

# AGENDA

**State Government Council  
of the  
Nebraska Information Technology Commission**

Thursday, February 9, 2012  
1:30 p.m. - 2:30 p.m.  
Executive Building - Lower Level Conference Room  
521 S 14th Street  
Lincoln, Nebraska

## AGENDA

[Meeting Documents](#) (13 pages)

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes\* - [December 8, 2011](#)
4. Standards and Guidelines - Recommendations to the NITC\*
  - [NITC 1-204](#): IT Procurement Review Policy (Revised)
  - [NITC 5-101](#): Enterprise Content Management System for State Agencies (New)
  - [NITC 7-301](#): Wireless Local Area Network Standard (Revised)
5. Agency Reports and Other Business
6. Adjourn

\* Denotes Action Item

(The Council will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

Meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on December 15, 2011. The agenda was posted to the NITC website on February 3, 2012.

**STATE GOVERNMENT COUNCIL**  
of the  
**Nebraska Information Technology Commission**  
Thursday, December 8, 2011, 1:30 p.m. - 2:30 p.m.  
Executive Building - Lower Level Conference Room  
521 S 14th Street, Lincoln, Nebraska  
**MINUTES**

**MEMBERS PRESENT:**

Brenda Decker, Chief Information Officer, Chair  
Beverlee Bornemeier, OCIO-Enterprise Computing Services  
Dennis Burling, Department of Environmental Quality  
Keith Dey, Department of Motor Vehicles  
Rex Gittins, Department of Natural Resources  
Eric Henrichsen, Department of Health and Human Services  
Joe Kellner, Department of Roads  
Kelly Lammers, Department of Banking  
Carlos Castillo, Administrative Services  
Bill Miller, State Court Administrator's Office  
Glen Morton, Workers' Compensation Court  
Gerry Oligmueller, Budget Office  
Bob Shanahan, Department of Correctional Services  
Jayne Scofield, OCIO-Network Services  
Terri Slone, Department of Labor

**MEMBERS ABSENT:** Josh Daws, Secretary of State's Office; Pat Flanagan, Private Sector; Dick Clark, Policy Research Office; Mike Calvert, Legislative Fiscal Office; Dorest Harvey, Private Sector; Lori Henkenius, Nebraska Department of Education; Mike Overton, Crime Commission; Col. David Sankey, State Patrol; Len Sloup, Department of Revenue; Rod Wagner, Library Commission

**ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION**

Ms. Decker called the meeting to order at 1:30 p.m. There were 15 members present at the time of roll call. A quorum existed to conduct official business. The meeting notice was posted to the NITC website and the Nebraska Public Meeting Calendar on November 21, 2011. The agenda was posted to the NITC website on December 5, 2011. The Open Meetings Act was located on the podium at the front of the room.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF NOVEMBER 10, 2011 MINUTES\***

Mr. Dey moved to approve the [November 10, 2011 minutes](#) as presented. Mr. Miller seconded. Roll call vote: Burling-Abstain, Castillo- Yes, Bornemeier-Yes, Decker-Yes, Gittins-Abstain, Slone-Abstain, Lammers-Yes, Morton-Abstain, Dey-Yes, Henrichsen-Yes, Oligmueller-Yes, Scofield-Yes, Shanahan-Yes, Miller-Yes, and Kellner-Yes. Results: Yes-11, No-0, Abstained-4. Motion carried.

**STATE ACCOUNTING RFI RELATED TO FUTURE TECHNOLOGY OPTIONS FOR THE STATE'S ENTERPRISE RESOURCE PLANNING SYSTEM**

Carlos Castillo, Director, Administrative Services

Mr. Castillo informed the council that Administrative Services will be releasing an RFI to explore the state's options to either enhance or replace JD Edwards. There have been discussions about JD Edwards for quite some time. The Governor wants to investigate and explore options, as well as bring

interested parties to the table for discussions. Many agencies have other programs that feed into JD Edwards for billing or other purposes. Next week, Administrative Services will be notifying agency director about the RFI. In addition, Directors will be contacted to discuss their agency's needs. Work groups will be organized. If members had any feedback or comments after today's meeting, they were asked to send them directly to Mr. Castillo.

#### **AGENCY REPORTS AND OTHER BUSINESS**

Agency representatives were given an opportunity to provide agency updates.

#### **ADJOURN**

Mr. Miller moved to adjourn the meeting. Mr. Shanahan seconded. All were in favor. Motion carried by unanimous voice vote.

The meeting was adjourned at 2:00 p.m.

