

Legislative Branch Computer System Plan

2009 Biennium

**A Report to the 60th
Legislature
From the Legislative Branch
Computer System Planning
Council**

October 2006

**Published by
Montana Legislative
Branch**

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Table of Contents

1. Information Technology Planning in the Legislative Branch	1
2. The Business of the Legislative Branch	8
3. Current Information Technology Environment	14
4. Short-Term IT Goals and Objectives	31
5. FY 2008-09 Central Information Technology Budget Proposal	37
6. Long-Term Information Technology Issues for the Legislative Branch	40

Appendices

Appendix A: Membership of Advisory Groups	43
Appendix B: Legislative Branch IT Standards	44

Figures and Tables

Table 1: Hardware and software maturity levels22
Table 2: IT Goals and objectives31
Table 3: Legislative Branch FY 2008-09 IT budget - present law	38
Table 4: Legislative Branch FY 2008-09 IT budget - new proposals	39

1. Information Technology Planning in the Legislative Branch

This chapter provides background information on Information Technology (IT) planning in the Legislative Branch. Topics covered include statutory planning requirements for the Legislative Branch, the IT organizational structure within the Branch, and the Branch IT planning process.

Statutory Planning Requirements

In 1989, the Montana Legislature adopted a comprehensive set of laws governing IT planning in the Legislative Branch (Title 5, chapter 11, part 4, Montana Code Annotated (MCA)). The purpose of these statutes is "to establish a mechanism for computer system planning encompassing broad policy needs, long-term direction for computer use, and the effective implementation of a detailed plan for the legislative branch" (5-11-401, MCA). The law further provides that the purpose of the computer system plan is:

- to ensure coordination of information system decisions so that the overall effectiveness of the Senate, House, and legislative agencies may be improved; and
- to enhance coordination of Legislative Branch systems with Executive Branch systems whenever possible.

The Legislature created the nine-member Legislative Branch Computer System Planning Council (Planning Council) to develop and maintain a Branch computer system plan. Members of the Planning Council include:

- the Secretary of the Senate or another representative of the Senate designated by the President;

- the Chief Clerk of the House or another representative of the House designated by the Speaker;
- the Sergeants-at-Arms in the two houses or another representative of each house designated by the presiding officer of the Legislative Administration Committee of that house;
- the Executive Director of the Legislative Services Division (LSD), who chairs the Planning Council;
- the Legislative Auditor;
- the Legislative Fiscal Analyst;
- the Consumer Counsel; and
- a person designated by the Director of the Department of Administration to represent the Department's IT responsibilities, who serves as a nonvoting member.

In developing and maintaining the Branch computer system plan, the Planning Council is required to:

- review existing systems that are candidates for automation;
- review existing automated systems that could be improved or integrated with new applications;
- develop and maintain a description of Branch functions or services that would, through application or improvement of computer technology, provide better service;
- develop and maintain a ranking of needs, considering effectiveness and cost of alternative systems; and
- develop and maintain recommended Branch system standards and standard or custom software and hardware solutions.

By law, the LSD is required to provide technical support to the Planning Council. Statutory duties related to this support role include:

- analyzing existing and alternative systems;
- providing technical solutions and advice;
- apprising the Planning Council on industry developments;
- maintaining a liaison with the Executive Branch; and
- assisting in purchasing of supplies and equipment.

After developing a Branch computer system plan, the Planning Council must present the plan to the Legislative Council for adoption. The Legislative Council also is required to adopt rules for the use of IT resources for the Branch with concurrence of the Legislative Audit and Finance Committees.

Legislative Branch IT Planning Structure

The Planning Council is supported by several entities involved in developing, implementing, and maintaining IT resources within the Legislative Branch. These entities include the Office of Legislative Information Technology (OLIT), the Technical Planning Group, the Technical Implementation Planning Group, and the Web Content Organization Group. A description of each group is contained in Chapter 3. The membership of each group is contained in Appendix A.

The Legislative Branch is not only communicating and working together internally on IT issues but also externally with the Executive and Judicial Branches, the Montana University System, and local governments. Legislative representatives are active participants on the following external IT groups:

- Information Technology Board (ITB). The ITB, created by the 2001 Legislature, provides a forum to guide state agencies and local governments in the development and deployment of intergovernmental IT resources. The ITB also advises the Department of Administration on statewide IT standards and policies, the state strategic IT plan, major IT budget requests, and rates and other charges for services established by the Department.

The Planning Council is supported by several entities involved in developing, implementing, and maintaining IT resources within the Legislative Branch.

- Information Technology Managers Council (ITMC). The ITMC, consisting of state IT managers, reviews statewide IT issues, provides feedback regarding information management policies, reviews opportunities for the application of new information processing technology, and participates in statewide IT planning efforts.

