



Special Committee on the Utilization of Information Technology in Government Meeting Agenda

DAY/DATE: **October 30, 2015**
TIME: **8:00 AM – 11:00 AM**
LOCATION: 312 Hurricane Lane, Williston (AHS)
MEMBERS: Mike Schirling, John Burton, and Tim Kenney
STAFF: Catherine Benham – JFO
 Donna Reback and Joy Livingston – Flint Springs Assoc.
PURPOSE: Regular Committee meeting

Item Number	Item Description	Action By
1.1	Call to Order	Chair
2.0	Review and amend Agenda, if necessary	Committee
3.0	Approve prior meeting minutes	Committee
4.0	8:00 AM - Presentation by Deb Damore, BGS Director of the Office of Purchasing and Contracting, Jaye Johnson, Assistant Attorney General, Darwin Thompson, DII Deputy Commissioner <ul style="list-style-type: none"> • Description of P&C role in contracting • Discussion of current focus - rewrite of Administrative Bulletin 3.5 which articulates contracting procedure for vendors outside of state gov't <ul style="list-style-type: none"> ○ Handbook will be ready in January which articulates guidelines and best practices for procurement of IT services/projects • P&C roles in IT contracting - wants to be part of DII project team and RFP development as early in the process as possible <ul style="list-style-type: none"> ○ Encouraging more frequent use of RFI and RFC (Comments) to inform RFP ○ Contracts most successful when DII, Legal (AG) and P&C involved from the beginning • Discussion of in-state and out-of-state vendors • Vermont participates in cooperative purchasing with other states seeking common IT services (hardware, servers, desktops) • Discussion of reasons and protocols for claims against vendors • Price negotiations - to get best and final offer (BAFO) best practice says do all the leg work/homework up front (thru RFI, RFC, gathering info), then buy what we want • Presenters will send ideas about what changes are needed in the contracting/procurement process 	Committee
5.0	9:00 AM - Dave Gadway, Strategic Technology Services, Inc - Independent Reviewer	Committee

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	<ul style="list-style-type: none"> • Asked to comment on governance, methodology and process - role of DII Commissioner, role of legislature • Described DII roles in IT projects <ul style="list-style-type: none"> ○ Respond to, recoups \$\$ from failed projects ○ Provides oversight/mentorship to project managers in state departments ○ Creates standards for hardware ○ Sets/ensures security standards are implemented • Noted: IT functions in VT are decentralized - each agency runs its own projects • Discussed question about legislative involvement and how it should interface with DII's role around IT projects • Issues related to Vermont's small size <ul style="list-style-type: none"> ○ cost effectiveness of collaborating to be part of larger buying group (with other states) ○ use existing systems versus building new ones ○ require vendors have subscription license models • Discussed Vermont and out-of-state vendors' perceptions of state procurement process • Will send Risk Assessment used in Independent Review of Integrated Case Management System 	
<p>6.0</p>	<p>10:00 AM - Senator Peg Flory - Chair, Senate Institutions Committee (in person) and Representative Alice Emmons - Chair, House Institutions Committee (via conference call)</p> <ul style="list-style-type: none"> • Discussed intention, motivation for legislation that established commission <ul style="list-style-type: none"> ○ IT budgets are becoming the largest part of each state department ○ Desire to understand what IT funding will buy, why needed, initial purchase cost, annual costs, life expectancy ○ Expertise of legislators is not IT ○ Desire for coordinated approach, common language, cohesive, concrete, multi-year plan for, and common management of IT throughout the state in lieu of current situation in which individual agencies/departments seek funding on a project by project basis <ul style="list-style-type: none"> ▪ DII has, to date, not taken on that role • Wants to understand government's role in whether/how to coordinate all IT project • Discussion of whether/how DII meets the above stated needs <ul style="list-style-type: none"> ○ Legislature not getting information they want through DII • Discussion of information that legislature wants to decide on IT funding requests <ul style="list-style-type: none"> ○ Need for project ○ Expected result 	<p>Committee</p>

	<ul style="list-style-type: none"> ○ Effectiveness ○ Type of program ○ Initial and operating costs ○ Lifespan 	
7.0	<p>New Business</p> <ul style="list-style-type: none"> • Next meeting date and time - 11/12/15, 9:00 - noon 	Committee
8.0	<p>Public Comments - Interested citizen learned about Commission through Seven Days Vermont article</p> <ul style="list-style-type: none"> • Has IT background, worked in private sector • Believes this is a good conversation • No easy solutions 	Committee
9.0	Adjourn meeting - 10:50 AM	Chair

By: Donna Reback and Joy Livingston, Flint Springs Associates
CC: Committee Members; Staff and Public