas IT governance structure, by design, allows for much discourse and a consolidated operational structure.

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IT GOVERNANCE - Continued

THE KANSAS CONSOLIDATED IT GOVERNANCE MODEL COMPONENTS

Information Technology Executive Council (ITEC)

As set forth in Kansas statute, KSA 75 7201-7212 et seq., the Information Technology Executive Council (ITEC) is comprised of seventeen members. The membership includes Cabinet Secretaries and Senior Executives of various State government entities, senior leaders from local units of government and the private sector, and the Chief Information Technology Officers (CITOs) from each branch of government. The Secretary of Administration, Executive Branch, chairs the ITEC. The ITEC meets quarterly and is charged with the adoption of:

- IT Policies, Procedures, Standards, and Guidelines
- The long-range enterprise Strategic Information Management Plan
- The Kansas Statewide Technology Architecture
- Project Management Methodologies, Training and Certification

Chief Information Technology Architect (CITA)

The Chief Information Technology Architect (CITA) reports to the Chair of the ITEC and serves as its Secretary. The CITA is responsible for the development and maintenance of the Strategic Information Management Plan, the Kansas Statewide Technical Architecture, Project Management Standards, and IT Policies proposed to ITEC for adoption. The CITA works closely with the Chief Information Technology Officers (CITOs) from the three branches of government to coordinate these strategic activities.

Kansas Information Technology Office (KITO)

The Kansas Information Technology Office (KITO) is the enterprise management and coordination arm of the IT Governance Model and provides staff support for the ITEC, the CITA, and the three Branch Chief Information Technology Officers (CITOs). The staff coordinates the preparation of plans, policies, reports, and other IT related documents and carries out tasks necessary to conduct ITEC business. The Information Technology Advisory Board (ITAB), its Sub-Committees, and the GIS Policy Board also receive staff support from the KITO.

Joint Legislative Committee on Information Technology (JCIT)

The Joint Committee on Information Technology (JCIT) is a standing committee of the Kansas Legislature. Committee membership comes from both the House and the Senate. JCIT serves as an oversight committee on IT issues for State government.

Chief Information Technology Officers (CITOs)

The IT Governance structure provides for a Chief Information Technology Officer (CITO) for each of the three branches of Kansas government. The Executive Branch CITO, by law, has cabinet presence and is appointed by the Governor. The Judicial Branch CITO reports to the Office of Judicial Administration and then the Supreme Court. The Legislative CITO reports to the Joint Legislative Committee on Information Technology (JCIT) and then to the Legislative Coordinating Council (LCC), both comprised of members of the House and Senate. By law, the CITOs for each branch of government are members of ITEC.

Each CITO fills the implementation role in the model within their respective branch and has significant input in policy direction. The Executive Branch CITO prepares the Three Year Agency IT Management and Budget Report that summarizes IT activities, assets, and plans for all 83 planning agencies. Within the governance organization, IT projects and bid specifications with budgets of \$250,000 or more must first be approved by the appropriate branch CITO, then reviewed by the three CITOs sitting as a team. A positive feature of the consolidated governance model is the encouragement of input on projects such as an ITEC review before JCIT approval.

IT GOVERNANCE - Continued

Geographic Information Systems Policy Board

The Kansas Geographic Information Systems (GIS) Initiative and Policy Board were established in 1989. Since then, the initiative has grown into a coordinated model that provides shared geospatial data, standards, and partnerships with state, federal, and local units of government entities. The Board is chaired by the Director of the Kansas Water Office and the vice-chair is the Executive Branch CITO. The Board's Data Access and Support Center (DASC), a National Spatial Data Infrastructure Clearinghouse site, provides geospatial data distribution, archival, and support services for the GIS user community. The Board and its sponsored activities have become an integral part of the Kansas IT Governance Model.

Information Network of Kansas (INK)

The consolidated governance structure includes primarily State agencies, but it also includes a public/private entity that has successfully expanded the scope of services offered to the citizens of Kansas. In April 1990, the Governor of Kansas signed into law KSA 74-9301, creating the Information Network of Kansas (INK). This network, which had been the dream of a group of individuals from both the public and private sector, would provide efficient and economical access to public information via the Internet. In January 1992, the Board of Directors for INK awarded a contract to the Kansas Information Consortium to manage the network.

The birthplace of "e-government" was in the heartland of Kansas, with implementation of network based applications dating back to 1991. This partnership has become a model for the management and dissemination of government information across the country.

This self-funded model is simple: the network administrator builds service applications and web sites for State agencies and associations at no cost to the agencies. The State portal encompasses all State agencies, Regents' universities and many professional association web sites and services, of which more than 250 are free to users.

The remainder of the portal includes service applications that collect small transaction fees, which are reinvested into the network to ensure leading-edge technology, maximum security and availability to the citizens of Kansas. When designing a State web site or web-based application there is but *one* goal, which is two-fold: 1) to build an efficient electronic government service for citizens, businesses and government, and 2) to streamline internal government operations/services.

Security Council

The Information Technology Executive Council (ITEC) has established a number of security policies to safeguard State IT assets. These policies include an agency model security guideline. Agencies use these guidelines to structure their specific security practices and procedures. The Kansas Information Technology Office (KITO) has a staff position, the Chief Security Officer, who is responsible for coordinating the IT security initiatives of the Security Council. This officer works with security officers and IT directors in the State agencies to coordinate statewide responses to cyber-attacks, security penetrations, and outside agents that threaten applications and the IT infrastructure. The officer also works closely with security policy executives in all 50 states, the Federal government, and private sector organizations.