Planning Council Meetings

To comply with its statutory obligations, the Planning Council met four times during the 2005-06 interim. A summary of the meetings follows:

- March meeting. At the organizational meeting in March 2006, members reviewed their statutory duties, adopted operating guidelines, and reviewed the current Legislative Branch IT environment, including the centralized IT budget and major technology projects for the 2007 biennium. To stay informed about Executive Branch activities, the Planning Council was briefed on the state enterprise IT visioning and strategic planning efforts. Members reviewed and adopted the purpose statement originally developed by the Planning Council in January 2002. Members also received an update on 2005 IT legislation impacting the Legislative Branch. Specifically, HB 28 created a reserve account for funding replacement of major Legislative Branch computer systems and SB 23 required the Governor's Budget Office to estimate costs of major state government IT systems, including upgrades. Also at this meeting, the Planning Council received an update on the Senate and House 2005 session pilot project to replace written summary

minutes of committee meetings with audio recordings. This pilot was successful, and next steps were discussed.

- April meeting. At the April 2006 meeting, the Planning Council discussed feedback received from the Legislative Council on a legislator web page that would enable legislators to access agendas, bill text, fiscal notes, and amendments using links consolidated on a single page. This web page would facilitate movement toward a paperless chambers and eventually tie to the vote systems. Additionally, Planning Council members discussed a voucher system or similar assistance to legislators for purchase of laptop computers or other hardware and software beneficial to legislators. Also at the April meeting, members reviewed a preliminary list of IT projects and budget initiatives for the 2009 biennium and a proposed format for the 2009 Branch IT plan.
- May meeting. The focus of the May 2006 meeting was on further refinement of the proposed IT projects and initiatives for the 2009 biennium. OLIT staff presented cost estimates for each proposal under discussion. Members provided feedback on the proposals and agreed to advance all proposals to the Legislative Council for its consideration. At this meeting, the Planning Council decided to recommend to the Legislative Council that the Senate and House Voting/Agenda Systems be top priority for replacement, using the money in the reserve account set up for declining/obsolete IT systems. The plan is to replace the current Voting/Agenda Systems during the 2009 biennium

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and use the new ones for the first time during the 2009 legislative session.

- August meeting. The Planning Council wrapped up business in August 2006 with final adoption of the Branch computer system plan and budget for the 2009 biennium. Members also received an update on replacing the Senate and House Vote/Agenda Systems for the 2009 session. Staff reported on a conference call with International Roll Call, the current Vote/Agenda Systems vendor, to discuss options available. The Planning Council is recommending to the Legislative Council that the Planning Council be the main committee used to work out the details of this project and that the Legislative Council be used as an advisory committee for the project. A demo of a proposed floor session web page was presented, and members suggested that this same demo be presented to the Legislative Council for its input. An update was also presented on the Audio Minutes Project for the 2007 session. Lastly, the Planning Council discussed state laws governing how Branch hardware and software standards are set and rules for the use of IT resources in the Branch. The Planning Council is recommending that the Legislative Council propose legislation that would change the adopting body for rules for the use of IT resources in the Branch from the Legislative Council to the Planning Council.
- Legislative Council meeting. LSD staff presented the Legislative Branch computer system plan to the Legislative Council in September 2006. The Legislative Council approved the plan as presented.

Minutes of the Planning Council meetings and the Legislative Council meetings can be found on the Legislative Branch website.

Computer System Plan

The Planning Council is pleased to present its 2009 biennium computer system plan for managing the Legislative Branch's substantial investment in IT. This plan will provide direction in using IT resources to ensure the maximum return on this investment while best meeting the needs of the Branch.

The chapters that follow discuss the business of the Legislative Branch, the Branch's current IT environment, and the short-term IT goals and objectives. In addition, the plan presents a proposed Branch IT budget for the 2009 biennium and outlines issues to be addressed in the long term. Questions about the plan may be directed to Susan Fox or Hank Trenk at 406-444-3064 or sfox@mt.gov or htrenk@mt.gov.

2. The Business of the Legislative Branch

This chapter describes the organization of the Legislative Branch and presents the mission of the Branch entities. It also discusses the functions and role played by IT in the Legislature's business.

Organization

The Montana Legislature is one of three branches of state government created by the Montana Constitution. The people of Montana express their will directly through the Legislative Branch, which enacts laws, levies taxes, and appropriates revenue received from those taxes to various agencies of government for public purposes.

The structure and function of the Legislative Branch are prescribed by constitutional law, statutes, and legislative rules. The Branch consists of entities as provided in 5-2-503, MCA. The principal entities of the Branch are the Senate and House of Representatives (which together compose the Legislature), the LSD, the Legislative Fiscal Division (LFD), and the Legislative Audit Division (LAD).

