AGENDA TECHNICAL PANEL Varner Hall - Board Room 3835 Holdrege Street Lincoln, Nebraska Tuesday, August 9, 2022 9:00 a.m. CT

- I. ROLL CALL; MEETING NOTICE; OPEN MEETINGS ACT INFORMATION
- II. PUBLIC COMMENT
- III. APPROVAL OF JUNE 14, 2022, MEETING MINUTES (Attachment III) ***

IV. REGULAR BUSINESS

A. PROJECTS

- 1. Enterprise project status dashboard report. Andy Weekly. (Attachment IV-A-1)
- 2. Budget system project. [Motion to recommend designating this project as an enterprise project pursuant to NITC 1-206.] (*Attachment IV-A-2*) ***
- 3. Biennial budget review timeline; October meeting date. (Attachment IV-A-3)

B. TECHNICAL STANDARDS AND GUIDELINES

- Proposal 27. Amend mobile device and portable storage device provisions of the Information Security Policy. [Motion to post for 30-day comment period.] (*Attachment IV-B-1*) ***
- Proposal 28. Amend access control and minimum configuration provisions of the Information Security Policy. [Motion to post for 30-day comment period.] (Attachment IV-B-2) ***
- 3. Proposal 29. Amend GIS data standards. [Motion to post for 30-day comment period.] (*Attachment IV-B-3*) ***

V. OTHER BUSINESS

VI. ADJOURN

*** Action item.

The Technical Panel will attempt to adhere to the sequence of the published agenda but reserves the right to adjust the order and timing of items and may elect to take action on any of the items listed. If you need interpreter services or other reasonable accommodations, please contact the Technical Panel at 402-471-3560 at least five days prior to the meeting to coordinate arrangements.

Meeting notice was posted to the <u>NITC website</u> and the <u>Nebraska Public Meeting Calendar</u> on June 30, 2022. The agenda was posted to the NITC website on August 5, 2022.

Nebraska Open Meetings Act | Technical Panel Meeting Documents

Attachment III

TECHNICAL PANEL

Varner Hall - Board Room 3835 Holdrege Street, Lincoln, Nebraska Tuesday, June 14, 2022, 9:00 a.m. CT **MINUTES**

MEMBERS PRESENT:

Bret Blackman, University of Nebraska, ITS Ed Toner, Chief Information Officer, State of Nebraska Ling Ling Sun, Nebraska Educational Telecommunications Jeremy Sydik, University of Nebraska

MEMBERS ABSENT:

Kirk Langer, Chair, Lincoln Public Schools

STAFF PRESENT:

Rick Becker, NITC Administrative Manager and Legal Counsel Lori Lopez Urdiales, Office Services Manager II

ROLL CALL; MEETING NOTICE; OPEN MEETINGS ACT INFORMATION

In the absence of the Chair, Mr. Toner called the meeting to order at 9:04 a.m. A quorum was present. The meeting notice was posted to the NITC website and the Nebraska Public Meeting Calendar on May 11, 2022. The meeting agenda was posted to the NITC website on June 10, 2022. The Open Meetings Act was posted on the south wall of the meeting room, and a link to the act was included with the agenda.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF APRIL 12, 2022, MEETING MINUTES

Mr. Sydik moved to approve the April 12, 2022 minutes as presented. Mr. Blackman seconded. Roll call vote: Toner-Yes, Sydik-Yes, Blackman-Yes, and Sun-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

REGULAR BUSINESS

PROJECTS

Enterprise project status dashboard report.

Mr. Toner reviewed the dashboard report and entertained questions from the panel members.

TECHNICAL STANDARDS AND GUIDELINES

Proposal 25. Amend provisions of the Information Security Policy.

Proposal 25 was posted for the 30-day comment period. No comments were received.

Ms. Sun moved to recommend approval of Proposal 25. Mr. Blackman seconded. Roll call vote: Blackman-Yes, Sun-Yes, Toner-Yes, and Sydik-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

REQUESTS FOR WAIVER

Request for Waiver 22-01. Request by the Nebraska State Patrol for a waiver from the requirements of NITC 8-403(3).

Mr. Becker noted that the state information security officer has reviewed the request and recommends approval.

Mr. Blackman moved to approve Request for Waiver 22-01. Ms. Sun seconded. Roll call vote: Sydik-Yes, Toner-Yes, Sun-Yes, and Blackman-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

OTHER BUSINESS

There was no other business.

ADJOURN

With no further business and without objection, the Chair adjourned the meeting.

The meeting was adjourned at 9:55 a.m.

Minutes were taken by Ms. Lopez Urdiales and reviewed by Mr. Becker.

Attachment IV-A-1

Projects Status Dashboard August 2022

Enterprise Projects - Current

Agency/Entity	Project	NITC Designated
Nebraska Council of Regions	Nebraska Regional Interoperability Network	03/15/2010
Office of the CIO	Centrex Replacement	07/12/2018
Department of Health and Human Services	iServe Nebraska	11/12/2020
Department of Transportation	Financial Systems Modernization Project	07/08/2021
Nebraska Public Employees Retirement Systems	OPS Retirement Plan Management Transfer	11/04/2021

Note: Status is self-reported by the agency

Project Storyboard:	Nebraska Regior	nal Interoperability Netw	work (NRIN)							
Project Manager	Krogman, Sue	Status Report Date	8/4/22	Pro	ject Dates		Status Report Indicators	;		
Project Type	Major Project	Status	Approved		Start	Finish	Overall	•	1	1 1
Stage	Build	Progress	Started	Plan	10/1/10	8/31/23	Schedule	•		•
Total Estimated Cost	\$12,500,000.00	Estimate to Complete	83.24%	Baseline	10/1/10	8/31/23	Scope	٠		•
Actual Cost To Date	\$10,405,204.00			Days Late	0	0	Cost and Effort	٠	1	1 1
	Project D	escription				Key Accomplish	ments			
The Nebraska Regional Interoperability Network (NRIN) is a project that will connect a majority of the Public Safety Access Points (PSAP) across the State by means of a point to point microwave system. The network will be a true, secure means of transferring data, video and voice. Speed and stability are major expectations; therefore there is a required redundant technology base of no less than 100 mbps with 99.999% availability for each site. It is hoped that the network will be used as the main transfer mechanism for currently in-place items, thus imposing a cost-saving to local government. All equipment purchased for this project is compatible with the networking equipment of the OCIO.										
	Status Rep	port Update		Upcoming Activities						
UPDATE FOR AUGUST 20 being done on constructing between Antelope County a	022 – Continue to work on a new tower in the NC Re and Holt County.	the fiber installation in the NE Re gion as well as installation of all o	egion. Other work of the towers	Constructing a new tower in the NC Region Installation of all of the towers between Antelope County and Holt County						
UPDATE FOR JUNE 2022 ready towers. Work has be ground crews working, man continue to be the biggest p	 Again, weather has been en deflected to mostly gro by structural analysis and r problem with the rising cos 	n a big problem in hanging the dia und crew capabilities. However, napping designs are being done. t of materials coming in at a close	shes on the site- concurrent to the Grant dollars e second.							
Issues by Priori	ty	Risks by Priority	Current Issues							
No matching records were found										