Information Technology Advisory Board (ITAB)

The Information Technology Advisory Board (ITAB) forms the foundation of the Kansas IT Governance Model. Its membership comes from State agency IT Directors, Regents' Universities IT Directors (Regents Computer Advisory Council-RCAC), the leadership of INK, the State Historical Society and associate members, including technologists, functional users, subject matter experts and auditors. This wide array of individuals then populate the ITAB Sub-Committees that provide planning functions that move, vertically and horizontally, through the consolidated structure. The SIM Plan, for example, impacts State agencies and, in part, drives the agency budget process. The Kansas Statewide Technical Architecture (KSTA) provides

Information Technology Executive Council (ITEC)

direction on technology products and their deployment. The consolidation of individuals from the diverse areas of State government come together with an air of cooperation through this model to propose plans and policies that the ITEC and the JCIT will review and then potentially make into law or policy.

ITEC is responsible for approval of information technology policies, project management procedures, the statewide technical architecture, and the strategic information management plan. It is comprised of 17 voting members. It provides direction and coordination for the application of the State's information technology resources, designates the ownership of information resource processes, and is the lead agency for implementation of new technologies and networks shared by multiple agencies in different branches of State government.

ITEC Members

Chairperson: Joyce Glasscock, Acting Secretary, Department of Administration

Mr. Donald C. Heiman, Executive Branch CITO

Ms. Amy Waddle, Judicial Branch CITO

Mr. Richard Hays, Legislative Branch CITO

Mr. Richard Beyer, Secretary, Department of Human Resources

Dr. Robert Cox, Hays Medical Center

Mr. J.D. Cox, Mayor, City of Neodesha

Mr. Duane Goossen, Director, Division of the Budget

Ms. Jo Hunt, Vice President, Information Technology, Western Resources

Mr. Robert Knapp, General Manager, Information Network of Kansas

Mr. Ronald McCreight

Ms. Pamela Madl, Director, Administrative Services, Douglas County

Mr. Steve Richards, Secretary, Department of Revenue

Mr. Howard Schwartz, Judicial Administrator, Kansas Judicial Center

Dr. Andy Tompkins, Commissioner, Department of Education

Dr. Kim Wilcox, Executive Director, Kansas Board of Regents

Mr. John Wine, Chairman, Kansas Corporation Commission

Joint Committee on Information Technology (JCIT)

JCIT is directed to study, review and report its findings on computers, telecommunications and information technologies that are proposed or in use by State agencies. The JCIT is authorized to make annual reports to the Legislative Coordinating Council (LCC) and other special reports to committees of the House and Senate as deemed necessary by the Committee. Specific direction is given to the JCIT to review proposed new data processing and telecommunication acquisitions, the budgets for implementing those projects, and to make recommendations to the appropriate House and Senate committees considering appropriations for the agencies making acquisition requests.

The committee is composed of five members of the Senate and five members of the House of Representatives. Two Senate members shall be appointed by the President of the Senate, two shall be appointed by the Minority Leader of the Senate, and one shall be appointed by the chairperson of the Committee on Ways and Means of the Senate. Two Representatives shall be appointed by the Speaker of the House of Representatives, two shall be appointed by the Minority Leader of the House of Representatives, and one shall be appointed by the chairperson of the Committee on Appropriations of the House of Representatives.

The JCIT is authorized to meet at any time and any place within the State on call of the chairperson. The Chair and Vice-Chair are elected by the members for one year, with the positions alternating annually between members of the House (odd years) and Senate (even years). The JCIT may introduce legislation it deems necessary and may request the LCC to provide for professional services to assist with JCIT studies.

JCIT Members

Senate Members

Sen. Tim Huelskamp, Vice Chair
Sen. Chris Steineger
Sen. Jay Scott Emler
Sen. Paul Feleciano, Jr.
Sen. Larry Salmans

House Members

Rep. Jim Morrison - Chair
Rep. Tom Burroughs
Rep. Doug Gatewood
Rep. John Faber
Rep. Carl Krehbiel

Staff

Richard Hays - Legislative Branch CITO
Julian Efird - Kansas Legislative Research Department
Audrey Nogle - Kansas Legislative Research Department
Gary Deeter - Committee Secretary
Mary Ann Torrence - Revisor of Statutes

Information Technology Advisory Board (ITAB)

ITAB was established to function as a technical resource to the Chief Information Technology Officers for the Executive, Legislative and Judicial branches of government and the Information Technology Executive Council (ITEC). The Board's membership includes senior managers of State information technology organizations along with representatives of private industry and local units of government.

ITAB meets on the third Tuesday of each month and typically draws additional attendance from technical specialists, business unit managers, and legislative liaison staff interested in the discussions of technology issues or special issue-oriented presentations. Its agendas span the range of information technology topics such as: Internet Utilization, State Contract Development, Information Technology presentations, and Statewide Technical Architecture.

ITAB Members

Don Heiman, Executive Branch CITO
Amy Waddle, Judicial Branch CITO
Richard Hays, Legislative Branch CITO

Gary Adkins, KDHR (ATWS)
Jeanette Anderson, GMIS (Small Counties)
Steve Armstrong, Adjutant General
Bill Aron, KHP
Jim Bingham, KUMC
Tim Blevins, KDOR
Bud Champney, Revisor of Statutes
Jeff Conrad, Commerce & Housing
Allan Foster, Legislative Post Audit
Debbie Garman, SOS
Marilu Goodyear, KU
Steve Johnson, Aging
Robert Knapp, INK
Dave Larson, Legislature
Dave Mackey, Lottery
Jon McKenzie, KCC
Pat Michaelis, KSHS
Rick Miller, GIS Policy Board