Missions

The missions of the consolidated Legislative Branch entities are as follows:

- The mission of the **Legislature** is to exercise the legislative power of state government vested in the Legislature by the Montana Constitution.
- The mission of the **Legislative Services Division** is to provide research, reference, legal, technical, information technology, and administrative support

services to the Senate, House, and other divisions of the Legislative Branch in support of effective and efficient operation of the Legislative Branch and to support the mission of the Legislative Council.

- The mission of the **Legislative Fiscal Division** is to provide the Legislature with objective fiscal information and analysis relevant to Montana public policy and budget determination.
- The mission of the **Legislative Audit Division** is to conduct independent audits under supervision of the Legislative Audit Committee, as provided by law, and to provide factual and objective information to the legislative and executive managers of the public trust.

Functions

The legislative responsibilities include areas such as lawmaking, appropriation, taxation, oversight of the Executive Branch, and representation of local interests. The primary function of the Legislature, however, is lawmaking, which consists of the consideration of bills. Other responsibilities of the Legislature that support its primary function include research, fiscal analysis, legislation and policy development, information distribution, oversight, and administration. A description of these functions follows.

Research

The LSD, LFD, and LAD all provide nonpartisan research services to the Legislature. The LSD staff provides reports and prepares bills for the legislators and committees. They also provide legal research and a reference library for the Branch. The Legislative Environmental Policy Office, within the LSD, provides research and analysis of environmental issues. The LFD provides research support in matters related to budgeting. The LAD is called upon to research, analyze, and report on audit issues.

Fiscal Analysis

The LFD provides an independent analysis of the Governor's budget. It also conducts research and analysis of revenue and expenditure trends and provides reports on the

impact of economic changes on both enacted and proposed legislation. By performing fiscal analysis and by assisting legislators in understanding agency budgets, the LFD helps the Legislature make responsible decisions about the collection of state revenue and the subsequent investment of, and allocation to, state government programs.

Legislation and Policy Development

The LSD, the Senate and House staff, and the LFD provide staff support to the Legislature as it proposes, debates, and makes decisions on legislation. The Central Services Office of the LSD provides clerical support for the drafting, introduction, engrossing, enrolling, and codifying of bills. Senate and House staff provide clerical support to committees, support the flow of bills through the Senate and House, and generally support the operation of the Senate and House.

Information Distribution

All legislative divisions participate in the distribution of information to the Legislature and the public.

All legislative divisions participate in the distribution of information to the Legislature and the public. For example, legislative audit reports are available to the public, as are budget analysis, legislative fiscal, and interim reports. The Data Distribution Center in the LSD distributes all legislative proceedings in printed format to the Legislature and the public during the session. These include bills, amendments, resolutions, status reports, and journals. The Legislative Information Office provides information to the public on the status of legislative proceedings and the daily calendar of events, both directly and by telephone. The OLIT supports the systems that allow the creation and maintenance of electronic information and that make electronic access to bill status and text possible. The Legal Services Office, the Central Services Office, and the OLIT are responsible for preparing and distributing the

MCA, related rules, journals, annotations, and other documents related to the proceedings of the Legislature.

Oversight

The LAD provides oversight by regularly auditing the functions of state government and gives the Legislature and the public an independent analysis of the effect of laws and rules. These reviews allow the Legislature to analyze whether the Executive Branch complies effectively and efficiently with the laws and policies of the Legislature. In addition, the LAD is required by federal and state law and bonding agents to issue independent audit opinions on the fairness of the financial statements and the results of operations of state government agencies and of state government as a whole. The LAD also investigates reports and allegations of waste, fraud, and abuse in state government. The Legislative Environmental Policy Office serves in an oversight capacity for state government on environmental issues. The LFD is statutorily charged with oversight responsibility for the appropriations process, revenue, and other fiscal policy issues. The LSD has monitoring responsibilities incorporated in support of permanent interim committees.

Administration

The Central Services Office of the LSD provides purchasing, personnel, and accounting services for the entire Legislative Branch. These services help to efficiently expedite daily business issues and needs of the Branch.

Additional information on the legislative process can be found in [A Legislator's Handbook, 2007](#), published by the Montana Legislative Services Division. Also, the publication provides background on the relationship of the process to constituents, the media, other government agencies, and lobbyists. The mission, goals, and objectives documents submitted as part of the biennial budget process are another valuable source of information about the Branch. The mission, goals, and objectives documents and [A Legislator's Handbook, 2007](#) can be found on the Legislative Branch website.

The Role and Purpose of Information Technology in the Legislature's Business

The Legislature works with information in order to produce information. In this information age, enhancing the ability to gather, process, and distribute legislative information more quickly and more accurately is a necessity.