# NITC 1-204

## State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

### NITC 1-204 (DRAFT REVISED)

Title	IT Procurement Review Policy
Category	General Provisions
Applicability	Applies to all state agencies, boards, and commissions, excluding the University of Nebraska

#### 1. Policy

By statute, certain state agency purchases of communications equipment and information management items require the approval of the Office of the Chief Information Officer (OCIO). This policy provides guidance to agencies for compliance with these statutory requirements.

##### 1.1 Criteria for Reviews of Information Technology Equipment, Software, and Services

- 1.1.1 Does the procurement comply with NITC standards and enterprise architecture?
- 1.1.2 Does the procurement avoid unnecessary duplication of expenditures?
- 1.1.3 Does the procurement address opportunities for collaboration or data sharing, if applicable?
- 1.1.4 Does the procurement represent the right technology for the job?
- 1.1.5 Does the procurement require skills or resources that exceed the capability of the agency to provide or acquire?

##### 1.2 Information for Reviews

The Agency Information Technology Plan ([NITC 1-201](#)), which is submitted in conjunction with the biennial budget request, provides the general context for procurement decisions. In some cases, a diagram and explanation of the technical architecture is necessary for determining the appropriate technology for the purpose. Technical architecture describes the hardware, software and network infrastructure needed to support the deployment of core, mission-critical applications. The specific documentation that is useful depends on the type of purchase.

- 1.2.1 Documentation for purchase requisitions and purchase orders in NIS (document types ON and 06)
  - Agencies must attach sufficient information in NIS that allows the reviewer to determine what is being purchased, the purpose being served, total cost, and a contact for additional information. This information can be provided as either a text note or an attachment to the header in NIS. In addition, the following types of documents are helpful, if available:
    - Bill of material from the vendor
    - Quotation from the vendor
  - For scanners over \$500, agencies must document that they have consulted with the Records Management Division of the Secretary of State's Office to consider the use of the Records Management Division's scanning services.
- 1.2.2 Documentation for Competitive Solicitations (request for proposals, requests for information, invitations to bid)
  - Agencies must provide a draft copy to the OCIO of the solicitation (RFP, RFI, ITB) at least 30 days prior to its planned release.

### **1.2.3 Documentation for Sole Source Requests / Requests for Deviation from the Competitive Process**

- Agencies must document the reasons for not following the competitive process.

## **1.3 Approval Timelines**

**1.3.1** Routine purchases recorded in NIS (using document types ON and 06), such as PCs, laptops, printers, and low cost items will be reviewed and acted upon within one workday.

**1.3.2** Procurement requests that are more complex will be reviewed and acted upon within 3 workdays. The action may be a request for clarification or additional information. The goal is to resolve all issues and provide a final action within 10 workdays, excluding the time an agency requires to respond to requests for additional information.

**1.3.3** Reviews of major solicitations (RFPs, RFIs, ITBs) will be reviewed and acted upon within 7 workdays. The action may be a request for clarification or additional information. The goal is to resolve all issues and provide a final action within 12 workdays, excluding the time an agency requires to respond to requests for additional information.

## **1.4 List of Preapproved Items for Purchase**

**1.4.1** For the purpose of procurement reviews pursuant to Neb. Rev. Stat. §§ 81-1117, 81-1120.17 and 81-1120.20, the Office of the CIO will maintain a list of preapproved items for purchase by agencies. The list will identify communications equipment and information management items that by their nature are low cost and pose little risk of violating the criteria established in Section 1.1. The list may also designate certain items as not requiring a review because the primary purpose of the items is other than information management. Agencies have prior approval to purchase items on this list.

**1.4.2** The list described in this section will appear in Attachment "A" to this document. The Technical Panel may approve revisions to Attachment "A" as requested.

## **2. Purpose and Objectives**

### **2.1 Statutory Requirements**

#### **2.1.1 Communications Equipment**

Section 81-1120.17(1) requires the Division of Communications to "coordinate the purchase, lease, and use of communications services equipment and facilities for state government." Subsections (4) and (5) require DOC to consolidate and integrate radio communications systems and services, consolidate telephone and telephone-related activities, to provide for joint use of communications services, and to "approve all purchases and contracts for such communications activities." Section 81-1120.20 requires state agencies to "coordinate all communications services or facilities procurement through the Director of Communications."

#### **2.1.2 All Other Information Management Items**

Section 81-1117(2)(e) states that "No state agency shall hire, purchase, lease, or rent any information management item listed in subsection (1) of this section without the written approval of the information management services administrator."