Denise Moore, Insurance
Ben Nelson, KDOT
Jerry Niebaum, Regents
John Oliver, KPERS
Steve Patterson, SRS
Peggy Pistora, Southwestern Bell
Janee Roche, JJA
Ron Rohrer, KBI
Jim Rousseau, KDHE
William Sanders, KDHR
David Schmidt, FHSU
Hank Sipple, Agriculture
John Spurgeon, KDWP
Sal Tayani, DOE
Wayne Thomas, KDHR
Carlos Usera, DOC
Richard Vogt, GMIS (Large Counties)
(Cities)

Geographic Information Systems Policy Board (GIS PB)

The Kansas GIS Policy Board, founded in 1989, is responsible for the development of geospatial data, data standards, partnership agreements, and policies to enhance the value of geospatial technologies. These activities emphasize cooperation and coordination to ensure interoperability and data sharing among agencies, organizations, and government to maximize the use and cost effectiveness of GIS.

The Kansas GIS Policy Board began funding geospatial data development in 1991 and currently invests in multiple data development projects on an annual basis. Early on, the Policy Board recognized the need to provide for a central quality assurance, data distribution and maintenance facility to house the geospatial data assets being acquired. Thus, in 1991, the Policy Board established the Kansas Data Access and Support Center (DASC, <http://ksgis.kgs.ukans.edu>) in an innovative collaboration between State agencies and the Kansas Geological Survey at the University of Kansas. The DASC is a nationally recognized clearinghouse site for the National Spatial Data Infrastructure (NSDI) and provides interactive (Internet) mapping services for the accessKansas portal. The Policy Board meets bi-monthly to address issues such as data standards, architecture, community collaboration efforts, strategic planning and integration within the information technology community.

In the mid-90s, the Policy Board sponsored and endorsed the Kansas Geospatial Compatibility Guidelines and data standards for the following foundational data themes: Content Standard for Geospatial Metadata, Cadastral/Property Ownership, Digital Orthoimagery, Elevation, Geodetic Control, Governmental Units, Hydrography, Transportation, Addressing, Utilities and Spatial Data Transfer Standards. This five year effort was predicated on the collaboration of 20 different stakeholder groups, including: federal, state, county, and municipal governments, the private sector, higher education, utilities, and the engineering and professional surveyors communities. These standards, upon endorsement by the Policy Board, were incorporated into the Kansas Statewide Technology Architecture, which provides guidance for enterprise-wide information technology development, deployment and maintenance.

The Policy Board consists of 27 members appointed by the Governor: the Chief Information Technology Officers from all three branches of government; four State Regents institutions; leaders from nine State government agencies; two federal agencies; four private sector companies; and five local county/municipal governments.

GIS PB Members

Chairman: Al LeDoux, Kansas Water Office
Vice Chairman: Don Heiman, Executive Branch CITO
Facilitator: Rick Miller, KITO Director

Lee Allison, Kansas Geological Survey
Joseph Arri, Southwestern Bell
Walt Aucott, US Geological Survey
Tim Blevins, Kansas Department of Revenue
Linda Buttron, Jefferson County Clerk
Michael Dealy, Manager GMD 2
Tomas Dominguez, Dept of Agriculture NRCS
Ron Hammerschmidt, Health & Environment
Richard Hays, Legislative CITO
Marion Johnson, Douglas County Appraiser
Alan Kruse, VP Central Bank & Trust
Brian Logan, Dept of Transportation

Dr. Edward Martinko, KS Biological Survey
Gregg Noland, Western Resources
Steve Patterson, SRS
David Pope, Dept of Agriculture DWR
Dr. Tom Schafer, Fort Hays State Univ.
Keith Sexson, Dept of Wildlife & Parks
Kathleen Sexton, Sedgwick County IS
Dr. HL Seyler, Kansas State University
Tracy Streeter, State Conservation Comm
Amy Waddle, Judicial Branch CITO
John Wine, Kansas Corporation Comm
Bettejane Wooding, Barton County

DIGITAL STATE

Kansas was the birthplace of this notion of "electronic government." In 1990, Kansas leaders enacted legislation for the first electronic government portal. e-government, as it is called in the industry, includes everything from online publishing of government documents and electronic mail to online tax payments and distance learning. The state of Kansas provides online access to government information through data sharing, electronic commerce, electronic benefits and funds transfer, interactive voice response systems, and video conferencing.

The Internet has a tremendous influence on how government services are delivered and is leading a revolution in rethinking how government should operate. Citizens expect government to provide a direct interface to services 24 hours a day, seven days a week. Digital technologies can provide government information and services without regard to time constraints, physical location, or organizational boundaries.

The Center for Digital Government, in conjunction with *Government Technology* magazine, conducts the annual Digital State Survey to ascertain the status of individual state's IT capabilities and abilities to deliver electronic services to its citizens. The year-long, four-part study, explored eight areas of technology application in the 50 states: Electronic Commerce, Taxation/Revenue, Social Services, Law Enforcement and the Courts, Digital Democracy, Management/Administration, GIS/Transportation and Education. Kansas placed first in the country in IT achievements. Kansas' percentage of 91.8% tied with Illinois for the number one ranking in the nation. Results are featured below:

<u>Category</u>	<u>Ranking</u>
Education	7
Taxation/Revenue	3
Social Services	1
Digital Democracy	4
Electronic Commerce	15
Management Administration	10
Law Enforcement and the Courts	9
GIS/Transportation	1
FINAL KANSAS RANKING	1

Kansas placed number one in two of the eight areas. The Department of Social and Rehabilitation Services received a number one and a 100% score for the Kansas Payment Center and utilizing electronic benefits transfer for benefits distribution. Kansas' GIS/Transportation also received a number one ranking and a 100% score for GIS efforts involving the Kansas Data Access and Support Center, an NSDI Clearinghouse; the Information Network of Kansas and Health and Environment's Equus Bed Information Project, as well as the Kansas Department of Transportation's efforts for incorporating GIS into their business practices and numerous web-based applications. A summary of state rankings is available at <http://centerdigitalgov.com/center/01digitalstates.phtml>.