Technology is the primary tool used by the Branch to collect, analyze, and disseminate information. Therefore, the Legislature is dependent on its technology. When deciding how and for what purposes to use technology, it is critical to understand how it is incorporated into the legislative process. The technology planning process established by Title 5, chapter 11, part 4, MCA, helps ensure that the Legislature is making effective decisions about incorporating technology into the legislative process.

The Planning Council believes that the purpose of information technology in the Legislative Branch is as follows:

To support the Montana Legislature and its processes by providing appropriate and reliable tools and services for legislators and staff to effectively perform their constitutional and statutory duties. These tools and services must:

- aid in the efficient collection, analysis, and presentation of complete and accurate information;
- maintain the integrity of the information and preserve it for future use; and
- provide timely and direct access to the information to interested persons, groups, and entities.

There are extraordinary opportunities for applying technology to an organization whose main product is information. The Legislative Branch recognizes this, has in the past

invested in and applied technology, and has received significant benefits from that technology.

3. Current Information Technology Environment

This chapter summarizes the current organizational and technical environment that supports IT processes and initiatives in the Branch. Also included in this chapter are the recent accomplishments that have been made by IT to improve the legislative processes, an analysis of the maturity level of technology used by the Branch, significant IT risks that the Branch is facing, an assessment of best practices, and how the Branch uses IT outsourcing resources.

Organization

In addition to a computer system plan, an appropriate IT organizational structure is necessary to effectively implement the goals of a plan. The following IT organizational structure has been established:

Legislative Branch Computer System Planning Council

Mission: To develop and maintain a Legislative Branch Computer System Plan in accordance with 5-11-403, MCA.

Legislative Council

Mission (as it relates to IT):

To serve as the Legislature's approving authority for the Legislative Branch Computer System Plan in accordance with 5-11-405, MCA.

Executive Director, Legislative Services Division

Mission: To provide leadership to the Legislative Branch Computer System Planning Council and provide technical staff support to the Planning Council.

Technical Planning Group (TPG)

Mission: To assist the LSD Executive Director and the Office of Legislative Information Technology staff in providing technical planning support to the Legislative Branch Computer System Planning Council.

This group provides advice and guidance to OLIT, legislative division directors, and the Planning Council to ensure that plan goals are achievable, that everyday needs are met, and that significant IT issues are addressed. It includes staff responsible for IT services from within each division.

Technical Implementation Planning Group (TIPG)

Mission: To coordinate division input on priorities regarding Branchwide strategies for implementing technological solutions while keeping employees informed of projects, issues, and developments and relaying to the TPG significant concerns and problems.

Once specific IT goals and objectives have been established, this group works out the details of implementing the technology so that it meets the needs of the Branch. For instance, when the Branch decided to consolidate on one network, this group determined the drive assignments and directory structure for that network. This group includes IT staff and technical representatives from each legislative division.

Web Content Organization Group (WCG).

Mission: To provide guidance to the Branch librarian in implementing the web guidelines established by the division directors.

In response to the growing importance of the Internet as a tool for providing legislative information to the public, the division directors in December 2001 adopted Branchwide web guidelines. These guidelines prescribe the characteristics and technical features of the Branch's website and define procedures for selecting web software tools. The directors designated the Branch librarian as the person responsible for carrying out the guidelines, determining the overall organization of information on the website, and chairing the WCG. The WCG, consisting of members from each division and an OLIT representative, provides guidance to the Branch librarian in implementing the web guidelines and continually refining the Branch website.

Office of Legislative Information Technology

Mission: To take the lead role in implementing the computer system plan established by the Legislative Branch Computer System Planning Council and adopted by the Legislature.

The OLIT is responsible for developing, implementing, and maintaining an IT infrastructure that meets the business needs of the Legislative Branch in accordance with the computer system plan. The OLIT is organized into two sections: the Computer Systems Section and the Network Support Section. The Computer Systems Section develops and maintains computer systems, such as the Legislative Automated Workflow System (LAWS). The Network Support Section provides a computing platform for the Branch. Also, through this staff, coordination is provided for information services and relationships with outside organizations, such as the general public, lobbyists, and other agencies.

The Planning Council has also developed reliable ways of coordinating with other agencies and organizations. For example, participation by the Executive Branch

(Department of Administration) in the Planning Council activities ensures communication on state system compatibility. Participation by the Branch in the ITB and the ITMC keeps the Planning Council in touch with the directions of not only Executive agencies, but also the Judiciary, other elected officials, the University System, and the cities and counties.

Information Technology Equipment

The paragraphs that follow briefly describe the technology used in the Branch.

Computer Hardware

The Branch has determined that most of its internal computing needs can be met cost-effectively by using microcomputer hardware. Currently, there are approximately 380 desktop and laptop personal computers (PCs) in the Branch network. These PCs are connected to one Novell Branch file server.