### **2.2 Objectives**

The procurement review process should serve the following objectives established in statute:

**2.2.1** "[S]ubstantial economies can be effected by joint use of a consolidated communications system by departments, agencies, and subdivisions of state government." [Section 81-1120.01]

- 2.2.2** “To coordinate the purchase, lease, and use of communications services equipment and facilities for state government.” [Section 81-1120.17(1)]
- 2.2.3** “To advise departments and agencies of the state and political subdivisions thereof as to systems or methods to be used to meet requirements efficiently and effectively.” [Section 81-1120.17(2)]
- 2.2.4** “The purpose of the information management services division is to provide centralized, coordinated, and efficient information management services to all state agencies and to prevent unnecessary duplication of information management operations and applications in state government.” [Section 81-1116.02]
- 2.2.5** “To assure the most cost-effective use of state appropriations” ... and “to coordinate the state’s investments in information technology in an efficient and expeditious manner.” [Section 86-513]
- 2.2.6** To “[a]dopt minimum technical standards, guidelines, and architectures...” [Section 86-516(6)]
- 2.2.7** To “[c]oordinate efforts among other noneducation state government technology agencies and coordinating bodies.” [Section 86-520(4)]
- 2.2.8** To “[w]ork with each governmental department and noneducation state agency to evaluate and act upon opportunities to more efficiently and effectively deliver government services through the use of information technology.” [Section 86-520(7)]
- 2.2.9** To “[r]ecommend ... methods for ... making information sharable and reusable, eliminating redundancy of data and programs, improving the quality and usefulness of data, and improving access to data...” [Section 86-520(8)]
- 2.2.10** To “aggregate demand, reduce costs ... and encourage collaboration between communities of interest” [Section 86-524(1)(c)]
- 2.2.11** To “encourage competition among technology and service providers.” [Section 86-524(1)(c)]
- 2.2.12** To "coordinate the state’s investments in information technology in an efficient and expeditious manner." "The provisions are not intended to impede the rapid deployment of appropriate technology or establish cumbersome regulations or bureaucracy." [Section 86-513]

### **3. Definitions**

#### **3.1 Communications**

Section 81-1120.02 includes the following definitions:

- “(3) Communications system shall mean the total communications facilities and equipment owned, leased, or used by all departments, agencies, and subdivisions of state government; and
- (4) Communications shall mean any transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.”

#### **3.2 Information Management Item**

Pursuant to Section 81-1117(1), “information management item” includes but is not limited to: (a) Computer equipment; (b) Peripheral devices (such as data input, data output, data storage, or data communications); (c) Computer code, programs or operating systems; and (d) Service contracts for information technology.

### **4. Related Documents**

- 4.1** [Direct Market Purchase Authority](#) (~~DAS Materiel Memo dated July 1 of each year~~)  
(Memo from Administrative Services - Materiel Division)
- 4.2** [NIS Procurement Manuals, Document Flows and Menu Selections](#) - Exception Order Purchases for Communication Equipment and Information Management Items
- 4.3** [NIS Final Level of Approvals](#)
- 4.4** [Entering a Purchase Requisition](#) (Including Information Management Items)
- 4.5** [Entering a Purchase Requisition for OT Equipment](#) (Communications Equipment)

[Attachment A](#): **List of Preapproved Items for Purchase**

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HISTORY: Adopted on March 4, 2008. Amended on November 30, 2009. Statutory references updated on January 3, 2011.

DRAFT - February 3, 2012.

PDF FORMAT: <http://nitc.ne.gov/standards/1-204.pdf>

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State of Nebraska  
Office of the CIO

## List of Preapproved Items for Purchase

For the purpose of procurement reviews conducted pursuant to NEB. REV. STAT. §§ 81-1117, 81-1120.17 and 81-1120.20, the following items are preapproved for purchase by agencies, if the cost of the item is less than \$500.00:

