IOWAccess Project Concept Paper

1. **Email completed copy to the IOWAccess Manager:** malcolm.huston@iowa.gov .
2. **Send signed hard copy to Malcolm Huston, IOWAccess Manager, DAS-ITE, Hoover B Level, Des Moines, IA, 50319-0150.**
3. **Contact ITE or vendor to prepare for project.**

Date
8/31/2009
Project Name

Requesting Agency
Department of Administrative Services
Is this project in support of a program designated as an Iowa Great Place, pursuant to section 303.3c?
No.
Project Point(s)-of-Contact (include name and phone number)
Dean Ibsen, Vertical Infrastructure Program Manager, Iowa Dept. of Administrative Services, General Services Enterprise, 281-6051

Project Sponsor (include name and phone number)
Pat Lantz, COO, Iowa Dept. of Administrative Services, General Services Enterprise, 281-8388
Business Case Justification
The Department of Administrative Services conducted an inventory and assessment in 1999 of 11.5 million square feet of state owned buildings at 70 locations around the State. This assessment identified a backlog of $480 million in repair needs (and growing). Anywhere from $10 to $40 million in major maintenance funding is available each year to address this backlog. The department needs tools that will help it address these health and safety needs as efficiently and effectively as possible. This project envisions a web site that will make information about these facilities, repair needs and construction projects available to citizens, legislators, architects and engineers and contractors.
Expected Results in this Project
The Scope Analysis phase of this project is expected to clarify the needs and possibilities, establish achievable strategies and goals, and provide a plan of action, a schedule and cost estimates so the project can move forward.
Recipients of this Service
Citizens of Iowa; architects, engineers and other consultants interested in pursuing building renovation, repair and replacement projects; general construction and other contractors in the building renovation, repair and replacement field.
Request (include dollar amount and description of what will be purchased - i.e. services, hardware, software)
This request is for Scope Analysis phase services to evaluate alternatives for web based access to information about the State's buildings and facilities, and more specifically, relating to current and proposed renovation, repair, maintenance, demolition and new

construction activities. The State owns more than 53 million square feet of buildings in all corners of Iowa. The Department of Administrative Services, through its Vertical Infrastructure Program and Architectural and Engineering Services, provides support for funding, repair, renovation, maintenance, demolition and new construction to 12 agencies and divisions, 70 sites and more than 900 buildings totaling over 11.5 million square feet of facilities (just over 20% of the State's real estate assets). This includes mental health institutions, prisons, state patrol posts, historic sites and the Capitol Complex. An assessment in 1999 identified a backlog of over $480 million in repair work and the Department of Administrative Services receives $10 to $40 million per year in appropriations to address this backlog. The department works with a Governor-appointed advisory committee and with agency representatives to collaboratively assess, prioritize and undertake these repair needs.

For legislators, agency representatives, citizens and Vertical Infrastructure Advisory Committee members, the site would be a source for information about project funding requests, committee meetings, and project status reports. It would provide a transparent source for information about construction costs, funding sources, project teams, project goals and contact information.

Subject to a review of security concerns, this site could provide information of interest to the general public about these buildings, including maps, photographs and historical information. More importantly, this site would provide information to architectural and engineering firms, general contractors and other contractors and consultants who are pursuing work related to facility repair and maintenance work as well as to those firms that are already under contract for this work. With proper security controls, this site could become a resource for floor plans, specifications, contracts and other project related communications. It could also serve as "project central" for invoices, pay applications and payment status reports as well as progress reports on work underway. It could also provide links to other resources, such as the DAS Purchasing site now under construction by Iowa Interactive.

Project Timeline

Phase	Start Month/Year	End Month/Year	Estimated Amount
Scope Analysis	09/09	11/09	$20-$30,000
Design	TBD	TBD	TBD
Implementation	TBD	TBD	TBD

Resources Being Contributed *(people or funds being contributed to the project by the sponsoring agency- include role/% of time or amount in dollars)*

Vertical Infrastructure Program staff (3 people) will be available as required to provide direction and support to the project as well as occasional involvement from Architectural & Engineering Services (AES) project managers to provide review and additional input.

AES and Vertical Infrastructure staff are billed out at the rate of $83.84 per hour. Up to 10 hours per week will be available over a 2 month period, or approximately $6700 in staff time (10 x 8 x $83.84 = $6707).

A project will begin in the near future to update an inventory and assessment of State facilities that was last undertaken in 1999. While most of the $2 million required for this project will involve the work of consultants walking through and evaluating buildings, some funds will be used for updating the database for this inventory. Some funds could be allocated to integration of the database into a web site.

