IT Project Proposal Report - Detail Agency: 039 - NEBRASKA BRAND COMMITTEE Budget Cycle: 2017-2019 Biennium Version: AF - AGENCY FINAL REQUEST

IT Project : NBC Database System

General Section

Contact Name :	Shawn Harvey	E-mail :	shawn.harvey@nebraska.gov	Agency Priority :	1
Address :	411 Niobrara Avenue	Telephone :	308-763-2932	NITC Priority :	
City :	Alliance			NITC Score :	
State :	Nebraska	Zip :	69301		

Expenditures

IT Project Costs	Total	Prior Exp	FY16 Appr/Reappr	FY18 Request	FY19 Request	Future Add
Contractual Services						
Design	0	0	0	0	0	0
Programming	0	0	0	0	0	0
Project Management	432,000	0	0	216,000	216,000	0
Data Conversion	0	0	0	0	0	0
Other	0	0	0	0	0	0
Subtotal Contractual Services	432,000	0	0	216,000	216,000	0
Telecommunications						
Data	0	0	0	0	0	0
Video	0	0	0	0	0	0
Voice	0	0	0	0	0	0
Wireless	0	0	0	0	0	0
Subtotal Telecommunications	0	0	0	0	0	0
Training						
Technical Staff	0	0	0	0	0	0
End-user Staff	0	0	0	0	0	0
Subtotal Training	0	0	0	0	0	0

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Expenditures						
IT Project Costs	Total	Prior Exp	FY16 Appr/Reappr	FY18 Request	FY19 Request	Future Add
Other Operating Costs						
Personnnel Cost	0	0	0	0	0	0
Supplies & Materials	0	0	0	0	0	0
Travel	0	0	0	0	0	0
Other	0	0	0	0	0	0
Subtotal Other Operating Costs	0	0	0	0	0	0
Capital Expenditures						
Hardware	0	0	0	0	0	0
Software	0	0	0	0	0	C
Network	0	0	0	0	0	C
Other	0	0	0	0	0	0
Subtotal Capital Expenditures	0	0	0	0	0	0
TOTAL PROJECT COST	432,000	0	0	216,000	216,000	0
unding						
Fund Type	Total	Prior Exp	FY16 Appr/Reappr	FY18 Request	FY19 Request	Future Add
General Fund	0	0	0	0	0	C
Cash Fund	432,000	0	0	216,000	216,000	C
Federal Fund	0	0	0	0	0	C
Revolving Fund	0	0	0	0	0	C
Other Fund	0	0	0	0	0	C
DTAL FUNDING	432,000	0	0	216,000	216,000	C
ARIANCE	0	0	0	0	0	C

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IT Project: NBC Database System EXECUTIVE SUMMARY:

The Nebraska Brand Committee has a proposal from Nebraska Interactive LLC to develop a program to automate many of its functions, increase effiencies such as reducing data entry and call volume, and implementing additional audit controls.

The program will develop a mobile brand inspection application for inspectors to include supplying mobile devices and printers. The program will also include implementation of payment processing, minimizing the need for nspectors to hold and carry or check payments. The payment data along with the inspection records will automatically be submitted to the NBC Database System, eliminating data entry, providing timely receipt and disbursement of monies, and access to inspection records.

(See attachment)

See Attachment

Attachments:

IT Plan.pdf

GOALS, OBJECTIVES, AND OUTCOMES (15 PTS):

Reference attachment

Attachments:

IT Plan.pdf

PROJECT JUSTIFICATION / BUSINESS CASE (25 PTS):

Reference attachment

Attachments:

IT Plan.pdf

TECHNICAL IMPACT (20 PTS):

Printed By: RBecker

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Reference attachment

Attachments:

IT Plan.pdf

PRELIMINARY PLAN FOR IMPLEMENTATION (10 PTS):

Reference attachment

Attachments:

IT Plan.pdf

RISK ASSESSMENT (10 PTS):