Project Storyboard:	Centrex Replace	ment					
Project Manager	Weekly, Andy	Status Report Date	1/5/22	Pro	oject Dates		
Project Type		Status	Approved		Start	Finish	Ove
Stage	Launch	Progress	Completed	Plan	10/10/17	12/31/22	Sch
Total Estimated Cost	\$2,800,000.00	Estimate to Complete	100%	Baseline	10/10/17	12/31/22	Sco
Actual Cost To Date	\$933,481.12			Days Late	0	0	Cos
	Project D	Description				Key Accomplish	nments
To secure the most cost efficient Hosted Voice Over Internet Protocol Telephony (VOIP) Services. Solution will replace the State's Centrex service throughout the State of Nebraska. The purpose of the project is to provide phone service that includes the most up-to-date VOIP features and functionality hosted service with equipment ownership, maintenance and service remaining with the Contractor.				Between December 3 and January 4, here is the progress; Ported 113 numbers Ported and Reserved 459 numbers Ported 88 Soft Phones Disconnected 5 Windstream numbers Disconnected 1 CenturyLink/Lumens numbers			
	Status Re	port Update				Upcoming Acti	ivities
 It was a busy month for Allo and the OCIO Voice Team. The numbers as of January 4 10,546 been removed from Windstream and CenturyLink (Lumens). 666 lines in the month of December Ported 113 numbers Port and Reserve 459 numbers Ported 88 Soft Phones Disconnected 5 Windstream numbers Disconnected 1 CenturyLink/Lumens numbers 10,000 lines were in the RFP to be taken off of the Centrex contracts from Windstream and Centerritory. We have surpassed those numbers on this project. In parallel with this project, over 1000 softphones have been deployed using the same resources to this project. 				I recommend closing the p	project for Enter	orise Reporting and	begin t
Issues by Priori	ty	Risks by Priority	Current Issues				
			No matching records	s were found			



the clean-up efforts.

Project Storyboard:	iServe Nebraska						
Project Manager	Agarwal, Ankush	Status Report Date	7/28/22	Pr	oject Dates		
Project Type	Major Project	Status	Approved		Start	Finish	Over
Stage	Design	Progress	Started	Plan	4/6/20	12/30/22	Sche
Total Estimated Cost	\$33,524,476.00	Estimate to Complete	30.18%	Baseline	4/6/20	4/30/22	Scop
Actual Cost To Date	\$10,117,688.00			Days Late	244	244	Cost
	Project D	escription				Key Accomplish	iments
The Nebraska Department of Health and Human Services (DHHS) has embarked on the iServe Nebraska Program to improve access, outcomes, cost, accountability and quality of DHHS services through an integrated, consumer-centric model of practice, across all programs. DHHS intends the iServe Nebraska Program to be adaptive and incrementally deliver new business capabilities, enabling the state to move from a siloed and program-based business model, to an integrated service delivery model that is family and person-centered, focused on improving the overall health and well-being of all family members.				Ongoing Production Supp Completed Roadmap for a Ongoing Post L1 develops Sprint 1.4 is in progress Completed Minor Prod Re Ongoing planning for Lau Ongoing iServe Bridge Pla	ort for Launch upcoming iSer ment eleases 1.2 an nch 2 and 3 w anning; projec	n 1 (L1). ve Program work d 1.3. ork priorities. t kick-off scheduled ea	ırly July
	Status Re	port Update				Upcoming Acti	vities
The iServe Landing Page is Live. Work continues for upcoming iServe major releases.				Continue iServe Launch 1 Complete Testing, Prod D Completed Spanish transl Socialize and finalize iSer Continue iServe Bridge Pr Submit P-APD (U) and I-A Complete Sprint 1.4 plann	Production S eployment of lation for Relea ve Program R roject Planning NPD(U) to CM ned activities; p	upport, as needed. Release 1.4. ases 1.2 and 1.3. coadmap. g. S and FNS. plan Sprint 1.5.	
Issues by Priorit	ty	Risks by Priority	Current Issues				
			No matching records	were found			



2022.

Project Storyboard:	NDOT Financial	System Modernizati	on				
Project Manager	Lusero, Cody	Status Report Date	8/3/22		Project Dates		
Project Type	Major Project	Status	Approved		Start	Finish	Over
Stage	Design	Progress	Started	Plan	4/11/22	6/28/24	Sche
Total Estimated Cost	\$5,945,871.00	Estimate to Complete	0.64%	Baseline	4/11/22	6/28/24	Scop
Actual Cost To Date	\$37,984.60			Days Late	0	0	Cost
	Project [Description				Key Accomplis	hments
275056 - NDOT Financial System Modernization				Task 1.4 - NDOT TF - Complete QA testi Task 1.5 - Migrate N - Completed. All int E1. Task 1.6 - Transfer - Begin table setup Task 1.7 - Transfer - Requirements defi - Building database - Working on sample	FE Development ing and promotion to NDOT Chart of Account rerface files and prog GL Functionality JV Functionality ined for TFE integration tables, menu structure e screens for UI and	Production environm unts rams have been upd ion call / response an ire and code tables w batch management t	ent ated. NE d review hich wer able for a
	Status Re	port Update				Upcoming Ac	tivities
 Project Charter, Memo of Understanding, Journal Voucher Design Document and General Ledger Design Documents have been approved and signed by the team members. NDOT has built the API integration pieces which will be called from E1 system and pushed to Production environments. DAS/OCIO is working on building database tables and have put together a couple code tables and menu options inside the test environment. These items have been shown to NDOT users in a demo. Project schedule is being reviewed and updated by eVision, NDOT, DAS and OCIO project management resources. We have updated delivery dates based on current progress which has caused the expected end of Phase 1 to slip from December 2022 to February 2023. To mitigate impacts and try to get back on schedule, the team has approved requisition for new E1 contractor resource and added weekly status meetings with PM resources to increase team communication, transparency and address roadblocks quicker. 				Task 1.6 - Transfer - Finish Architect tas Warehouse - Working on proof of - Build edit and brow Task 1.7 - Transfer - Finish Architect tas - Working on proof of - Complete databas - Begin work on edit	GL Functionality sks to define data ele of concept for data re wse screens as well a JV Functionality sks to design screens of concept for data re be configuration t and browse screens	ements, screens and eplication from E1 Tra as creating security ro s and integration to N eplication from E1 Tra s for JV records	security ansportat bles IDOT Da ansportat

Issues by Priority	Risks by Priority	Current Risks				
		Risk	Probability	Impact	Priority	Status
		Resource Allocation	•	\$	•	Open
	1					

Status Report Indicate	ors	
rall	•	+
edule	•	+
ре	•	+
t and Effort	•	+
IDOT is tracking financials at c	detailed lo	evel in
wed with team ere reviewed with NDOT in a d ⁻ approving / posting records	emo	

as well as integration to NDOT Data

tion DB tables to NDOT Data Warehouse

ata Warehouse tion DB tables to NDOT Data Warehouse

More Risks...