Additionally, Kansas received two awards for IT achievement from the National Association of State Chief Administrators (NASCA) that included: The Department of Administration's *IT Project Management Methodology Training* and *IT Management/Administration*. The NASCA awards are given annually for Recognition in Outstanding Achievements in the Field of Information Technology.

While embracing technologies that can provide increased opportunities to improve service to its citizens, state government also recognizes concerns of its citizens for privacy. Security of data and electronic payments is a major consideration in planning the use of technology. User-friendly Web sites and applications must preserve the public trust and ensure an accurate and

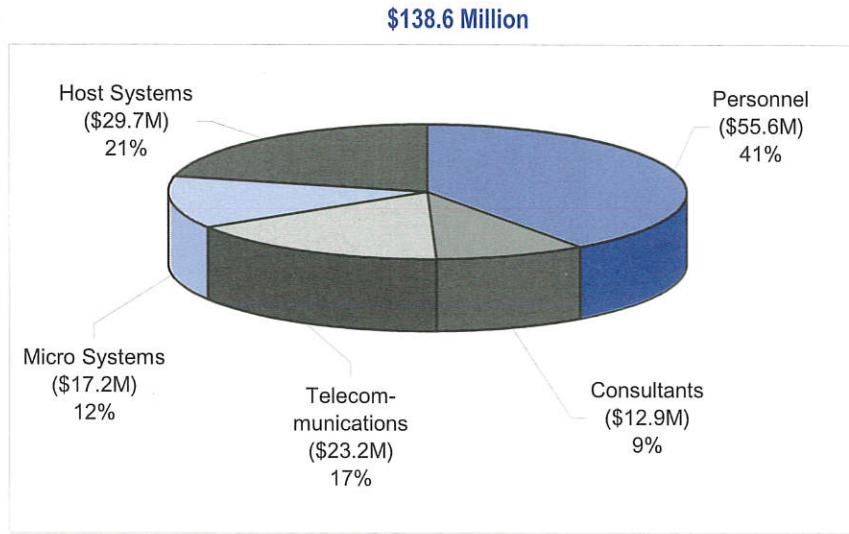
DIGITAL STATE **Continued**

safe experience. State sites can utilize certain technologies, such as SSL (Secured Socket Layer) protocol for online payment transactions. Published privacy and security statements must exist on all State sites.

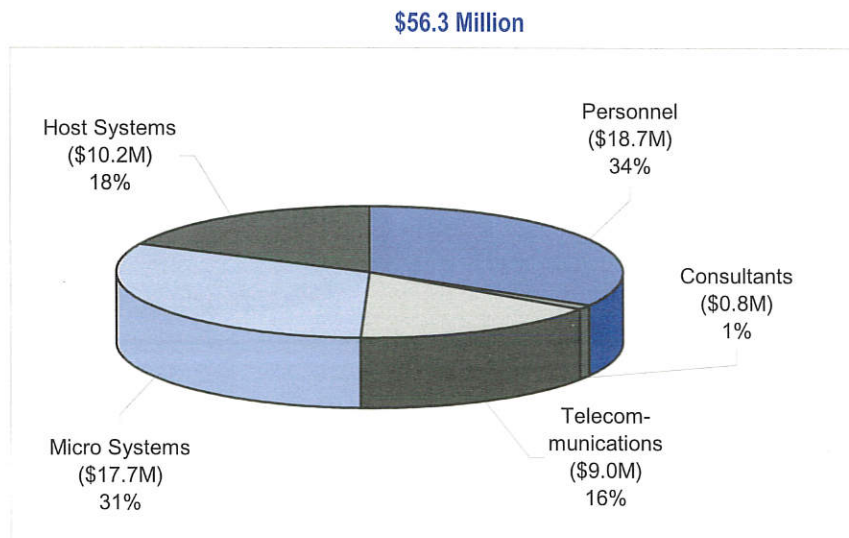
Electronic signatures are yet another form of security and privacy for users of a state web site. The State of Kansas enacted legislation in 2000 to enable state agencies to conduct state business via the web more easily. A nurse or doctor may renew and pay for their professional license online, without paper or U.S. Mail. This saves both the user and the agency a great deal of time and expense.

Agency resources must be considered when developing electronic services. The state portal builds applications for state agencies at no cost to the agency. This self-funded model provides agencies an opportunity to deliver efficient online services to their constituents, while utilizing minimum agency resources. The purpose of the portal's efforts is to 1) build efficient online services for citizens, businesses, and employees; and 2) streamline internal processes for state agencies.