The Branch will continue to rely on the state's midtier services (operated by the Department of Administration) for large statewide systems, such as the Statewide Accounting, Budgeting, and Human Resources System (SABHRS) and the Montana Budget and Revenue System (MBARS). The Department of Administration mainframe is used for a few Branch systems, such as the MCA codification process. The Branch also leases Oracle server services from the Department of Administration for the LAD Comprehensive Annual Financial Report System (CAFRS) and the Legislative Automated Workflow System (LAWS). Web server services are also provided to the Branch by the Department of Administration and the Office of Public Instruction.

Computer Software

The Branch has standardized its microcomputer software. These standards are the same as those used by the Executive Branch with a few exceptions. Appendix B contains the major Branch software standards.

The Branch has developed and supports the following systems: LAWS (Oracle, web, WordPerfect macros), audit reports, audit billing, office macros, publications management, Capitol group, information request, Branch website, MEPA documents, audit hotline, LAD SABHRS, Banner interface, audit management reports, CAFRS/trial balance, legislative messages, checkout board, revenue estimation, budget book development, MCA codification, and many smaller systems.

Telecommunications

The Branch uses a local area network (LAN) and the SummitNet wide area network, which are provided by the Department of Administration. This combined network provides a fast, efficient pathway for data network traffic within the Branch, to other state government agencies, and to the "outside world". The Branch makes significant use of the Internet for contact with the public through this network.

Recent Information Technology Accomplishments

The Branch has made numerous technological achievements. Descriptions of several of the major achievements are listed below.

Disaster Recovery Plan for the Legislative Branch

The Branch contracted with SunGard (a nationwide disaster recovery vendor) to help the Branch put in place a Disaster Recovery Plan. Work on this project began in May of 2005 and was completed in June of 2006. Several staff members from each division in the Branch and the IT staff spent many hours on the project. The Branch now has a Disaster Recovery Plan. SunGard recommends that the Branch hire a Disaster Recovery Officer and continually assess and test its Disaster Recover Plan.

Security Assessment and Next Steps

The Branch also contracted with SunGard to conduct an assessment of IT and physical security. This project started in May of 2005 and was completed in February of 2006. IT security is becoming more and more critical as the amount of PC viruses, spyware, and other attacks continue to increase. This assessment showed that the Branch had a lot of work to do to reduce its security risk and to become more secure. The Branch began to work on the next steps recommended in the assessment. The first step taken by the Branch was to put in place Security Policy and Procedures. The Branch also contracted with SunGard to help with this project. The Security Assessment also recommended that the Branch hire a Security Officer.

Replace 70 Laptops, 150 Desktop PCs, and 40 Network Printers

Because of budget cuts, the Branch did not replace any of its PCs last biennium. With a 4-year replacement cycle, the Branch normally replaces half of its PCs every biennium. The Branch began its replacement cycle again this biennium and replaced 70 of its laptops, 150 desktops, and 40 network printers.

Upgrade to Windows XP

For about the last 5 years, the Branch had been using Windows 2000 as its main PC operating system. Windows 2000 is no longer under mainline support by Microsoft. The Branch has upgraded its desktop and laptop computers to Windows XP. This was a major project because Windows XP requires a lot of configuration to get it set up correctly for all of the applications that the Branch uses. This project was completed in July of 2006.

Upgrade to Microsoft Office 2003 and WordPerfect 12

As part of the Windows XP upgrade, the Branch also upgraded from Microsoft Office Suite 2000 to Microsoft Office Suite 2003 and also upgraded from WordPerfect 10 to

WordPerfect 12. This means that the Branch is currently on supported releases of this software.

Linux Web Server

This biennium, the Branch continued to work on bringing up a Linux/Apache web server. Linux is a robust and mature operating system that has become very popular for web servers. Apache is the web server software that is used to run under Linux. Apache is used on approximately 60% of the Internet web servers worldwide. Linux and Apache offer the most secure web server environment available today. PHP is a programming language used with Apache. PHP is also a very popular technology, and Branch programming staff has found it to be very robust. By implementing this new technology and by having control over its own web servers, the Branch will be able to continue to improve the services and information offered on the Branch website. Although this project is far from complete, the Branch made significant progress and has learned a lot about Linux.

Expand Audio Streaming and Storage of Committee Minutes

During the 2005 session, the Branch conducted a pilot of recording committee minutes so that they were stored on a server as a recording and accessible via the Internet. This process replaced the transcribed process for selected committee meetings during the 2005 session. The pilot was a success, and during the 2005-06 interim, the Branch worked on extending this process so that minutes for all committee meetings during the 2007 session can be recorded this way. In addition to saving the minutes for future retrieval, committee hearings will also be streamed to the Internet live.