Target Resolution

Owner

Lusero, Cody

Project Storyboard:	OPS Retirement	Plan Management Tra	Insfer						
Project Manager	Hardy, Jack	Status Report Date	8/3/22	Pro	oject Dates		Status Report Indicators		
Project Type	Major Project	Status	Approved		Start	Finish	Overall	•	+
Stage	Requirements	Progress	Started	Plan	10/1/21	8/31/24	Schedule	•	→
Total Estimated Cost	\$4,200,000.00	Estimate to Complete		Baseline	10/1/21	8/31/24	Scope	٠	→
Actual Cost To Date				Days Late	0	0	Cost and Effort	٠	→
	Project D	escription				Key Accomplish	ments		
NPERS OPS (Omaha Public School) project - data and document migration from the OPS environment to NPRIS and OnBase.									
	Status Rep	port Update				Upcoming Activ	vities		
 RFP Development update: Comments received from the SPB on the RFP and updates made and documents sent back to SPB for further review. OCIO team update has been received on the RFP Procurement Timeline: 									
Issues by Priori	ty	Risks by Priority	Current Issues						
			No matching records	were found					

Attachment IV-A-2

Nebraska Information Technology Commission

Project Proposal Form

Funding Requests for Information Technology Projects

IMPORTANT NOTE: Project proposals should only be submitted by entering the information into the Nebraska Budget Request and Reporting System (NBRRS). The information requested in this Microsoft Word version of the form should be entered in the NBRRS in the "IT Project Proposal" section. The tabs in the "IT Project Proposal" section coincide with sections contained in this Microsoft Word version of the form. Information may be cut-and-pasted from this form or directly entered into the NBRRS. ALSO NOTE that for each IT Project Proposal created in the NBRRS, the submitting agency must prepare an "IT Issue" in the NBRRS to request funding for the project.

Agency/Entity

Project Title New Budget Management and Request System Dept. of Administrative Services, State Budget Division

Project Proposal Form

Notes about this form:

- 1. USE. The Nebraska Information Technology Commission ("NITC") is required by statute to "make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel..." Neb. Rev. Stat. § 86-516(8). "Governmental entities, state agencies, and noneducation political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions." Neb. Rev. Stat. § 86-516(5). In order to perform this review, the NITC and State Budget Division require agencies/entities to complete this form when requesting funding for technology projects.
- 2. WHICH TECHNOLOGY BUDGET REQUESTS REQUIRE A PROJECT PROPOSAL FORM? See NITC 1-202 available at <u>https://nitc.ne.gov/standards/</u>.
- 3. COMPLETING THE FORM IN THE NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM (NBRRS). Project proposals should only be submitted by entering the information into the NBRRS. The information requested in this Microsoft Word version of the form should be entered in the NBRRS in the "IT Project Proposal" section. The tabs in the "IT Project Proposal" section coincide with sections contained in this Microsoft Word version of the form. Information may be cut-and-pasted from this form or directly entered into the NBRRS. ALSO NOTE that for each "IT Project Proposal" created in the NBRRS, the submitting agency must prepare an "IT Issue" in the NBRRS to request funding for the project.
- 4. QUESTIONS. Contact the Office of the CIO/NITC at (402) 471-7984 or ocio.nitc@nebraska.gov

Nebraska Information Technology Commission

Project Proposal Form

General Information

 Project Title
 New Budget Management and Request System

 Agency (or entity)
 Dept. of Administrative Services, State Budget Division

Contact Information for this Project

Le	Name
Sta	Address
Lin	City, State, Zip
40	Telephone
Le	E-mail Address

:t:	
e	Lee Will
s	State Capitol, Room 1320
р	Lincoln, NE 68509
е	402 471-4175
s	Lee.will@nebraska.gov

Executive Summary

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

The State of Nebraska has used the Nebraska Budget Request and Reporting System (NBRRS) for the past 15 years. The State Budget Division seeks to take advantage of improvements in software and methodologies in budget management and request submission process of agencies, boards, and commissions of the state.

After reviewing 7 different produces, we have chosen Anaplan as the best product for a new budget management and request system. Additionally, we have chosen Allitix as the company to implement the needed configuration of Anaplan.

We believe this new system will allow for the management of the state's budget from beginning to end.

Goals, Objectives, and Projected Outcomes (15 Points)

- 1. Describe the project, including:
 - Specific goals and objectives;
 - Expected beneficiaries of the project; and
 - Expected outcomes.

The project is expected to take 20 weeks once implementation has begun. During the implementation period, Allitix will work with Budget Division staff to configure the Anaplan software to allow for the creation and submission of an agency's budget request. This will allow for the aggregation all the state agencies, boards, and commissions budget requests and will facilitate development into a Governors' recommendations. The system will allow the Legislature to take the information from submitted budgets and the Governor's recommended budget and make adjustments. Upon enactment, the system will provide needed information to upload the approved budget into the state accounting system. During the course of a fiscal year, the system will be used to track and manage agency budgets.

Project Proposal Form

The new system will provide greater flexibility for agencies as they prepare their budget requests. It will provide greater functionality to the State Budget Division to prepare a Governor's budget recommendations to the Legislature. The Legislature, through the Legislative Fiscal Office, will be able to take the original requests and Governor recommendations to enact a final budget for the state. Presently, the Legislative Fiscal Office uses a stand-alone database to track changes. The new system can provide an opportunity for the Legislative Fiscal Office to leverage the same data that is used by the State Budget Division.

We expect greater transparency of the budgeting process, a more efficient process for the development of an agency's budget, and more effective on-going management of an agency's budget throughout the fiscal year.

2. Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.

We will measure success of the project based upon improved end-user satisfaction, improved efficiency in constructing a Governor's recommendation, and the ease of monitoring an agency's budget thought the fiscal year.

3. Describe the project's relationship to your agency comprehensive information technology plan.

The project fits within the Department of Administrative Service's information technology plan by upgrading the budget request system that is used by all state agencies.

Project Justification / Business Case (25 Points)

4. Provide the project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g. additional services for customers).

The Nebraska Budget Request and Reporting System (NBRRS) was developed over 16 years ago by the OCIO using a web interface running JavaScript to access a SQL database hosted on physical services in the OCIO server farm. At that time, there was no commercial products available that fit the requirements for a budget system, so the system was developed "in-house".

The current budget request system and can only gather information on agency's budget requests. After the requests are completed, the State Budget Division and the Legislative Fiscal Office uses spreadsheets and custom database applications to complete the work of developing a budget. Once the budget is enacted, the State Budget Division then uses Excel spreadsheets to organize and upload the enacted budget into the state accounting system. This is a manual process that is subject to human error.

Advances in programming and database design, led by several companies entering into the government budget market, gives the State the opportunity to leverage these new methods and technologies to produce and manage the budget of the State more efficiently and effectively.

5. Describe other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected. Explain the implications of doing nothing and why this option is not acceptable.