Distribution of IT Expenses - General Government

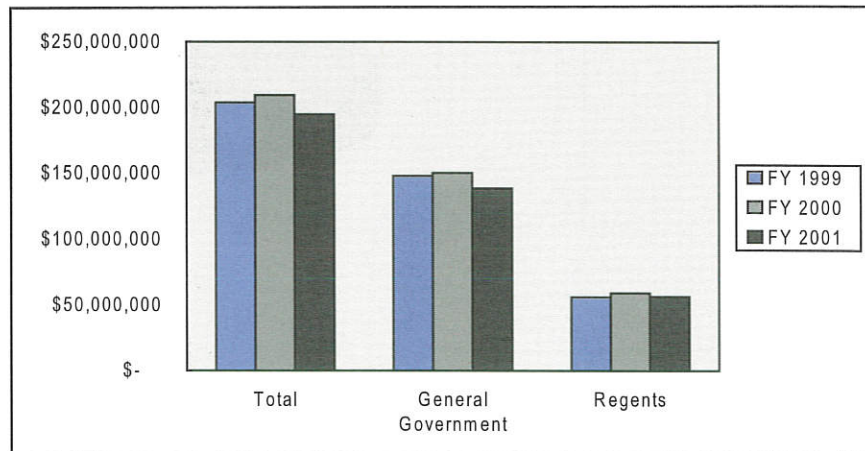


Distribution of IT Expenses - Regents



Three-Year Trend of IT Expenses

	<u>Total</u>	<u>General Government</u>	<u>Regents</u>
FY 1999	\$203,984,406	\$148,070,075	\$55,914,331
FY 2000	\$209,486,017	\$150,392,029	\$59,093,988
FY 2001	\$194,911,707	\$138,625,471	\$56,286,236

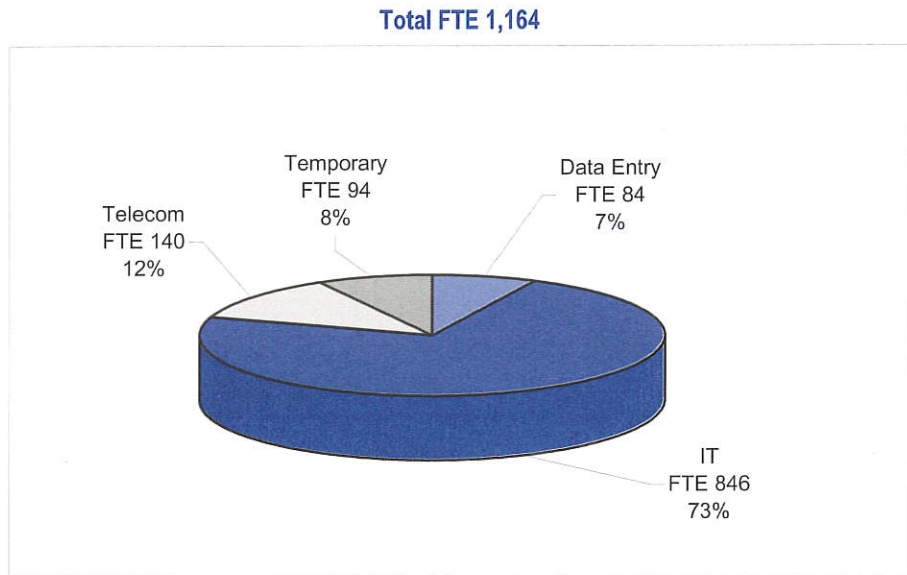


Chapter 3 Statistical Summaries

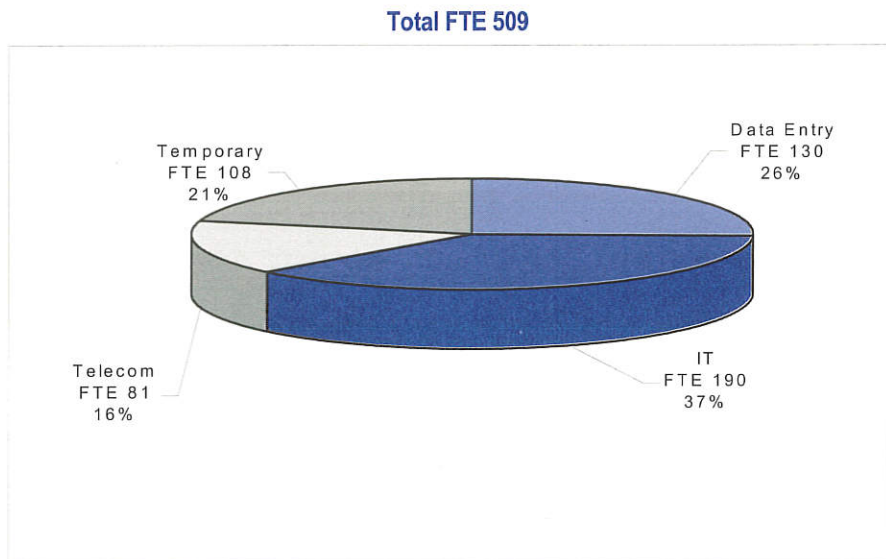
Authorized IT Staff - General Government/ Regents

General Government	Total FTE	Regents	Total FTE
Social & Rehabilitation Services, Department of	210	Kansas State University	189
Administration, Department of	179	University of Kansas	178
Transportation, Department of	143	University of Kansas Medical Center	46
Revenue, Department of	130	Wichita State University	36
Human Resources, Department of	120	Emporia State University	32
Highway Patrol	105	Pittsburg State University	15
Health and Environment, Department of	40	Fort Hays State University	13
Others	237		509
Grand Total	1,672		