Reference attachment

Attachments:

IT Plan.pdf

FINANCIAL ANALYSIS AND BUDGET (20 PTS):

Reference attachment

Attachments:

IT Plan.pdf

Nebraska Brand Committee Suite of Services Proposal



Services to include: Backend Database, Inspection Mobile Application & User Interface Applications

Project Manager: Jessica Evers

Date: 8/20/2016

Nebraska Interactive Information

Executive Sponsor

Brent Hoffman General Manager 301 S 13th Street Suite 301 Lincoln, NE Email: ne-support@nicusa.com Phone: 402-471-7810 Fax: 402-471-7817

Partner Information

Partner Description

The Nebraska Brand Committee was created by the Legislature in 1941 to inspect cattle and investigate missing and/or stolen cattle. It is a self-supporting cash fund agency. Its operating funds come solely from fees collected for brand recordings, brand inspections and registered feedlots and dairies.

Executive Sponsor

Jerry Kuenning Chairman Nebraska Brand Committee Telephone (308) 883-8382 Email jerrykuenning@gmail.com

Primary Partner Contact Information

Shawn Harvey Executive Director Nebraska Brand Committee Telephone (308) 763-2930 Email shawn.harvey@nebraska.gov

Current Solution

Nebraska Brand Committee (NBC) currently uses a complete paper process for Brand Inspections. Inspectors, who are working in the field within the Nebraska Brand Area, use paper/utensil to record all cattle being inspected, manually calculate fees due and sale barn invoices, collect fees, report inspections and monies due via hand-delivery or mail to NBC Headquarters. This manual process causes many internal business process and audit control concerns.

Brand Inspections and monies received are manually entered into the database and then reconciled. All updates to inspection data are also manually entered. Brand related tasks such as, new brands and brand renewals, are submitted to the NBC headquarters via a paper processed, they are manually reviewed, recorded and reconciled.

The NBC administrative staff manages brand inspection recording; including producers, sale barns, inspectors, and all brand related tasks using a Custom NBC Program (origin unknown), Filemaker and Marquer. The data is stored and backed up in a lomega Automatic Backup Pro installed on a local server which utilizes a Verbatim 500GB external hard drive. All equipment is connected to heavy duty surge protectors, however lacks a disaster recovery plan.

Project Overview

The Nebraska Brand Committee is interested in automating many of its functions, increasing efficiencies (e.g. reducing data entry and call

volume) and implementing additional audit controls. Nebraska Interactive plans to develop a mobile brand inspection application for inspectors. This includes the supply and support of mobile devices and printers. We have included the implementation of payment processing, minimizing the need for inspectors to hold and carry cash or checks. The payment data along with the inspection records will automatically be submitted to the NBC Database System, eliminating data entry, providing timely receipt and disbursement of monies and access to inspection records. NBC constituents may be provided an electronic or printed record of the transaction.

The NBC Database System will provide a fully-functional backend database that will house inspector, inspection, producer, sale barn and violation data. This system will also incorporate the management of all brand related tasks; new brand applications, brand renewals, brand transfers, etc. Giving the NBC administrators, with proper authority and permission, the ability to create, read, update and delete (CRUD) records. The system will allow for invoices, certificates and other documents to be generated, printed and/or emailed. Search and filter features will be included, along with ad hoc reporting. Reporting functions must meet NBC requirements for providing data, internal tracking, and audit reporting. A cashier drawer function will provide the ability for NBC to record payments (multiple payment types) received at NBC Headquarters, track unpaid invoices, record refunds/returns and other features to be outlined in the functional specifications. The storing of data will meet or exceed the records retention policy, as defined.