IOWAccess Advisory Council Scoring Factors

Each IOWAccess Advisory Council member assigns a 1 to 10 point value on the following factors to your project proposal. These scores, plus your presentation before the Council and various discussion points, form the basis for the Council's decision on your proposal. Address each factor below:

1. Statutory requirement or other mandate

Is the project required by law or regulation, or is it needed to comply with state IT standards? Does the project fulfill a new mandate or is it required by existing law? Is it required by IT standards or necessary to interface with existing application?

2. Other funding source(s)

What other funding sources have been investigated and what were the results? Have they been applied for? What is available? Have transaction or other customer fees been considered? Is there a return to the IOWAccess Revolving Fund through transaction fees? Highest ranking for seeking/receiving outside funding.

Some project funding is available to support this project, although with a $480 million backlog and limited annual appropriations, funds must be carefully allocated, and the priorities is always health, safety and welfare. Project design and construction work must be funded first. Each year, a portion of major maintenance funds are allocated to project management costs such as this, but most of this money supports the project managers working day to day to manage the projects. The hourly rates established each year by the DAS Customer Council take into account salaries, travel and other overhead related costs, but not extensive web or other software development costs. IOWAccess is the first entity that has been approached for outside funding. Transactions fees are not anticipated at this time.

3. Improved citizen access to government information

How is citizen access to government enhanced? Greater convenience? Better reliability? Proportion of manual/in person effort being replaced/eliminated? Faster response time? Easier to use? More secure? The greater the degree of citizen access to information, the more points.

The citizen's access to government is greatly enhanced in two ways. First, the citizen is given access to a full list of architectural, engineering and construction projects across the state. Ideally, they will be able to click on an interactive map so they can see where construction projects are taking place. Second, the citizen will be allowed to see information pertinent to projects, including but not limited to; project budget, schedule, location, contractors involved with the project, etc. Some of this information is now available on DAS web sites, but citizens will generally need to call the staff or visit a site to learn detailed information about buildings, facilities and projects. Consultants and contractors interested in submitting proposals or interested in bidding on projects would have access to extensive information about the projects without traveling to the sites, and would be better able to evaluate their interest in upcoming projects. Consultants and contractors already under contract would have access to a "Project Central" source for information throughout the course of the project, which is now distributed via multiple e-mails, hard copy distribution of plans, CDs sent through the mail, or various FTP sites that might be provided by various consulting firms.

4. Impact on citizens or the business they conduct with the governmental entity

What segment of the citizen population is affected? Is this just a select group or the public as a whole? How does the proposed solution meet an identified need vs. a "nice to have"? Is the primary beneficiary the citizen vs. does this enhance the entity's ability to serve the citizen? Highest ranking for most citizens served.

architectural, engineering and construction projects architectural, engineering and construction projects architectural, engineering and construction projects

5. Enhanced access to government information/ greater interactivity

How does the project enhance citizen one-stop electronic access to government information and transactions or allow for greater interactivity? The most points for "beneficial" use of IT to revamp business processes. Highest for total replacement. Average if adds new dimension to existing service.

The information that could be made available will only be limited by time and imagination.

6. Collaboration

Does your project provide an opportunity for another governmental entity to share the resources or benefits? Can your project be used by another entity? The most points for projects benefiting multiple governmental entities or encouraging collaboration between entities. (May be demonstrated by letters of commitment from other entities.)

7. Chance for success

Describe why the project is well placed for success. Realistic timeline? Previous success rate? Sufficient support staff? Upper level management commitment? More points for projects with low technical and business risk and high chance of success.

8. Estimated financial cost/benefit

Provide a rough calculation of costs vs. benefits. The higher the ratio of estimated benefit to the estimated cost, the more points.

9. Transparency

How does the project enhance open and transparent government for citizens? More points for project with high usability in allowing citizens to quickly reach information or services.

10. Efficiency

Why is this project the "best" solution for the need? Are there alternatives and if so, why are they inadequate? More points for project that replaces outdated/legacy system or localized information access.

Alternatives include, but are not limited to, applications such as Primavera (for project scheduling and shared website services) or GCPay (for contractor pay application receipt and processing) , etc. None of these packages offer the full functionality that this project envisions. The Scope Analysis phase of this project is intended to help us evaluate alternatives, project scope and ultimate project costs.

Acknowledgement of Conditions for
Approval of IOWAccess Project

Project Approval Conditions

IOWAccess Revolving Fund project approvals are based upon the application materials submitted to the IOWAccess Advisory Council and approved by the Director of DAS. Recipients of IOWAccess projects are subject to the following conditions.

- The Iowa Accountable Government Act, Iowa Code Chapter 8E
- Information technology standards and practices that that are applicable to "participating agencies", the Office of the Governor, and elective constitutional or statutory officers pursuant to Iowa Code Section 8A.206.
- Iowa Administrative Code Section 11-25(8A) - Information Technology Operational Standards.
- Policies and procedures of the IOWAccess Advisory Council and DAS as outlined in this acknowledgement or published on their websites.