High Speed Internet and Wireless Access for Legislators During 2005 Session

During the 2005 session, two new services were offered to legislators who brought their own laptops. These services were high speed Internet access and wireless access to

the Internet. If a legislator brought a laptop meeting certain requirements, the laptop could be connected to network jacks in the Capitol, thus allowing high speed (broadband-like) access to the Internet. Legislators who brought laptops with wireless connectivity capabilities could also receive access to the Internet via a wireless connection. The Branch also offered a small number of printers for use by legislators who were using this service.

E-Government Initiative - Publications Sales Online

The Branch has begun a project to offer online sales of Branch publications (such as the MCA). The first phase of the project is to accept payment online by credit card. The second phase is to begin to put up an online store and thus offer both sales and payment online. The first phase of this project was completed in September of 2006. The initial part of the second phase is scheduled to be completed before the 2007 session with sales of sessions proceedings being the first product offered.

Information Technology Maturity

This section describes the IT architecture in the Legislative Branch in terms of its maturity and discusses issues related to the architecture's maturity.

Maturity Table

The following table categorizes the Branch's hardware and software according to maturity level. The categories used are emerging, mature, declining, and obsolete. Emerging technology is technology that is new and typically the latest release or technology that is beginning to gain market share or to start a new trend. Mature technology is fully supported technology, typically a year old or older, but not necessarily the latest release and also is technology that has significant market share and is commonly used by most businesses. Declining technology is technology that has a sunset date, has limited support, or has a declining/small market share. Obsolete

technology is technology that is past its sunset date, is no longer supported, or for which the company that supports it is going or has gone out of business.

Table 1: Hardware and software maturity level

Category	PC*	PC OS**	Desktop Software	Mid-Tier Hardware	Network OS	Major Applications
Emerging	15%	1%	1%	20%	10%	10%
Mature	44%	97%	94%	80%	90%	70%
Declining	40%	1%	5%	0%	0%	20%

* PC – Personal Computer

** OS – Operating System

Maturity Issues

As noted in the table above, the Branch is relatively current on supported releases of software and hardware. However, there is a certain percentage of the IT infrastructure that is in the declining or obsolete categories. Also, the Branch continues to test and in some cases implement emerging technology in the server operating system and web server software areas. Below is a description of the emerging and declining or obsolete technology in the Branch. For the declining or obsolete technology, an assessment of the risk associated with continuing to use the technology is presented.

Emerging Technology

The Branch has been investigating the following emerging technology. If the investigation proves successful, it should result in more efficiency to the Branch and possibly cost savings.

- Linux

Linux is an emerging PC and server operating system. It is currently very popular on the server side, and within the next few years, it is predicted that it will dominate the market for server operating systems. Linux's strong points are that it is typically cheaper, more stable, and more robust than other operating systems. Potential savings can be achieved in initial purchase price and reduced long-term maintenance. On the downside, network administrators experience a steep learning curve regarding Linux implementation.

In the long run, the benefits of Linux far outweigh the detractions, and thus the Branch sees much potential for Linux. The Branch is currently testing Linux as a web server and eventually wants to implement it as an audio streaming server, a file and print server, and possibly a PC operating system.

- Open Office

Open Office is a office suite similar to Microsoft Office. It offers a word processor, spreadsheet, and presentation package. It reads and writes Microsoft Office documents. It can be downloaded and used free of charge. It can perform 90% of the functionality offered by Microsoft Office. The Branch is investigating this software to determine if it can be used to replace Microsoft Office and thus reduce the upgrade costs associated with that product.

- Apache/MySQL/PHP

Apache is a popular Open Source web serve software package. MySQL is a popular Open Source database package, and PHP is a popular Open Source web server programming package. The Branch continues to test and in some cases implement pieces of these popular software packages.

Declining or Obsolete Technology

- Senate and House Voting Systems

Both the Senate and House use electronic voting systems to record votes. The House originally purchased its voting system in the 1970s. Upgraded in 1986, a PC was integrated into the House system to provide the main computing power for the system. The House voting system software was written in 1986 to run under the DOS environment. The Senate voting system was totally replaced in 1994. It also uses a PC as the main computing power for the system. The voting software for the Senate vote PC was written to run under Windows 3.1. It is becoming increasingly difficult to make these systems run under the current PC operating systems (i.e., Windows XP). The company that supplied the Senate and House voting systems (International Roll Call) has indicated that neither the Senate nor the House voting system software will run under Windows XP without a major rewrite.

The voting stations on the Senate voting system have from time to time been susceptible to static electricity. During particularly dry periods, when there is significant static, one of the Senate voting stations can be inactivated every 2 to 3 days. To reactivate the voting station, it is necessary to call a maintenance person. International Roll Call has indicated that it has newer voting station technology that will fix this problem.