A total of seven products were reviewed. They were Anaplan, Oracle, OneStream, Workday Adaptive Planning by Workday, Budget Information Development System by Sherpa, OneStream, and IBARS by Affinity Global Solutions.

Project Proposal Form

Review of the RFI responses resulted in the identification of Anaplan, with Allitix as the implementor, as an ideal, viable, and available solution. Through the RFI review process, each product was provided a demonstration and answered questions, and the State Budget Division narrowed the field to three products. The budget division then contacted several references of the final three and came to the consensus that Anaplan was the best solution for the state's needs.

6. If the project is the result of a state or federal mandate, please specify the mandate being addressed.

State statute 81-125 requires the Governor to solicit information from state agencies, boards, and commissions on their needs for appropriations. The statute also requires the Governor to make a recommendation to the Legislature based on the requests made, as well as items of importance to the Governor.

Technical Impact (20 Points)

7. Describe how the project enhances, changes or replaces present technology systems, or implements a new technology system. Describe the technical elements of the project, including hardware, software, and communications requirements. Describe the strengths and weaknesses of the proposed solution.

This project will replace an existing budget request system. The current system is almost 16 years old, was developed in-house by the OCIO, and utilizes technology and methods that have become outdated.

Anaplan is cloud-based and will host the state's budget data. No special software is required to the use the system, just a login. Anaplan can utilize the state's Active Directory for security.

The strength of the new system will be providing a greater level of transparency for budget process. A weakness of Anaplan is that it is a new system.

8. Address the following issues with respect to the proposed technology:

 Describe the reliability, security and scalability (future needs for growth or adaptation) of the technology.

High Availability

An Anaplan tenant may consist of an unlimited number of connected workspaces. The tenant's collection of workspaces is not confined to any single piece of hardware. Tenant workspaces are individually dynamically assigned at startup and so may collectively occupy resources across many physical machines. The Architecture within each primary data center is configured for high availability. No single component failure should result in a Disaster Recovery event. Each primary data center also backs up to a geographically remote Disaster Recovery site that will be used if a primary data center is unavailable.

Security Controls Overview

Anaplan employs a Defense-In-Depth security strategy that is aligned to our operational controls (ISMS Policy). ISMS policies are aligned to the ISO27002:2013 Standards including the ISO27018 privacy guideline. The strategy seeks to identify and eliminate threats at each defense perimeter; including (not limited to) the following examples:

- Physical security at the data center (Equinix 7X24 security, CCTV, fire protection, power backup) Multiple Internet Service Providers (ISPs) at each data center. Hardware security (Hardened to CIS standards)
- Network Security (DDoS mitigation, Firewalls/Security Appliances, Endpoint Detection and Response (EDR), Network Threat Detection and Response (NTDR), anti-malware, secure logging, monitoring, regular penetration testing)

- Secure coding practices (OWASP, Code Scanning, SAST, DAST, internal and external penetration testing)
- Data separation (Unique GUIDs at the Workspace, Model, and User levels with Java serialization and dedicated file space)

Security Controls Overview (continued)

- Change Management / Secure Code Migration Policies (Changes are reviewed and approved by the Change Control Board. Only board authorized changes are permitted. The code migration process includes automated configuration management with auto-rollback features for any unauthorized changes.)
- Workspace security/User Access Controls. (Including Role-Based-Access-Controls, and support for SAML2.0 assertions or Native UID/PWD. Customers are the data controllers and responsible for user provisioning, access controls and regulatory compliance.)
- Data Security (Data is protected by encryption both at rest (AES-256) and in transit (HTTPS-TLS1.2-1.3))
- Segregation of Duties (Anaplan's ISMS policies follow the principles of Duty Segregation and Least Access. The policies align to ISO27002 standards and are tested regularly under SOC2 Type II audits.)

Scalability

Anaplan provides clients with the ability to scale both vertically in a single workspace hyper-model, and horizontally across an unlimited number of connected workspaces with unlimited model dimensions. Anaplan has at its backbone a highly optimized multi-dimension calculation engine coupled with an all In-Memory data store and HyperBlock connectors that allow the calculation of only change-related data. The application is specifically designed to handle billions of individual cells and thousands of users.

Customer Workspaces are fully provisioned at start-up based on the subscription agreement. To scale a workspace customers need only purchase additional licenses.

• Address conformity with applicable NITC technical standards and guidelines (available at http://nitc.ne.gov/standards/) and generally accepted industry standards.

Anaplan's ISMS (Information Security Management Systems) Policies are certified on the ISO27001:2013 standards, the 27018:2019 privacy guidelines and 27017:2015

ISO27001:2013 - https://www.iso.org/standard/54534.html ISO27017:2015 - https://www.iso.org/standard/43757.html ISO27018:2019 -https://www.iso.org/standard/76559.html

<u>Cloud Security Alliance (CSA) STAR registrant</u> https://cloudsecurityalliance.org/star-registrant/anaplan/

TRUSTe Privacy Certified

https://privacy.truste.com/privacy-seal/validation?rid=376c7527-21af-41b8-8cd4-395b683fc8f8

Privacy Shield Certified

https://www.privacyshield.gov/participant?id=a2zt00000004TIXAAU&status=Active

Privacy Policy https://www.anaplan.com/privacy-policy

GDPR Compliant CCPA Compliant

SOC1 Type2 Audits - Twice Yearly (Grant Thornton) SOC2 Type2 Audit - Twice Yearly (Grant Thornton)

ISO27001 certified and SOC audited data centers

Pen Test - Yearly by third-party CREST certified tester Pen Test - internal at least quarterly

Disaster recovery process tested at least annually for each data center.

• Address the compatibility with existing institutional and/or statewide infrastructure.

Data Integrations

Anaplan is an open data platform that allows you to create cohesive plans using data from multiple sources. You may have a single or multiple methods of data integrations. You may start simply and work toward more complex integrations and automations. This ensures that Anaplan can enable both your current and future data strategies. Anaplan can interface with nearly any software system including source and target databases, Enterprise Schedulers, ETLs, ERPs, reporting, presentation, and analytics systems. Secure integrations are provided through the Anaplan API. The Anaplan GUI supports direct import of text and the export of text, csv, pdf, and excel. Anaplan connect allows you to connect to JDBC sources and interface with enterprise schedulers. Several ETL vendors provide a connection to both Anaplan and other source and target systems (Informatica, MuleSoft, Snaplogic, Boomi). Anaplan HyperConnect is powered by Informatica Cloud. There are direct integrations for Tableau, PowerBi, Excel, and PowerPoint. You can also build custom integrations using our REST-based API.Data Integration Overview

<u>Overview</u>

https://help.anaplan.com/anapedia/Content/Data_Integrations/Data_Integrations_Oveview.html

Anaplan Connect Document

https://s3.amazonaws.com/anaplanenablement/Community/Anapedia/Anaplan_Connect.pdf

HyperConnect (Informatica Cloud)

https://help.anaplan.com/anapedia/Content/Data_Integrations/Anaplan_Hyperconnect.htm

Rest API Document

https://anaplan.docs.apiary.io/#, https://anaplanbulkapi20.docs.apiary.io/#

Third-Party and ETL

https://help.anaplan.com/anapedia/Content/Data_Integrations/Third-party_Data_Integration.html

Tableau integration

- https://help.anaplan.com/anapedia/Content/Data_Integrations/Anaplan_Tableau_Integration.html

Exporting Anaplan Objects

https://help.anaplan.com/anapedia/Content/Import_and_Export/Export_from_Anaplan.html

Detailed information regarding the add-ons for Google Sheets and Microsoft Office

https://help.anaplan.com/bbf06731-3cc3-4b70-9544-f74be85d67d0-Extensions

Project Proposal Form

Preliminary Plan for Implementation (10 Points)

9. Describe the preliminary plans for implementing the project. Identify project sponsor(s) and examine stakeholder acceptance. Describe the project team, including their roles, responsibilities, and experience.