Proposed Solution - Statement of Scope

Core Functionality

- 1. Authentication requirements
 - a. Nebraska Brand Committee (NBC) Administrative Users will be required to have a Nebraska.gov user account (CDB) to
 - authenticate into the Database System
 - b. NBC Inspector credentials will be managed within the Database Application by the NBC Administrative users.
 - c. User Interface applications will not require authentication
- 2. User Interface requirements
 - a. Users must have access to the internet
 - b. Users must have access to current and supported internet browsers
 - c. Users should be able to upload a document, when required or applicable, during the application workflow
- 3. Admin Interface requirements
 - a. Users must have access to the internet
 - b. Users must have access to current and supported internet browsers
 - c. User Roles will be used within CDB to give specific permissions/access to user
- 4. Inspector Mobile Application Requirements
 - a. Users will not be required to have internet access to use the Mobile Application
 - b. Users must have access to the internet to synchronize data with the NBC Database System
 - i. Data will only be up to date as of the last synchronization
 - c. Users must keep mobile devices charged for use
 - d. Users will be required to enable passcode on device
 - e. Users will not be required to enter credentials to use the mobile application every time
- 5. Payment Collection method
 - a. Users Interface Applications will integrate with the Nebraska Interactive Common Checkout Page for payment processing
 - b. The Inspector Mobile Application will integrate with a cache mobile payment solution
 - c. Payment can be made by credit card or ACH. If using credit card, the user will have to type in the name on the card, credit card number, expiration date and billing address. The ACH method will require the account holder's name and billing information, as well as the bank routing number and account number.
 - i. Certified as a PCI DSS Level 1 Service Provider.
 - ii. Multiple payment types: Visa, MasterCard, Discover, American Express, and eCheck
 - d. All transactions, regardless of method or platform, will be recorded in the Nebraska Interactive TPE® Payment Engine, which provides visibility and transparency of transactions.
 - i. TPE®, software-as-a service, enterprise-class payment processing solution, having a SSAE 16 independent audit report issued on the TPE® payment engine

 - ii. TPE® was specifically designed for use by state governments. It is continually updated to maintain security compliance while also incorporating additional features and payment options desired.
 - iii. TPE® offers more than 120 reports and search options to identify transactions
 - iv. TPE® is offered at no cost
- 6. Data Delivery method
 - a. The NBC Suite of Services will be a full end-to-end solution with no data delivery outside of the system
- 7. Infrastructure and Security
 - a. Data Centers Located at the AT&T Data Center in Ashburn, VA, the center is designed to continue running, protected from power failure, physical intrusion, and network outages by extensive back-up power and cooling systems, multi-layered security and network redundancy and diversity. This design enables the speed, reliability and performance necessary for mission-critical applications. This environment provides features such as:
 - i. Redundant power with diesel generator back-up
 - ii. Latest in fire, smoke and water suppression and detection technology
 - iii. State-of-the-art cooling and heating equipment
 - iv. 24x7x365 on-site security with physical security features such as man-traps, palm scans, and controlled access only to the client's own equipment
 - v. Redundant Internet connectivity with OC48 bandwidth

- vi. Redundant firewalls, highly-available VPN service through a hardware concentrator
- vii. Fully redundant fault tolerant internal network with a gigabit Ethernet backbone
- viii. Three-tier Web, application, and database servers
- ix. High availability services such as load balancing, clustering and fail-over solutions
- x. Test and development environments that mimic the production solution
- xi. Fault tolerant high-available network-attached storage centralized file server
- xii. 24x7 environmental and physical monitoring including performance data
- xiii. Remote access through tunneled SSH and VPN connections
- xiv. Comprehensive back-up and recovery and disaster recovery solutions

b. Recovery Site - NBC will utilize Nebraska Interactive (NI) data center capabilities for disaster recovery (DR), including the highest and most reliable data center infrastructure and facilities on the market. DR comprises of rapid failover capabilities, speed for replication of data across datacenters, and multiple re-architecture activities. Nebraska Interactive utilizes two world class Tier IV data centers that are geographically separated (Virginia and Texas) and synchronized using best of breed technologies to provide the optimum solution for disaster recovery.