The House voting system still contains parts that were originally installed in the 1970s. Although this system runs effectively and is still supported, this technology will eventually need replacement.

These systems were recommended to the Legislative Council by the Planning Council as the top priority for replacement of all of the Branch Declining/Obsolete systems. If the Legislative Council agrees with the recommendation, these systems would be replaced during the 2009 biennium and operational for the 2009 session.

- Legislative Audit Division SABHRS

The Executive Branch uses PeopleSoft software for the SABHRS. PeopleSoft was recently purchased by Oracle. Oracle already has and markets a financial and human resources software system. Even though Oracle says that it will support PeopleSoft for some time, there is speculation that PeopleSoft was purchased to put it out of business and capture its market.

The Legislative Branch has a system called Legislative Audit Division SABHRS (LAD SABHRS) that was developed by the Legislative Branch over 2 bienniums. This system is used by the LAD to audit state agencies. The system is highly reliant on PeopleSoft software. If the PeopleSoft system is replaced, it will require a lot of work for the Legislative Branch to replace the functionality in the current system.

In discussions with the Executive Branch about this issue, the Executive Branch says that it thinks that the PeopleSoft system will still be available for at least the next 6 years. The Executive Branch is asking the 2007 Legislature for money to study this situation during the 2009 biennium and make a recommendation. This means that the earliest that the current PeopleSoft system would be replaced by the Executive Branch would be sometime during the 2011 biennium.

The Branch will continue to monitor this situation and take the appropriate action when necessary. This system was selected by the Planning Council as the second top priority for replacement if and when it becomes necessary for replacement.

- Mainframe TextDBMS System

The Branch uses a mainframe system called TextDBMS to update and maintain the MCA. The Branch has extensively used the programming language for TextDBMS to enhance the process used. The Branch has a significant investment in this system,

which it has used for the last 16 years. The system currently meets all of the needs of the Branch and requires very little maintenance. However, the original owners of TextDBMS no longer want to be involved in the legislative market. About 8 years ago, the original owner sold the rights to TextDBMS to a smaller company (two to three employees), which the Branch currently contracts with for support. This system is in the declining stage and needs to be monitored for potential replacement. The estimated cost for replacement is approximately \$500,000 to \$1,000,000 in current dollars.

- LAWS Web Pages

The Branch has developed a system to process and track bills as they move through the Legislature. This system is called the Legislative Automated Workflow System or LAWS. This system was originally developed in 1997-98. The LAWS has a web interface to all of its data. Since this LAWS web interface was developed in 1997, the Branch website has been redesigned and improved significantly. Also since 1997, web technology has moved forward significantly. These two factors combined have made the LAWS web interface somewhat obsolete and not compatible with the rest of the Branch website. At some point in the near future, the web interface to LAWS will need redesigning to bring it up to date with current web technology and the rest of the Branch website.

- WordPerfect and WordPerfect Macros

The bills, journal, and committee minutes processing part of the LAWS and also some of the Branch's office processes are written in WordPerfect macros. The word processing part of the LAWS system was developed in 1997-98 using the WordPerfect macro language. The Branch had upgraded to the current release of WordPerfect, which is WP 12, during the current biennium. The Branch is currently on a supported release of WordPerfect. WordPerfect has a small percentage of the market share for word processors. Although the company that owns WordPerfect is not on the verge of going out of business, the Branch needs to continually evaluate this product and the

company's performance in order to be prepared to replace it if necessary. Replacing all of the WordPerfect macros in the Branch and retraining staff on a new word processing package are estimated to cost approximately \$500,000 to \$900,000 and would require at least a year and a half of effort.

- Lotus Approach

The Branch uses Lotus Approach for accessing and manipulating SABHRS data and for tracking financial aspects of fiscal notes. Lotus Approach is a low-end database package that runs on the PC. Lotus Approach has been dropped from the list of supported Executive Branch software. However, the company (IBM) that sells and supports Lotus Approach has no plans to phase it out. The Branch requires very little support for Lotus Approach. The Branch has discontinued new development in Lotus Approach but will continue to use and support the current systems that are using it. The Branch will consider converting these Lotus Approach applications to supported software sometime in the next 4 to 6 years.

- Microsoft Office Suite (MS Office)

The MS Office Suite is a word processing, spreadsheet, presentation, and database package that runs on the PC. MS Office is the current Executive Branch and Legislative Branch standard in these areas. The Branch uses MS Office extensively for both word processing and spreadsheet applications. Additionally, the SABHRS and MBARS require MS Word and Excell. The Branch is highly reliant on the SABHRS and MBARS. This biennium, the Branch upgraded to MS Office 2003, which is the current release of MS Office. Although there wasn't much additional functionality in MS Office 2003 that the Branch needed, the Branch felt compelled to upgrade to be able to communicate effectively with the SABHRS and MBARS.