Distribution of Classified IT Personnel - General Government



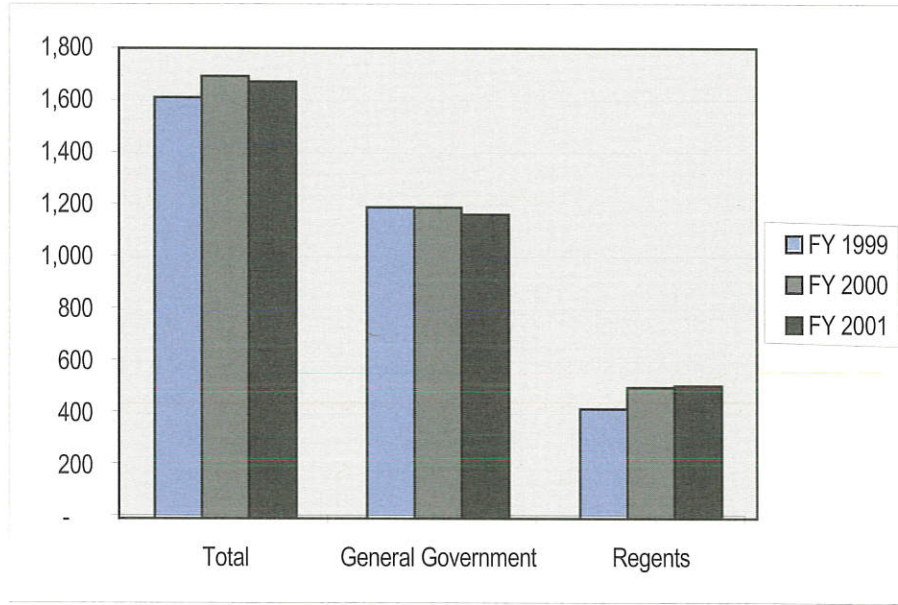
Distribution of Classified IT Personnel - Regents



Chapter 3 Statistical Summaries

Three-Year IT Trend of Total Authorized IT Staff

	<u>Total</u>	<u>General Government</u>	<u>Regents</u>
FY 1999	1,612	1,192	420
FY 2000	1,693	1,191	502
FY 2001	1,672	1,164	509



Distribution of Hardware - General Government/ Regents

<u>Category</u>	<u>Mainframe</u>	<u>Midrange</u>	<u>LAN Server</u>	<u>Wkstation</u>	<u>Micro</u>
General Government	11	44	856	16	20,779
Regents	5	81	396	660	36,268
Total	16	126	1,252	676	57,047

PROPOSED REPORTS OF STANDING COMMITTEES

MR. SPEAKER:

The Committee on **E-Government** recommends **HB 2667** be amended on page 1, by striking all in lines 14 through 26 and inserting the following:

"Section 1. K.S.A. 2001 Supp. 16-1605 is hereby amended to read as follows: 16-1605. (a) This act does not require a record or signature to be created, generated, sent, communicated, received, stored or otherwise processed or used by electronic means or in electronic form.

(b) This act applies only to transactions between parties each of which has agreed to conduct transactions by electronic means. Whether the parties agree to conduct a transaction by electronic means is determined from the context and surrounding circumstances, including the parties' conduct.

(c) A party that agrees to conduct a transaction by electronic means may refuse to conduct other transactions by electronic means. The right granted by this subsection may not be waived by agreement.

(d) Except as otherwise provided in this act, the effect of any of its provisions may be varied by agreement. The presence in certain provisions of this act of the words "unless otherwise agreed", or words of similar import, does not imply that the effect of other provisions may not be varied by agreement.

(e) Whether an electronic record or electronic signature has legal consequences is determined by this act and other applicable law.

(f) This act does not require any person to use ~~or--permit the-use-of~~ electronic or digital signatures.

(g) ~~Any~~ All state agency-may agencies shall adopt rules and regulations governing the ~~agency's~~ agencies' use of digital signatures and electronic signatures prior to offering or implementing the use of digital signatures and electronic

Attachment 2
e-Gov 2-26-02

signatures as long as the rules and regulations meet or exceed those adopted by the secretary.

Sec. 2. K.S.A. 2001 Supp. 16-1605 is hereby repealed.";

Also on page 1, in the title, by striking all in lines 9 through 11 and inserting the following:

"AN ACT concerning electronic and digital signatures; relating to the adoption of rules and regulations; amending K.S.A. 2001 Supp. 16-1605 and repealing the existing section."

_____Chairperson



BILL GRAVES
Governor

DEPARTMENT OF ADMINISTRATION
Division of Purchases

JOHN T. HOULIHAN
Director of Purchases
900 S.W. Jackson, Room 102-N
Landon State Office Building
Topeka, KS 66612-1286
(913) 296-2376
FAX (913) 296-7240

August 13, 1996

DIVISION OF PURCHASES INFORMATIONAL CIRCULAR 577

TO: All State Agencies
FROM: John T. Houlihan, Director of Purchases
SUBJECT: Statewide Contracts

The following information is provided on state wide contracts and Kansas Industries for the Blind (KIB) and Rehabilitation Services Products (RSP):

State Wide Contracts:

* [State wide, requirements type contracts are awarded by the Division of Purchases to take advantage of volume discount pricing for items that have a recurring demand from one or more agencies. These contracts are generally a mandatory source of supply for all state agencies. However, if a state agency locates a vendor that can provide the identical item at a lower price, a waiver to "buy off state contract" may be granted by the state procurement officer. My general policy is to grant these waivers unless there are some "in the best interests of the state" reasons to disapprove the request. The Division of Purchases will try to accommodate agencies in any way possible. To obtain this waiver, the agency purchasing official must fill out and submit the attached prior authorization form. This form is also used to request sole source, emergency, and interagency purchase authorization. Please work with your procurement officer and the authorization form will be quickly processed. These purchases are defined as follows:

- Off Contract Purchase: The purchase of a state wide contract item from a source other than the State contract.
- Sole Source Purchase: No competition exists; laboratory or experimental studies, chemicals, material or equipment; rates are fixed by law.
- Emergency Purchase: A sole source purchase required because of an agency emergency that requires immediate performance by a vendor. (i.e. Roof blows off a building)
- Interagency Purchase: The purchase of goods or services from another government agency or a private Non-Profit Educational Institution.