The project sponsor is Lee Will, State Budget Administrator. The project manager is Gary Bush, Senior Budget Management Analyst.

The Allitix project team will leverage the Allitix Way, a variant of the Anaplan Way implementation methodology, as the foundation of the project (infographic of Anaplan Way methodology below). The project is anticipated to run for approximately 20 weeks.



By combining the Allitix team's experience and the requirements laid out in the Statement of Work (SOW) to drive toward the State Budget Division desired outcomes. Based on the project requirements and the Allitix team's experience implementing Anaplan financial planning and analytics projects, we will use the Anaplan Way project stages noted below.

Every Anaplan project has a slightly different mix of project staff from the customer side. Typical roles and activities are described below. Note that not all roles will be filled by the State Budget Division and multiple roles may be played by one person.

Anaplanners	 Future Anaplan model administrators working with the implementation team throughout the project (ultimately graduate to model building capabilities) Prototyping / mock-ups – facilitate iterative design with business process owners Quality assurance / system validation and testing Delivery of end user solution including dashboards, modules, and/or documentation
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Project Proposal Form

Project Manager / Scrum Master	 Monitor project team performance; ensure timely availability for completion of action items and tasks per the project plans Provide input for or prepare project status reports and presentation decks Ensure timely availability of SMEs and stakeholders for participation in discussions and provide sign-off as needed
Business Process Owners Subject Matter Experts (SMEs)	 Provide subject matter expertise on overall end-to-end business process Helps build test scripts and participates in UAT
IT & Security SMEs	 Support data readiness and integration requirements Help build test scripts and participates in UAT
Executive Sponsor(s)	 Provide executive strategy and vision to the project Attend steering committee meetings to remain aware of project progress, review risks, and assist to clear roadblocks
Project Sponsor	 Co-facilitate the development of high-level project timelines and milestones Provide review and final sign-off on all deliverables Participate in regular status meetings to discuss project progress, issues arising, and potential change orders, if needed.

Typical Implementation Stages

ADMINISTRATIVE TRAINING

Anaplan Level 1 training will occur at the beginning of the project to provide the team general knowledge of Anaplan and an introduction to model building within Anaplan. The primary purpose of this training is to provide the foundational knowledge DAS' Anaplan project team will need in order to support the solution long-term. This training will be instructor-led and will accommodate up to 10 participants.

FOUNDATIONS

This six-week phase of the implementation will focus on three distinct topics – business processes, data, and solution-specific planning.

DATA PLANNING

This critical stage allows the Allitix team to assess relevant data up front for the purpose of identifying/resolving data quality issues and to begin planning for data imports into Anaplan. This is also the stage that builds the foundation for the chosen ERP integration method, as defined in the SOW.

BUSINESS PROCESS PLANNING

This stage ensures understanding of the functional project requirements, aligned with the desired business processes.

MODEL PLANNING

This stage will include two critical elements – project planning and sprint planning. *Project Planning:* During the project kick-off meeting, the State Budget Division team will write a statement which will guide the project team to success throughout the project. Next, Allitix documents each step in the process to complete the outputs required, giving way to break each step down further into user stories. User stories narrate specific business needs of end users by describing inputs, outputs, and acceptance criteria.

Sprint planning: User Stories are prioritized by complexity and level of effort then assigned to "Sprint Buckets." Allitix architects will guide the users on the amount of user stories to assign to each sprint based on several factors:

- Data readiness
- Complexity of user stories
- Requirements from the SOW

Once the sprint planning has concluded, the Allitix architects work with the Allitix and the State Budget Division project managers to document the project plan based on the user stories and planned sprints, taking into consideration the overall flow of the model, data integration, data development of lists and hierarchies, user friendly dashboards, and user security.

AGILE SPRINTS

This phase involves the buildout/configuration of the apps and dashboards via agile sprint cycles. The State Budget Division primary project team members will meet with Allitix each day for approximately 15 minutes. These daily "scrum calls" allows the Allitix team to quickly highlight the work done the previous day in order to validate the work and receive guidance from the State Budget Division. This approach keeps the project moving forward every day and accommodates for team members that may need to miss the daily meetings due to occasional conflicts.

ACCEPTANCE TESTING (UAT)

The objective of the UAT phase is to ensure the apps are operating as designed. The State Budget Division project team will be the primary testers for all user stories, which are tested as completed throughout each sprint. Additional testers from the business areas will be asked to assist in full UAT to ensure a quality solution at go-live.

Well-documented unit test results lead way to relevant test scripts by type of user, which are critical to a testing phase and will minimize issues at deployment. An effective regression testing approach will also expedite the resolution of any issues surfaced during testing. Allitix will defer to DAS' methods for developing test scripts with overall guidance provided by the Allitix team. State Budget Division may use the test script templates located in the Anaplan Agile app or use their own internal method.

DEPLOYMENT

Deployment will be kept top-of-mind throughout the entire project. It involves gaining buy-in from end users, making the newly deployed Anaplan solution stick within the organization, and securing return on investment (ROI). Deployment plans are developed well in advance of when the Anaplan solution is ready to go live and before the platform is made available to end-users (general availability). There should be a clear communication plan, training of end users, documentation, post-go live support plan, and monitoring.

END USER TRAINING

Training for end users will occur at the end of the project with the intent to drive both understanding and user adoption. This training will be instructor-led, delivered remotely, and

will accommodate any number of participants. A recording of the training session will be provided to the State Budget Division for use in subsequent end user learning opportunities.

10. List the major milestones and/or deliverables and provide a timeline for completing each.

- Foundations Workshops Data, Business Process, and Model Planning Weeks 1 6
- Administrative Training To occur concurrently with Foundations Workshops (3 consecutive days, if delivered onsite: otherwise 3 days throughout a work week)
- Data Hub App week 9
- Budget Development App week 17
- Automated Integration no later than week 17 (agile, based on availability of technical resources to participate)
- End User Training week 20

11. Describe the training and staff development requirements. ADMINISTRATIVE TRAINING

Anaplan Level 1 training will occur at the beginning of the project to provide the team general knowledge of Anaplan and an introduction to model building within Anaplan. The primary purpose of this training is to provide the foundational knowledge DAS' Anaplan project team will need in order to support the solution long-term. This training will be instructor-led and will accommodate up to 10 participants.