Primary Functionality

Task	Nebraska Interactive Hours Estimate
Concept/Planning Phase	
Concept	
Meetings	30
Concept Document	7
Planning	
Meetings	120
Functional Specs	60
Prototype	120
Development Phase - Brand Inspection	
Grails Application Preperation	
AppManager Plugin	3
Global Message Plugins	3
Spring Security Plugin	5
Administrative Side - General	
Admin User management	2
Administrative Side - Brand Inspection	
Data Migration	110
Manage* Sale Barn Locations	20
Generate/Create/Email/Print Sale Ring & Local inspection (Invoice)	16
Manage* Inspectors	28
Manage* Producers (buyers/sellers)	24
Merge Producers	16
Manage Inspections	32
Manage* Violations	24
Manage* Grazing Permits	22
Generate/Create/Email/Print Grazing Permits	20

Review and Decline/Approve Permits	
and the second	12
Review and Decline/Approve Renewal Permits	4
Cashier Drawer & Management	40
Run Summary Reports	75
Run Ad Hoc Report	72
Manage Prices/fees for inspections	16
Administrative Side - Brand Renewal, Transfer, Lease & New	
Data Migration	110
Manage Brands	32
Search Brands	30
Brand Drawing Tool	80
Review and Decline/Approve New Brands	8
Generate/Create/Email/Print Brand Certificate	8
Review and Decline/Approve Transfers Brands	24
Uploading supporting documenation	4
Manage RFL Alt Agreements	24
Search RFL Agreements	16
Review and Decline/Approve RFL Alternate Inspections	8
Mange RFL Alternate Brand Inspection	16
Tracking/Reporting of RFL inspections	8
Manage Leases	4
Review and Decline/Approve Leases	4
Reports on all Brand Functions	40
Developer Testing	144
Brand Inspection Mobile Application	
create mobile database	8
Search for Producer	6
Manage* Producer	20
Manage* Paper Brands	2
Manage* No Brands (NOB or NOBR)	2
Manage* Recorded Brands	2
Bar code/QR code scanner	32
Brand Drawing Tool Handrawn Only	12
Brand Drawing toolbar addon	80
Capture and store image of documentation/title	20
Allow capture of signature image	20
Auto Sync	80

	Manual Sync	2
	Data Clean up	4
ĺ	Generate/Create/Email/Print Sale Ring Clearance	120
	Auto Create Notifications when daily totals don't match	8
	Generate/Create/Email/Print Receipt for Brand Release	2
	Generate/Create/Email/Print Sale Ring Inspection (Invoice)	40
	Generate/Create/Email/Print Location Inspection	40
	Enter and Store time/hourly rate calculations for fee	1
	Create and enter Surcharge & Miles traveled	40
	Integrate Payment Solution for Mobile App	24
	Generate/Create/Email/Print Truck Fleet Permit	24
	View Grazing Permits	16
	Manage* Local Inspections	120
	Create Violation Record	16
	Developer Testing	107.1
	Brand Renewal, Transfer, Lease & New User Interface	
	Brand Book public search	20
New Brand	Enter and Store data for a Brand	25
	LCC or Corporation Verification with SOS	20
	Upload Certified Doucment of filing	2
	Select an unrecorded brand	5
and the second se	Brand Drawing Tool	0
	Integration with Payment Page and Processing	2
Renew or Add	Renewal Notifcation	16
Dianu	Search for Producer	12
	Enter and Store data	2
and and a second	Address update	4
Polyace design	Integration with Payment Page and Processing	2
Brand Transfer	Search for RFL	12
Tanorer	Enter and Store data	4
a alteriate	Upload supporting documentation	2
	Integration with Payment Page and Processing	2
Registered Feed Lot Alternate	Search for Producer	12
Lot Alternate	Enter and Store Data	2
Schuler Book	Integration with Payment Page and Processing	2
	Generate/Create/Email/Print RFL ALT Agreement	4
Grazing Permit	Search for Producer	12