Attachment 3
e-Gov 2-26-02

Kansas Industries for the Blind and Rehabilitation Services Products (KIB/RSP):

K.S.A. 75-3321 requires all state agencies to purchase products listed in the "Catalogue of Blind and Handicapped Made Products" from KIB/RSP. K.S.A. 75-3322 allows the Secretary of Social and Rehabilitation Services to waive the catalogue as a mandatory source if KIB/RSP cannot supply the products listed or are unable to meet delivery requirements. Remanufactured and new printer cartridges are listed in the catalogue and are an important product for KIB/RSP. In order for the remanufactured program to be successful, approximately 75% of all cartridges ordered must be remanufactured. In some cases, the remanufactured cartridge is about one half the cost of a new cartridge; so the use of these cartridges will result in considerable savings to the state. KIB/RSP has assured me that these cartridges have a 100% satisfaction warranty and they will promptly fix or replace any defective cartridges. I encourage all state agencies to support KIB/RSP by ordering remanufactured rather than new cartridges.

cc: Jeff Wagaman
Shirley Moses
Art Griggs

PRIOR AUTHORIZATION FORM

INSTRUCTIONS: Submit form in duplicate to: Kansas Division of Purchases, 900 S.W. Jackson, Room 102N, Landon State Office Building, Topeka, Kansas 66612-1286.

Acquisition in the amount of \$ _____ is requested for:

() Off Contract Purchase () Sole Source () Emergency Purchase () Interagency

Vendor:

Address:

Description of Material or Service:

Reason for Acquisition or Exception:

AGENCY USE ONLY

Agency Name: _____

Agency Approval: _____ Date: _____
(Signature and Title)

DIVISION OF PURCHASES USE ONLY

Approved by: _____ Date _____
(State Procurement Officer Signature)



DEPARTMENT OF ADMINISTRATION
Division of Purchases

BILL GRAVES
Governor

DAN STANLEY
Secretary of Administration

JOHN T. HOULIHAN
Director of Purchases
900 S.W. Jackson, Room 102-N
Landon State Office Building
Topeka, KS 66612-1286
(785) 296-2376
FAX (785) 296-7240

June 24, 1998

DIVISION OF PURCHASES INFORMATIONAL CIRCULAR 588

TO: All State Agencies

SUBJECT: Senate Bill 5

The purpose of this Circular is to announce the passage of Senate Bill No. 5 (SB5); to provide information on changes to the state purchasing statute (K.S.A. 75-3739); and to provide implementing instructions.

SB 5 became effective on May 21, 1998 when it was published in the *Kansas Register*. SB 5 made the following changes to the state purchasing statute:

Change: 75-3739(a)

Added "supplies, materials, or equipment" to the items that can be purchased without competitive bids under the specified conditions.

Added three new instances in which competitive bids are not required: compatibility issues; used items; judgement of the Director of Purchases and Agency Head.

Authorized the Director of Purchases to delegate purchasing authority to the state agency as part of the overall authority to purchase on a non competitive basis.

Increased the dollar threshold on reporting non competitive purchases from \$0 to \$5,000.

Implementing Instructions:

All agencies are authorized to purchase goods and services, in accordance with this section of the statute, on a non competitive (sole source) basis up to their delegated authority.

Continue to use the *Prior Authorization Form* to obtain approval from the Division of Purchases for a non competitive acquisition that exceeds Agency authority.

All non competitive contracts with a value of \$100,000 or more must be approved by the Director or Assistant Director of Purchases prior to signature by the Agency or vendor.

Agencies are not required to report non competitive purchases that are less than \$5,000.

Change: 75-3739(b)

Increased the dollar threshold for advertising in the *Kansas Register* from \$10,000 to \$50,000.

Implementing Instructions: No impact on state agencies.

Change: 75-3739(d)

Increased the dollar threshold on telephone and facsimile purchases from \$5,000 to \$25,000.

Authorized the Director of Purchases to prescribe the conditions and procedures for purchases estimated to be less than \$5,000.

Implementing Instructions:

Agencies may use telephone or facsimile bids up to their delegated authority, but not more than \$25,000.

Records should be maintained on all telephone or facsimile purchases. These records should contain the following information as a minimum: Name of vendor, name of person contacted, telephone number, bid received and date.

Purchases less than \$5,000 shall be by telephone, facsimile, or sealed bid from a minimum of 2 sources except that:

Competition is not required for the repair of equipment or the purchase of equipment repair parts estimated to cost less than \$5,000.

Competition is not required for purchases made on the open market and estimated to cost less than \$2,000. (Open market is defined as goods or services that are available to the general public from more than one source. This also includes catalogs that are available to the general public.)

Change: 75-3739(e)

The authority of the Director of Purchases to delegate purchasing authority to state agencies was increased from \$10,000 to \$25,000.

Implementing Instructions:

Agencies may request an increase in their purchasing authority by sending a letter of request to the Director of Purchases. The letter should include: the amount of authority requested, an organizational chart for the purchasing activity, a resume, to include education for the chief purchasing official and purchasing training received by the purchasing head and staff. Agencies that request an increase in purchasing authority will receive a records review prior to receiving an increase in delegated authority.

Change: 75-3739(i)

* [Provided authority to participate in cooperative or consortium purchasing agreements.

Implementing Instructions:


Agencies that want to participate in an existing cooperative or consortium agreement must submit a copy of the agreement to the Director of Purchases for review and approval. Upon approval, all state agencies may place orders against the agreement under the terms and conditions of the agreement. Responsibility for the payment of fees associated with the use of these agreements will be determined on a case by case basis.