END USER TRAINING

Training for end users will occur at the end of the project with the intent to drive both understanding and user adoption. This training will be instructor-led, delivered remotely, and will accommodate any number of participants. A recording of the training session will be provided to the State Budget Division for use in subsequent end user learning opportunities.

ADDITIONAL TRAINING

Self-paced, topical training is also available via the Anaplan online community. Training is accessible for free, for the life of the Anaplan subscription.

12. Describe the ongoing support requirements.

The administrative users within the State Budget Division will provide the primary support, in conjunction with Allitix' support team. Support outside of this will be rare.

Risk Assessment (10 Points)

13. Describe possible barriers and risks related to the project and the relative importance of each.

- **Data quality** If there are quality issues, they *may* be able to be resolved within the Anaplan solution however it may add unexpected time to the project, should the clean-up be extensive. Less complex quality issues are likely to be resolved within the expected project hours.
- **Resource availability** The project schedule assumes various State Budget Division and Allitix resources will be out from time-to-time for typical-length vacations and holidays. The risk increases if/when resources have atypical-length absence.

Project Proposal Form

14. Identify strategies which have been developed to minimize risks.

- To mitigate data quality risks, we have built in a 4-week period of time to specifically focus on the pulling and clean-up of data.
- Because sickness, staff turnover, and vacations aren't always predictable, we accommodate for staff availability changes via weekly conversations, ensuring everyone is aware of upcoming absences (when known), including meeting conflicts. Unforeseen absences, such as sickness, are managed in the way of multiple project team members being involved with individual tasks so one-person bottlenecks can be avoided as much as possible.

Financial Analysis and Budget (20 Points)

15. Financial Information. The "Financial" information tab in the Nebraska Budget Request and Reporting System (NBRRS) is used to enter the financial information for this project (NOTE: For each IT Project Proposal created in the NBRRS, the submitting agency must prepare an "IT Issue" in the NBRRS to request funding for the project.)

	Prior Exp	FY2023 Expend	FY2024 Request	FY2025 Request	Future Add Request	Total
Contractual Services						
Design	0	82,200				82,200
Programming		459,680				459,680
Project Management		55,000				55,000
Data Conversion						
Other						
Total		596,880				596,880
Telecommunications				•		
Data						
Video						
Voice						
Wireless						
Total						
Training						
Technical Staff		8,000				8,000
End-user Staff			8,000			8,000
Total						
Other Project Costs						
Personnel Cost						
Supplies & Materials						
Travel						
Other						
Total						
Capital Expenditures						
Hardware						
Software, Licenses		48,750	171,132	171,132	171,132	562,146
Network						
Other – Ongoing support		1,020	31,098	1,176	1,254	34,548
Total		49,770	202,230	172,308	172,386	596,692
TOTAL REQUEST		654,650	210,230	172,308	172,386	1,209,574
General Funds		654,650	210,230	172,308	172,386	1,209,573
Cash Funds						
Federal Funds						
Revolving Funds						
Other Funds						
TOTAL FUNDS		654,650	210,230	172,308	172.386	1,209,574

Attachment IV-A-3

Nebraska Information Technology Commission 2023-2025 Biennial Budget Review Timeline

1	IT project proposals due with biennial budget requests	9/15/2022
2	Project reviewers assigned and notice sent to Technical Panel members	9/21/2022
3	Project review documents sent to reviewers	9/23/2022
4	Completed scoring due from reviewers	10/5/2022
5	Reviewer scores and comments sent to agencies for comment/response	10/7/2022
6	Education Council meeting	TBD
7	Agency response due (optional)	Tech Panel date minus 7 days
8	Technical Panel meeting	10/21 - 10/31
0		
9	NITC meeting	11/10/2022

1-202. Project reviews; information technology projects submitted as part of the state biennial budget process.

Neb. Rev. Stat. § 86-516 provides, in pertinent part:

"The commission shall: (5) Adopt guidelines regarding project planning and management and administrative and technical review procedures involving state-owned or state-supported technology and infrastructure. Governmental entities, state agencies, and noneducation political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions. The commission may monitor the progress of any such project and may require progress reports; (8) By November 15 of each even-numbered year, make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel pursuant to section 86-521. The recommendations submitted to the Legislature shall be submitted electronically;"

This policy provides the format, minimum requirements, and review procedures for information technology projects submitted as part of the state biennial budget process. The requirements are as follows:

(1) Format. Budget requests for information technology projects that meet the minimum requirements set forth in subsection (2) must include a completed information technology project proposal form. The form provided in the Nebraska Budget Request and Reporting System is the approved format for information technology project proposals.

(2) Minimum Requirements for Project Submissions.

(a) Information technology projects that meet the following criteria are subject to the project review requirements of this section: (i) the estimated total project costs are more than \$500,000, or (ii) the estimated total project costs are more than \$50,000, and the project will have a significant effect on a core business function or multiple agencies.

(b) Exceptions. The following information technology projects are not subject to the project review requirements of this section and do not require the submission of a project proposal: (i) multi-year projects that have been reviewed as part of a previous budget submission; or (ii) projects utilizing the enterprise content management system identified in section 5-101.

(3) Technical Review Procedures. The technical review of information technology projects submitted pursuant to this section will consist of the following steps:

(a) Individual Technical Reviewers. Each project will be reviewed and scored by three individual technical reviewers using review and scoring criteria approved by the Technical Panel. Qualified reviewers include: members of the Technical Panel, members and alternates of the advisory councils chartered by the commission, and such other individuals as approved by the Technical Panel.

Assignment of Reviewers. Individual technical reviewers will be assigned to projects as follows: (1) staff will assign three reviewers for each project based on the subject matter of the project; (2) staff will notify Technical Panel members by email of the initial assignment of reviewers; (3) members will have 24 hours to object to any of the reviewer assignments, objections to be made by email to the other members noting the specific assignment for which there is an objection and the reason(s) for the objection; (4) if there are objections, reassignments will be made and communicated in the same manner as the initial assignment, or the Technical Panel chairperson may call a special meeting of the Technical Panel to assign reviewers; (5) staff will provide the assigned reviewers with the project review documents; (6) in the event a reviewer is unable to complete an assigned review, a new reviewer will be assigned using the same process as the initial assignment; and (7) if for any reason less than three individual reviews are completed prior to the Technical Panel's review referenced in subsection (3)(d), the Technical Panel may complete the project review without regard to the requirements of this subsection.

(b) Agency Response. The requesting agency will be provided with the reviewer scores and comments. The agency may submit a written response to the reviewer scores and comments. The deadline for submitting a response will be one week prior to the Technical Panel review referenced in subsection (3)(d).

(c) Advisory Council Review. Depending on the subject matter of a project, one or more of the commission's advisory councils may review the project and provide recommendations to the Technical Panel and commission.

(d) Technical Panel Review. The Technical Panel will review each project including the reviewer scores and comments, any agency response, and any recommendations by the advisory councils. The Technical Panel will provide its analysis to the commission.