Enter and Store Data	2
Integration with Payment Page and Processing	2
Generate/Create/Email/Print Permit	4
Developer Testing	17
Project Management Oversight	
Senior PM Hours	109.05
Management Oversight	
Management Hours	50
Quality Assurance	
QA Review	368.8
Total Hours	2992.95
	and the second

Constraints:

- 1. Change(s) in staff
- 2. Partner workload
- 3. Change(s) in project scope
- 4. Mobile device knowledge and understanding
- 5. Device management

Assumptions

- 1. Nebraska Interactive will manage admin credentials and access.
 - a. Partner will request new users or the disabling of users through the ne-support@egov.com desk.
 - b. Partner admin users will be able to reset passwords at https://www.nebraska.gov/cdb-forgot-password/index.cgi
 - c. NI will restrict access to the Administrative Interfaces to specific users
- 2. Partner will manage inspector credentials and access, including usernames and passwords, via the Database Application 3. Partner will provide data in a compatible format to migrate into the Database System
- 4. Inspectors will synchronize data daily
- 5. Partner will require participating school's to use this online application to complete sections of the application needed for Partner approval
- 6. Partner will require participating commander/unit representatives to use this online application to complete sections of the application needed for Partner approval process
- 7. Partner has confirmed that the USDVA has agreed to also use this application to provide information in regards to the associated veteran to the application, when applying for Tuition Waiver 8. Partner will be required to work with Nebraska Interactive support staff to set up School, Unit Commander/Rep and USDVA users.
- 9. Partner will manage the adding, editing and deleting of School, commander/unit representatives and USDVA users in the application 10. NI will encrypt data collected
- 11. All data will be maintained and stored on Nebraska Interactive servers and available only within the application(s). 12. Partner Director or Head approves of the project and is prepared to provide feedback and input when needed.
- 13. All Partner key stakeholders will attend needed meetings and provide timely feedback and input on the project throughout all phases. 14. Partner will provide Nebraska Interactive with the requirements.
- 15. Partner will provide Nebraska Interactive with a flow chart or diagram of both business process and expected application workflow 16. Partner will provide Nebraska Interactive with content; language and text.
- 17. Nebraska Interactive will communicate the running total of hours that has been spent on the project to date in bi-weekly project status reports sent via email to key stakeholders.
- 18. Nebraska Interactive will communicate remaining steps to finish project with the Partner in the bi-weekly project status reports sent via email to key stakeholders.
- 19. Nebraska Interactive and Partner must agree on a scheduled launch date.
- 20. All personal and financial information will be appropriately protected according to industry security standards.

Out of Scope

- 1. Bill of Sale
- 2. Form Book Management
- 3. Inspectors Tally Form
- 4. Internship Applications
- 5. Inventory Control & Management
- 6. User Interface for new Grazing Applications
- 7. User Interface for Brand Transfers

Target Audience

- The Backend database will be used by the Nebraska Brand Committee Admistrative and Executive staff.
- The Brand Inspection Mobile Application will be used by approximately 90 inspectors throughout the Nebraska Brand Inspection area.
 The application will be used to record the inspection of approximately 3.6 million heads of cattle each year.
- The User Interface target audience will be constituents that interact with the Nebraska Brand Committee to conduct business. The estimated potential is 10,000 interactions per year.

Proposed Cost Structure

Service	Nebraska Brand Committee Fee	Nebraska Interactive Portal Fee	NSRB Share
Brand Inspection	Full statutory/assessed fee charged by Partner	\$0.06/Cattle Inspection*	10% of NI Portal Fee

The Nebraska Brand Committee will be billed the Nebraska Interactive portal fee, to be paid per the \$1.00 (full statutory/assessed fee charged by Partner) cattle inspection. The total in fees will be billed monthly.