Change: 75-3739(i)

Requires all grant monies to be spent in accordance with state purchasing statutes unless the grant instructions specify different procedures.

Implementing Instructions:

Instructions will be given in a future circular.


John T. Houlihan
Director of Purchases

Proposed Amendments to HB 2719
For Consideration by Committee on E-Government
February 26, 2002

Attachment 4
E-Gov 2-26-02

1 services.

2 (g) Notwithstanding anything herein to the contrary, all contracts
3 with independent construction concerns for the construction, improve-
4 ment, reconstruction and maintenance of the state highway system and
5 the acquisition of rights-of-way for state highway purposes shall be ad-
6 vertised and let as now or hereafter provided by law.

7 (h) The director of purchases may authorize state agencies to contract
8 for services and materials with other state agencies, or with federal agen-
9 cies, political subdivisions of Kansas, agencies of other states or subdivi-
10 sions thereof, or private nonprofit educational institutions, without com-
11 petitive bids.

12 (i) The director of purchases may participate in, sponsor, conduct, or
13 administer a cooperative purchasing agreement or consortium for pur-
14 chases of supplies, materials, equipment, and contractual services with
15 federal agencies or agencies of other states or local units of government.
16 Cooperative purchasing agreements entered into under this subsection
17 shall not be subject to K.S.A. 75-3739 through 75-3740a, and amend-
18 ~~ments thereto. Nothing in this subsection shall allow federal grant moneys~~
19 ~~to be handled differently from any other moneys of the state unless the~~
20 ~~requirements of the applicable federal grant specifically require such fed-~~
21 ~~eral moneys to be handled differently.~~

22 (j) The director of purchases may delegate authority to any state
23 agency to make purchases under certain prescribed conditions and pro-
24 cedures when the acquisition is funded, in whole or in part, from a grant.
25 Purchases made in compliance with such conditions and procedures shall
26 be exempt from other provisions of this section. As used in this subsection
27 the term "grant" means a disbursement made from federal or private
28 funds, or a combination of these sources, to a state agency. *Nothing in*
29 *this subsection shall allow federal grant moneys to be handled differently*
30 *from any other moneys of the state unless the requirements of the appli-*
31 *cable federal grant specifically require such federal moneys to be handled*
32 *differently.*

33 (k) The director of purchases shall prepare a detailed report at least
34 once each calendar quarter of all contracts over \$10,000 for services,
35 supplies, materials or equipment entered into pursuant to subsection (h);
36 or (i) or (j) and submit it to the legislative coordinating council, the chair-
37 person of the committee on ways and means of the senate, and the chair-
38 person of the committee on appropriations of the house of representatives
39 and the chairperson of the ~~Kansas performance review board.~~

40 (l) Except as otherwise specifically provided by law, no state agency
41 shall enter into any lease of real property without the prior approval of
42 the secretary of administration. A state agency shall submit to the sec-
43 retary of administration such information relating to any proposed lease

The director of purchases shall participate in the national association of educational buyers, a consortium of higher education institutions, and authorize state educational institutions to enter into contracts for purchases through such consortium.

4-2-

of real property as the secretary may require. The secretary of administration shall either approve, modify and approve or reject any such proposed lease.

(m) The director of purchases shall require all bidders on state contracts to disclose all substantial interests held by the bidder in the state.

(n) *As used in article 37 of chapter 75 of the Kansas Statutes Annotated, and amendments thereto, and other statutory provisions concerning state procurement, "sealed bids," "bulletin boards" and "mail" shall include electronic bids, electronic bulletin boards and electronic mail when such items are utilized in accordance with procedures prescribed by the director of purchases.*

Sec. 3. K.S.A. 75-3740 is hereby amended to read as follows: 75-3740. (a) Except as provided by K.S.A. 75-3740b, all contracts and purchases made by or under the supervision of the director of purchases or any state agency for which competitive bids are required shall be awarded to the lowest responsible bidder, taking into consideration conformity with the specifications, terms of delivery, and other conditions imposed in the call for bids.

(b) The director of purchases shall have power to decide as to the lowest responsible bidder for all purchases, but if:

(1) The dollar amount of the bid received from the lowest responsible bidder from within the state is identical to the dollar amount of the bid received from the lowest responsible bidder from without the state, the contract shall be awarded to the bidder from within the state; and

~~(2) in the case of bids for paper products specified in K.S.A. 75-3740b, the dollar amounts of the bids received from two or more lowest responsible bidders are identical, the contract shall be awarded to the bidder whose bid is for those paper products containing the highest percentage of recyclable materials; and~~

~~(3) in the case of bids for paper products specified in K.S.A. 75-3740b, the dollar amounts of the bids received from two or more lowest responsible bidders are identical, the contract shall be awarded to the bidder whose bid is for those paper products containing the highest percentage of recycled materials.~~

(c) Any or all bids may be rejected, and a bid shall be rejected if it contains any material alteration or erasure *made after the bid is opened*. The director of purchases may reject the bid of any bidder who is in arrears on taxes due the state, who is not properly registered to collect and remit taxes due the state or who has failed to perform satisfactorily on a previous contract with the state. The secretary of revenue is hereby authorized to exchange such information with the director of purchases as is necessary to effectuate the preceding sentence notwithstanding any other provision of law prohibiting disclosure of the contents of taxpayer

(o) Whenever the director of purchases has entered into a statewide contract with a vendor under which state agencies may purchase supplies, materials or equipment at stated prices from such vendor, each state agency is hereby authorized to purchase the same or equivalent supplies, materials or equipment from a different vendor from a location within Kansas at a lower price than the price under the statewide contract.