(e) Commission Review and Recommendations. The commission will review each project including any recommendations from the Technical Panel and advisory councils. The commission will make recommendations on each project for inclusion in its report to the Governor and the Legislature.

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History: Adopted on June 18, 2008. Amended on June 16, 2010; August 15, 2012; August 14, 2014; July 14, 2016; and July 12, 2018. URL: <u>https://nitc.nebraska.gov/standards/1-202.pdf</u>

Attachment IV-B-1

State of Nebraska Nebraska Information Technology Commission Technical Standards and Guidelines

Proposal 27

A PROPOSAL relating to the Information Security Policy; to add definitions; to amend sections 8-205 and 8-506; and to repeal the original sections.

1	Section 1. Section 1-101 is amended by adding the following new subsections, and
2	renumbering the existing subsections accordingly:
3	"Mobile device" means a portable computing device that has a small form factor such that it
4	can easily be carried by a single individual; is designed to operate without a physical connection
5	(e.g., wirelessly transmit or receive information); possesses local, non-removable data storage;
6	and is powered on for extended periods of time with a self-contained power source. Mobile
7	devices may also include voice communication capabilities, on-board sensors that allow the
8	device to capture (e.g., photograph, video, record, or determine location) information, and/or
9	built-in features for synchronizing local data with remote locations. Examples include smart
10	phones, tablets, and e-readers. [Source: NIST SP 800-53, REV. 5]
11	"Portable storage device" means a system component that can communicate with and be
12	added to or removed from a system or network and that is limited to data storage—including
13	text, video, audio or image data—as its primary function (e.g., optical discs, external or
14	removable hard drives, external or removable solid-state disk drives, magnetic or optical tapes,
15	flash memory devices, flash memory cards, and other external or removable disks). [Source:
16	NIST SP 800-53, REV. 5]
17	Sec. 2. Section 8-205 is amended to read:

18 8-205. Portable IT storage devices.

- 1 (1) ——CONFIDENTIAL or RESTRICTED data must not be stored on portable IT
- 2 storage devices unless it has been encrypted using OCIO-approved technology-approved by

3 the state information security officer or the agency information security officer.

- 4 (2) Portable storage devices must not be left in a vehicle unattended.
- 5 Sec. 3. Section 8-506 is amended to read:

6 **8-506.** Minimum mobile device configuration.

All mobile computing devices accessing the state network or containing state
information must be provisioned to meet these security policies and be approved by the Office
of the CIO. All devices that will be connected to the state network must be logged with device
type and approval date. The following are minimum mobile device configuration standards:
(1) Mobile computing devices must be shut down or locked when not in use. These

devices must not be left unattended in a public access area. They must be locked in a secure
cabinet or room, or kept on the person. Devices should not be shared;

14 (2) Mobile computing devices and mobile storage devices must not be left in a vehicle
 15 unattended;

(3) Storing CONFIDENTIAL or RESTRICTED information on any mobile device or any
 removable or portable media (e.g., CDs, thumb drives, DVDs) is prohibited unless
 arrangements and mechanisms for securing the data has been explicitly approved by the state
 information security officer. In those cases, all mobile computing devices or portable media
 shall<u>the device must</u> be encrypted using <u>OCIO-approved</u> technology that is approved by the
 state information security officer;

(4) Personally owned mobile devices (e.g., smartphones and tablets) may be used for
approved state purposes, including email, when configured to access the state information
through a managed interface or sandbox only. Devices that are not configured to use the
authorized interface are prohibited from accessing any state information, including email;

-2-

(5) The device must have security settings that block users from changing mandatory
 settings;

3 (6) Strong passwords are required, and passwords must change regularly per state policy
4 regarding passwords;

5 (7) The device must lock after no more than 5 minutes of inactivity and must require the 6 re-entry of a password or PIN code to unlock;

7 (8) After 10 unsuccessful password attempts, the device or the state container will be
8 erased. In the event that the device becomes lost or stolen, the Office of the CIO must have the
9 capability to remotely locate, lock, and erase the device;

10 (9) The device should have all data backed up at the state data center;

(10) Devices need to be cleared of all information from the prior user before being issued to
 a new user;

(11) The device OS must be up to date and patched. New versions of the OS must be
 vetted for security posture and supportability;

15 (12) Devices must be properly disposed of using mechanisms approved by the state

16 information security officer. State data must be cleared and devices properly disposed of or

17 recycled. The disposition process is required to be documented and periodically audited; and

18 (13) New devices are required to be configured and operate within established security

19 guidelines and help desk support must be established before these devices can be operational.

20 New devices need to be validated before being made available for users to request.

21 Sec. 4. Original sections 1-101, 8-205 and 8-506 are repealed.

22 Sec. 5. This proposal takes effect when approved by the commission.

-3-

Attachment IV-B-2

State of Nebraska Nebraska Information Technology Commission Technical Standards and Guidelines

Proposal 28

A PROPOSAL relating to the Information Security Policy; to amend sections 8-303, 8-304, and

8-504; to repeal the original sections; and to outright repeal section 8-505.

1 Section 1. Section 8-303 is amended to read:

2 8-303. Identification and authorization.

3 (1) All employees and other persons performing work on behalf of the state, authorized to

4 access any state information or IT resources, that have the potential to process, store, or

5 access non-public information, must be assigned a unique identifierState of Nebraska user ID

6 which resides in the <u>a</u> State of Nebraska <u>identity management system</u> Active Directory domain

7 with the minimum necessary access required to perform their duties to align with the least

- 8 privilege methodology.
- 9 (2) Staff are required to secure their user IDs from unauthorized use.
- 10 (3) Sharing user IDs is prohibited.

11 (4) To reduce the risk of accidental or deliberate system misuse, separation of duties must

12 be implemented where practical. Whenever separation of duties is impractical, other

13 compensatory controls such as monitoring of activities, increased auditing and management

supervision must be implemented. At a minimum, the audit of security must remain independent

15 and segregated from the security function.

16 Sec. 2. Section 8-304 is amended to read:

17 **8-304. Privileged access accounts.**

-1-

Privileged access accounts include administrator accounts, embedded accounts used by
 one system to connect to another, and accounts used to run service programs. These accounts
 are used by systems and personnel to access sensitive files, execute software, load and
 configure policies and configuration settings, and set up or maintain accounts.

5 Due to the elevated access levels these accounts typically have, the following standards

6 and procedures must be followed to minimize the risk of incidents caused by these accounts:

7 (1) All privileged access accounts must be assigned to an individual with an approved

8 business need for the privileged access. These accounts must not be shared;

9 (1)(2) All privileged access accounts must use OCIO-approved multifactor

10 authentication where technically possible.