*Exception: The NBC Inspection Mobile Application and the Backend Database are expected to launch to a Production instance, on or before July 1, 2017. If this expected launch date is missed due the partner negligence/missed deadlines, NBC has offered and agreed to pay a Nebraska Interactive Portal fee in the amount of \$0.07/Cattle Inspection.

Proposed Cost Analysis

Brand Committee App & Backend	YR 1	YR 2	YR 3	YR 4	YR 5	5 YR Totals	5 YR Gross Revenue	5 YR Merchant Fees	5 YR NSRB Share	5 YR Net Revenue
Project Hours	2992.95					2,993				
Ongoing Project Work & Enhancements		50	50	50	50	200				
Total Project Cost	\$366,128	\$6,250	\$6,438	\$6,631	\$6,830	\$392,276				
Device Cost	\$75,000	\$5,000	\$5,000	\$5,000	\$75,000	\$165,000				
Est. Market Potential	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000	18,000,000				
Revenue @ \$.06*	\$216,000	\$216,000	\$216,000	\$216,000	\$216,000	\$1,080,000	\$522,724	\$284,000	\$108,000	\$130,724

*The proposed cost includes the purchase and support of 92 Tablets (including protection cases) and portal printers and 27 business-use printers, one per sale barn. The Nebraska Brand Committee will be responsible for printer ink/cartridge, papsupplies, etc.

Current Technical Environment

Are there more than one internal facing applications for this service?

_ Yes

Y No

If yes, please answer these related questions:

- On which system architecture does it/they reside? Mainframe | Midrange | Standalone | Other
- What technologies are/were used to build the internal -facing applications?

Is there a database to hold records related to this service?

Yes No

If yes, what type of database? (i.e. DB2, Oracle, MS SQL, proprietary, other, none)

Where does	; the	data	reside?	
------------	-------	------	---------	--

arra d	Agency
1	State

Other - Please Explain: Nebraska Interactive will host the environment where the data will reside

Who Supports the database?

Agency State

Other - Please Explain: Nebraska Interactive will support the database

Can you provide us with the database schema?

i can	Yes	
1	No	

Is any of the following sensitive personal information collected or stored in the database or presented to users?

	Collected from User	Stored in Database	Presented to User	Transmitted to 3rd Party
First and Last Name	~	· ·		
Date of Birth	~	~	· · · · ·	
Address	2		2	
Social Security Number		and the second s		
Driver License Number		[]		
Credit/Debit Card Numbers	V			
Bank Account Numbers	×	and a second sec		
Password	N.	-		1 maga 1
		and the second s		

Additional Deliverables

Nebraska Interactive will deliver the following:

- Education on latest Web protocol items, such as accessibility compliance, Web usability standards
- Marketing assistance for agency services
- Secure hosting of service/application within the Nebraska Interactive Enterprise Technology Services (ETS) environment
- 24 hours a day, 7 days a week technical support
- Customer support for application-related questions during normal business hours as well as dedicated email support and toll-free, 800

Nebraska Brand Committee will deliver the following:

- Business-side process expertise, including regular attendance at meetings during the planning phase
- Assistance with testing for business requirements
- Customer support for business-related questions during normal business hours

At any time during the project process, Nebraska Interactive and/or Nebraska Brand Committee has the authority to terminate and/or suspend the project if a commitment to mutually agreed upon timelines is not being honored.

Approval

By signing below, the agency affirms that the desired project meets the preliminary specifications as defined within this Concept Document and the agency grants permission to Nebraska Interactive to proceed with review and evaluation of the project. Furthermore, all parties agree that development of the application described herein shall not commence prior to creation and approval of the Functional Specifications by all

All parties explicitly acknowledge that no terms regarding acceptance criteria, time for performance, cost to the agency or users, services, deliverables, nor the work plan, may be changed or altered in any way without the agreement of all signatories below.

Kuenning

NBC. Chainen _ 8.22-2016

Date

Brent Hoffman

Nebraska Brand Committee - Chairman

Nebraska Interactive LLC - General Manager

24/16

Date