1. Functionally equivalent parts needed to repair existing equipment
2. Cables for connecting computer components
3. Power Cords / Adapters
4. Extender Cables for Keyboards / Mice
5. KVM (Keyboard - Video - Mouse) Switches
6. USB / PS2 Connectors
7. Memory Chips
8. Laptop Batteries
9. Laptop Docking Stations
10. UPS (Uninterruptible Power Supply) Units, and replacement batteries
11. Keyboards, including those for tablet computers
- ~~12.~~ Mice
- ~~13.~~ Microphones
- ~~14.~~ Speakers
- ~~15.~~ Monitors that are ordered without a system
- ~~16.~~ Hard Drives
- ~~17.~~ CD/DVD/Blu-ray Drives and Players
- ~~18.~~ Video Cards
- ~~19.~~ Network Cards
- ~~20.~~ Barcode Pens and Readers
- ~~21.~~ Card Readers
- ~~22.~~ Smart Board Overlays
- ~~23.~~ Projectors and Projector Lamps
- ~~24.~~ Desktop Printers
- ~~25.~~ Printer Toner and Ink
- ~~26.~~ Desktop Scanners
- ~~27.~~ Small Label Printers
- ~~28.~~ Blank CDs ~~or~~ DVDs or Blu-ray Discs
- ~~29.~~ Blank Tapes
- ~~30.~~ Digital Voice Recorders
- ~~31.~~ Flash Drives
- ~~32.~~ Software Books
- ~~33.~~ Training CDs ~~or~~ DVDs or Blu-ray Discs
- ~~34.~~ Logic boards and computers that are integral parts of equipment that serves a primary purpose other than information management, including digital cameras, lab equipment, and motor vehicles. (Items covered here are not subject to the \$500.00 limit.)
- ~~35.~~ The Office of CIO may provide documented preapproval for the purchase of certain other items by an agency.



# NITC 5-101

## State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

### NITC 5-101 (DRAFT)

Title	Enterprise Content Management System for State Agencies
Category	Groupware Architecture
Applicability	Standard for all State government agencies, excluding higher education

#### 1. Standard

1.1 State agencies managing content and creating workflow as described in Section 2 shall use the Enterprise Content Management System (ECM) that is provided through the Office of Chief Information Officer (OCIO).

1.2 Agencies must consider, through consultation with the OCIO, using the ECM's E-Forms software for any new electronic forms applications.

#### 2. Managing content and creating workflow includes the following:

- Capturing paper documents through the use of scanners and storing them in electronic form;
- Capturing all type of content (audio, video, e-faxes, emails, MS Office documents, etc) and storing them in electronic form;
- Electronic searching and retrieval of captured content;
- Automating records retention and archiving;
- Automating business processes through workflow;
- Reducing and/or eliminating paper document storage.

#### 3. Purpose

The purpose of this standard is to provide, to the extent possible, a single technical solution for State agencies:

- Capturing all types of content and storing content electronically;
- Converting and minimizing the number of paper documents the State maintains;
- Facilitate searching and retrieval of electronic documents;
- Retain and dispose of electronic documents based on established document retention policies;
- Improve efficiency and accuracy of exchanging information; and
- Unify document management in a single system to take advantage of economies of scale.

#### 4. Exception

This standard does not apply to systems already in use by an agency, unless:

- The agency intends to buy significant upgrades;
- The agency intends to buy a significant amount of new modules; or
- The agency intends to do a significant amount of custom development

For guidance on these points, contact the OCIO.

## 5. Definitions

**5.1 Documents** – The State currently utilizes a great deal of paper-based documents. These documents are generated internally from both manual and automated processes. Paper documents also come from external businesses and citizens. Additionally, each paper document is read by a person to determine its purpose, what information it contains, what it is associated with and what should be done with it.

Indexing is a process of extracting the key content of the document and storing that information with the electronic version of the document. The purpose of the index information is to facilitate searching and retrieval of the document and facilitate automating processes using workflow in an agency. The index information can also be used for securing the document as well as to associate multiple documents together.

The ECM will consume paper documents by either using scanners and/or electronic document uploads. The documents can be indexed by automated means using Optical Character Recognition (OCR), Intelligent Character Recognition (ICR) and/or bar codes. The ECM facilitates both automated and manual indexing.

**5.2 Processes (Workflow)** –For those paper documents that are processed manually, (i.e. from one desk to another, one agency to another, and are dependent on individual organizational skill sets to insure documents are not lost, processed timely, processed accurately and filed correctly) can be greatly improved with automated workflow. Even automated processes that were previous built with little or no integration to other processes can be improved and enhanced as well.

The ECM supplies a framework to allow agencies to easily create flexible automated workflows that can utilize documents or work as independent processes. These automated workflows readily integrate with existing processes.

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VERSION DATE: Draft - December 1, 2011  
HISTORY:  
PDF FORMAT: (to be added)  
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# NITC 7-301

## State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

### NITC 7-301 (DRAFT REVISED)

Title	Wireless Local Area Network Standard
Category	Network Architecture
Applicability	Applies to all state agencies, boards, and commissions, excluding higher education

#### 1. Standard

This standard applies to state agencies which deploy a Wireless Local Area Network (WLAN). This standard is in replacement of previous requirements and is retroactive in perpetuity in the pursuit of remaining current with the constantly changing security needs of wireless connectivity.

##### 1.1. Registration of Wireless Devices

State agencies must register WLANs, including each Access Point (AP) that connects to the State of Nebraska's private network, with the Office of the CIO (OCIO).