IOWAccess Project Policy Guides

The acceptance of an IOWAccess Project is based on the following:

- Sponsoring agency is responsible for the efficient and effective administration of IOWAccess Projects through the application of sound management practices.
- The IOWAccess Project Process is guidance only and describes a customary sequence used in software development. As such, sponsoring agencies are not required to conform to the IOWAccess Project Process.
- Sponsoring agency assumes responsibility for using IOWAccess funds in a manner consistent with program objectives and the terms and conditions of the IOWAccess Project.
- Sponsoring agency will commit appropriate resources in a timely manner to the project to prevent undue delay in project completion.
- Sponsoring agency will be responsible for compliance with audit requirements.
- Approval of one phase of an IOWAccess project does not mean that other phases will be approved. Each phase is subject to separate approval.

Guidelines for Costs

Allowable costs

To be allowable under IOWAccess Projects, costs must meet the following general criteria:

- Be necessary and reasonable for proper and efficient performance of IOWAccess Projects.
- Be authorized or not prohibited under State or local laws or regulations.

✓ Not be included as a cost or used to meet cost sharing or matching requirements of any other State or Federal Project in either the current or a prior period, except as specifically provided by State law or regulation.

Reasonable costs

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining the reasonableness of a cost, consideration shall be given to:

- Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the sponsoring agency or performance under the IOWAccess Project.
- Market prices for comparable goods or services.

Composition of Cost

Typical costs chargeable to IOWAccess Projects are:

- Cost of materials acquired, consumed, or expended specifically for the purpose of those Projects.
- Equipment and other capital expenditures detailed in the application and previously approved as part of the Project.

Amounts not recoverable as costs under one State or Federal Project may not be shifted to another State or Federal Project, unless specifically authorized by State or Federal legislation or regulation.

Availability of Funds

DAS Finance processes the disbursement of all funds for IOWAccess Projects. Qualifying expenditures for goods and services obtained from other than DAS-ITE or Iowa Interactive, LLC, must be paid by the sponsor and submitted to DAS for reimbursement. In order to facilitate the timely processing of IOWAccess Project reimbursements, entities must use the following process:

- The request must be submitted by the sponsor in writing or through e-mail to the IOWAccess Manager.
- The request must include the following information:
    - ✓ Identification of the IOWAccess Project for which reimbursement is being sought,
    - ✓ The amount of reimbursement requested,
    - ✓ Period of time covered by request,
    - ✓ A comprehensive description of the items covered by the request, and
    - ✓ Copies of any supportive documentation (e.g. vendor invoices, documentation for completed work).
- The IOWAccess Manager will review the supporting financial information and evaluate it against the originally approved project.

- When satisfied that the request meets the stated requirements, the IOWAccess Manager will recommend the request for approval for payment and submit it to DAS Finance for processing.
- In no case will the total reimbursement for each phase exceed the approved amount of the Project phase.

The sponsor seeking reimbursement of expenses is responsible for retaining all necessary documentation pertaining to the relevance and results of the work performed and will provide such documentation upon request. DAS Finance will refer the Auditor of State to the sponsor should there be any questions about the expenditures associated with the Project.

Sponsor Monthly Status Reports

No later than the 21st day of each month the sponsoring agency shall submit a status report to the IOWAccess Manager if work is being performed by a developer *other than DAS-ITE or Iowa Interactive, LLC*. This status report should include:

- A short narrative of the accomplishments for the month.
- Descriptions of any changes in tasks, resources, or issues materially affecting the project plan and, if necessary, a schedule with new target dates provided.

Changes to a Project

All changes to the Project, or the proposal that resulted in the Project, must be reviewed by the IOWAccess Advisory Council. The Sponsor must be prepared to appear before the IOWAccess Advisory Council to answer questions and provide any clarifications necessary prior to any action by the Council regarding a change to the Project. Reasons for requesting a change to the amount of the Project include, but are not limited to:

- Changes in the scope or objectives of the Project.
- Changes in the amount of project funding.
- Carryover of approved funding for a period of more than one year from the date of approval of the original funding.

All changes to an Project recommended by the IOWAccess Advisory Council must be subsequently approved by the Director of DAS.

Project Disputes

Iowa Code 679A.19 DISPUTES BETWEEN GOVERNMENTAL AGENCIES.

"Any litigation between administrative departments, commissions or boards of the state government is prohibited. All disputes between said governmental agencies shall be submitted to a board of arbitration of three members to be composed of two members to be appointed by the departments involved in the dispute and a third member to be appointed by the governor. The decision of the board shall be final."

Sponsor Acceptance

Signing below will signify that sponsor acknowledges and agrees to the IOWAccess project approval conditions as defined in this document.

Sponsor Signature	IOWAccess Manager Signature
Date	Date