11 (2)(3) Service accounts must not be used to interactively log in to a system or resource;

12 (3)(4) Default administrator accounts must be renamed, removed or disabled. Default

13 passwords for renamed or disabled default administrator accounts must be changed;

14 (4)(5) Default system account credentials for hardware and software must be either

disabled, or the password must be changed. Use of anonymous accounts is prohibited, and

unassigned accounts must be assigned to an individual prior to use. When no longer needed,

17 the account must be disabled. At all times, the state requires individual accountability for use of

18 privileged access accounts;

(5)(6) Privileged access accounts must have enhanced activity logging enabled and
 reviewed at least quarterly;

21 (6)(7) Privileged access through remote channels will be allowed for authorized

22 purposes only and must include multi-factor authentication;

23 (7)(8) Passwords for these accounts must be changed every 60 days;

24 (8)(9) The password change process must support recovery of managed systems from

25 backup media. Historical passwords should remain accessible in a history table in the event that

they are needed to activate a backup copy of a system; and

-2-

(10) Privileged access accounts must be approved, provisioned, and maintained by
 the Office of the CIO.

3 Exceptions to this policy may be granted by the state information security officer.

4

Sec. 3. Section 8-504 is amended to read:

5 **8-504. Minimum workstation configuration.**

6 Improperly configured workstations are at risk to be compromised. Without proper 7 adherence to these workstation security standards, the state is at increased risk to have data 8 lost, stolen, or destroyed. This standard is necessary to protect the state from unauthorized data 9 or activity residing or occurring on state equipment. It is also necessary to reduce the likelihood of malicious activity propagating throughout the state networks or launching other attacks. All 10 managed workstations that connect to the state's network are required to meet these standards. 11 12 The Office of the CIO is responsible for maintaining these standards and for configuring and 13 managing the hardware, software, and imaging processes for all managed workstations. Workstation standards should be securely maintained and stored in a centralized 14 documentation library. The degree of protection of the workstation should be commensurate 15 16 with the data classification of the resources stored, accessed, or processed from this computer. 17 The following are minimum workstation configuration standards: 18 (1) OCIO-approved eEndpoint security (anti-virus) software, approved by the Office of the CIO, must be installed and enabled; 19 (2) The host-based firewall must be enabled if the workstation is removed from the state 20 21 network; (3) The operating system must be configured to receive automated updates; 22 (4) The system must be configured to enforce password complexity standards on accounts; 23 24 (5) Application software should only be installed if there is an expectation that it will be used 25 for state business purposes. Application software not in use should be uninstalled;

-3-

1 (6) All application software must have security updates applied as defined by patch

2 management standards and be of a vendor supported version;

3 (7) Web browsers settings should be selected or disabled as appropriate to increase
 4 security and limit vulnerability to intrusion;

5 (7)(8) CIS Level 1 Controls should be maintained on all state managed workstations,

6 <u>where technically feasible;</u>

7 (8)(9) Shared login accounts are prohibited unless approved in advance and configured

8 by IT. Shared login accounts are only acceptable if approved through the policy exception

9 process and alternate mechanisms or access layers exist to ensure the ability to individually

10 identify personnel accessing non-public information;

11 (9)(10) Shared login accounts are forbidden on multi-user systems where the

12 manipulation and storage of CONFIDENTIAL or RESTRICTED information takes place;

13 (10)(11) Users need to lock their desktops when not in use. The system must

14 automatically lock a workstation after 5 minutes of inactivity;

15 (11)(12) Users are required to store all CONFIDENTIAL or RESTRICTED information on

16 IT managed servers, and not the local hard drive of the computer. Local storage may only be

17 used for temporary purposes when the data stored is not sensitive, and where loss of the

18 information will not have any detrimental impact on the state;

(12)(13) All workstations <u>must shall</u> be re-imaged with standard load images prior to re assignment; and

21 (14) Equipment scheduled for disposal or recycling must be cleansed following

22 agency media disposal guidelines.

23 Sec. 4. Original sections 8-303, 8-304 and 8-504 are repealed.

24 Sec. 5. The following section is outright repealed: Section 8-505.

25 Sec. 6. This proposal takes effect when approved by the commission.

-4-

Attachment IV-B-3

State of Nebraska Nebraska Information Technology Commission Technical Standards and Guidelines

Proposal 29

A PROPOSAL relating to the GIS data; to amend sections 3-203, 3-205, and 3-206; and to

repeal the original sections.

- 1 Section 1. Section 3-203 is replaced in its entirety with the following:
- 2 3-203. Lidar standard.
- 3 The commission adopts by reference the current version of the Lidar Base Specification
- 4 (LBS) standards released by the U.S. Geological Survey (USGS) [https://www.usgs.gov/ngp-
- 5 <u>standards-and-specifications/lidar-base-specification-online] for elevation acquisition using lidar.</u>
- 6 Sec. 2. Section 3-205 is amended to read:

7 **3-205. Street centerlines.**

- 8 (1) The commission adopts by reference <u>the current version of sections 2, 3, and 3.1 of the</u>
- 9 NENA Standard for NG9-1-1 GIS Data Model released by the National Emergency Number
- 10 Association [https://www.nena.org/page/ng911gisdatamodel] (National Emergency Number
- 11 Association, NENA-STA-006.1-2018, June 16, 2018,
- 12 https://cdn.ymaws.com/www.nena.org/resource/resmgr/standards/nena-sta-006_ng9-1-
- 13 <u>1_gis_dat.pdf</u>) for GIS data that consists of street centerlines.
- 14 (2) The following are optional additional attributes for street centerlines:

From Road Level	FromLevel	0	Р	1
To Road Level	ToLevel	0	Ρ	1

15

16 FromLevel: Specifies the 'elevation' of a segment FROM node (start point). This

1	field does not require actual elevation in terms of real-world measurements. The
2	value is only used to determine whether a turn is allowed from one street to a
3	street that intersects it in a 2-dimensional space, similar to floors in a building.
4	Nodes at the lowest level would be assigned 0, with overlapping nodes
5	representing additional level(s)/overpass(es) will be assigned the next sequential
6	integer value accordingly.
7	ToLevel: Specifies the 'elevation' of a segment TO node (end point). This field
8	does not require actual elevation in terms of real-world measurements. The value
9	is only used to determine whether a turn is allowed from one street to a street
10	that intersects it in a 2-dimensional space, similar to floors in a building. Nodes at
11	the lowest level would be assigned 0, with overlapping nodes representing
12	additional level(s)/overpass(es) will be assigned the next sequential integer value
13	accordingly.
14	Sec. 3. Section 3-206 is amended to read:
15	3-206. Address points.
16	The commission adopts by reference the current version of sections 2, 3, and 3.2 of the
17	NENA Standard for NG9-1-1 GIS Data Model released by the National Emergency Number
18	Association [https://www.nena.org/page/ng911gisdatamodel] (National Emergency Number
19	Association, NENA-STA-006.1-2018, June 16, 2018, <u>https://nitc.nebraska.gov/standards/pdf/3-</u>
20	206_pages_from_nena-sta-006_ng9-1-1_gis_dat.pdf) for GIS data that consists of address
21	points.
22	Sec. 4. Original sections 3-203, 3-205, and 3-206 are repealed.

23 Sec. 5. This proposal takes effect when approved by the commission.