###### 1.1.1. Registration

The registration process will identify: contact information; WLAN device information, including the manufacturer, model, and physical location; the security/firewall technologies being deployed; and, where logging information is to be stored.

**Registration must occur prior to deployment** to prevent the access point from being declared as rouge.

###### 1.1.2. Review and Approval

The OCIO will contact the registering agency after reviewing the registration information.

###### 1.1.3. Naming Convention

Final device names are assigned by the OCIO during the registration process to avoid conflicts and confusion, and to aid in incident response and in identifying and locating wireless devices. If technology allows for the broadcast of a device name, standardized names should appear in the broadcast description, along with any unique identifiers assigned to the unit.

###### 1.1.4. Unregistered (Rogue) and Unsecured Devices

Only approved WLANs and access points will be deployed within state agencies. **Unregistered (rogue) devices will be removed from service.** Network managers for the OCIO will incorporate procedures for scanning for unregistered (rogue) wireless devices and access points. This requires a full understanding of the topology of the network. It also requires performing periodic

security testing and assessment, including randomly timed security audits to monitor and track wireless and handheld devices. **OCIO reserves the right to disable network access for a device, server or LAN if inadequate security is found or improper procedures are discovered.**

#### **1.1.5. Internet Only Wireless**

If the use of the wireless access is only for internet, then the requesting agency must provide a written method showing how they plan on keeping traffic separate.

### **1.2. Management and Security of the access point**

#### **1.2.1. Physical Security**

Access points must be properly secured within a safe, adequately monitored area to prevent unauthorized access and physical tampering. Devices will not be placed in easily accessible public locations.

#### **1.2.2. Configuration Management**

All wireless access points must be secured using a strong password. Passwords will be changed at least every six months. Administrators must ensure all vendor default user names and passwords are removed from the device.

### **1.3. Security of the wireless network**

#### **1.3.1. Logging**

All access to the wireless network must be logged with records kept for a minimum of one (1) year. Records must include the time of access, the IP and MAC address of the device, and the username.

#### **1.3.2. Access to State Network**

If access is to the states network:

**1.3.2.1.** Access to the wireless network requires a username and password combination that is unique to each user; and

**1.3.2.2.** The SSID must use a minimum of WPA2 with the use of a FIPS 140-2 validated AES encryption module

#### **1.3.3. Wireless Intrusion Detection Systems**

All wireless networks require the use of wireless intrusion detection systems (WIDS), capable of location detection of both authorized and unauthorized wireless devices. All systems will provide 24/7 continuous scanning and monitoring. WIDS logs and documented actions will be maintained for a minimum of (1) year.

### **1.4. Management of Airspace**

All conflicts regarding wireless connectivity are resolved by the OCIO. Review of airspace requirements and changes will be addressed with notification of compliance.

## 2. Purpose

Wireless communications offer organizations and users many benefits such as portability, flexibility, increased productivity, and lower installation costs. Wireless technologies cover a broad range of differing capabilities oriented toward different uses and needs. Wireless local area network (WLAN) devices, for instance, allow users to move their laptops from place to place within their offices without the need for wires and without losing network connectivity. Less wiring means greater flexibility, increased efficiency, and reduced wiring costs.

In addition to the inherent risks associated with any wired network, wireless technology introduces several unique vulnerabilities. Since wireless signals are radio transmissions, they can be intercepted by suitable radio receiving devices, sometimes even devices operating outside the intended service area. If data transmissions are not encrypted or are inadequately encrypted, the intercepted data can be read and understood in a matter of seconds. Any data transmission sent through the wireless network is at risk. These include correspondence, usernames and passwords, financial data, and other sensitive information. Because wireless transmissions circumvent traditional perimeter firewalls, those existing protections established to prevent unauthorized access are ineffective. Advances in wireless signaling technology may increase transmission distances, further exacerbating the problem of unauthorized reception. Unauthorized users may gain access to agency systems and information, corrupt the agency's data, consume network bandwidth, degrade network performance, and launch attacks that prevent authorized users from accessing the network, or use agency resources to launch attacks on other networks. Also, since wireless network devices operate using radio signals, their proliferation within an area can lead to Radio Frequency Interference (RFI) among these devices and other radio devices using the same frequency bands.

The purpose of this standard is to ensure that only properly secured and managed WLANs are deployed by agencies.

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VERSION DATE: DRAFT - February 3, 2012.

REPEALER: Original [NITC 7-301](#) is repealed.

HISTORY: Adopted on September 30, 2003. Revised on August 4, 2006.

PDF FORMAT: (to be added)

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