Because Microsoft has about 95% of the market share of the Office Suite business, it can set the purchase price almost as high as it wants. State government pays between \$200 and \$300 for each copy of MS Office. Based on this high price and the fact that there is little new functionality in the MS Office suite that is necessary for the Branch to continue to conduct its business, the Branch needs to continue to keep an eye on this technology and consider whether and when it needs to be replaced.

- 4-Year Old PCs

The Branch currently has about 130 PCs that are 4 years old. Although the current industry standard life cycle for a PC is 3 to 4 years, these PCs run Windows XP, which is the current Branch desktop OS. These PCs will also be used by Senate and House staff for the 2007 legislative session. Senate and House staff require only minimal PC speed and resources, so these PCs should work fine in that environment. The Planning Council is asking for a budget for the 2009 biennium to replace these PCs. The current plan is to replace these PCs after the 2009 session.

Risk Factors

The Branch faces two major risks in carrying out its IT strategy: recruitment and retention of skilled IT personnel and disaster recovery and security preparedness.

Recruitment and Retention of Skilled IT Personnel

The Branch has made a significant effort to retain IT staff by conducting market surveys and adjusting IT staff pay accordingly. Since these adjustments have been implemented, the turnover rate has slowed considerably.

The recruitment problem now seems to be centered around the lack of interest in the IT profession. Enrollment in IT curriculum at colleges is down nationwide. If this trend continues, the Branch could once again face a recruitment problem.

Disaster Recovery and Security Preparedness

During the current biennium, the Branch completed a Disaster Recovery Plan and a Security Assessment. The Planning Council realizes that the effort so far in these areas was just the first step and that disaster recovery planning and preparedness and security

preparedness are ongoing projects requiring funding and dedicated staff. The Planning Council is requesting one FTE to establish a Disaster Recovery and Security Officer position in the Branch.

With an adequate, well-rehearsed Disaster Recovery Plan, the Branch reduces the risk of having to spend more time and money than necessary to recover from a disaster. Adequate security preparedness ensures that the Branch has maximized its efforts to prevent security breaches. Examples of security breaches are: (1) a computer virus attacks each computer in the Branch and takes the entire computing environment in the Branch down for 3 to 4 days; (2) confidential data is compromised; or (3) someone changes the text of a bill without staff knowing about it, and the bill becomes law.

The Branch faces two major risks in carrying out its IT strategy: recruitment and retention of skilled IT personnel and disaster recovery and security preparedness.

Best Practices Assessment

The Legislative Branch is a member of the National Association of Legislative Information Technology (NALIT), a group consisting of IT professionals from each state legislature. NALIT's purpose is to share knowledge on how best to apply IT to the

legislative process. Based on information collected by NALIT on the structure and operation of IT agencies in state legislatures, Montana has achieved a significant degree of centralization of IT systems and functions. Compared to other states that have separate systems and staff for each chamber, the Montana Legislature has an integrated bills processing and status system; one data network supported by centralized staff; and a centralized systems development staff. This level of centralization enables the Branch to make best use of its limited resources, provides a high degree of efficiency in delivery of services, and ensures that systems are developed and maintained from a Branch perspective.

The Branch seeks to continue to develop systems and apply IT resources from a Branch perspective. Cooperation and coordination within the Branch will result in efficient and cost-effective decisions. Having an active Planning Council will ensure that this goal is achieved.

In-House Resources and Outsourcing

The Legislative Branch uses internal IT staff for daily operations and maintenance and for minor enhancements to IT systems and infrastructure. The Branch uses external IT resources (outsourcing) for major enhancements and to implement new technology for which the internal IT staff has not been trained. This outsourcing strategy fits well with the Legislature's 2-year business cycle, which allows a 1-year window between regular sessions to make major enhancements. Often, the planned enhancements require more time than the IT staff has available, thus making outsourcing necessary.

4. Short-Term IT Goals and Objectives

The following are the IT goals for the Legislative Branch for the 2009 biennium. Following each goal is a list of Branch functions that are supported by the goal. (See Chapter 2 for a description of Branch functions.) Also, after each goal is a list of objectives that must be met to achieve the goal.

Table 2: IT Goals and objectives

Goal # 1: Maintain the Operational Status of the Current IT Environment Within the Legislative Branch		
Supported Branch Function(s): Research, Fiscal Analysis, Legislation and Policy Development, Information Distribution, Oversight, Administration		
Objective(s)	Timeframe	Measure
Objective # 1 Replace PCs, servers, and other peripherals on a regular basis to keep current with technology.	Ongoing.	Printers, PCs, and servers are supported by the latest releases of software and are not failing excessively because of age. The Branch currently has a 4-year replacement cycle for printers, PCs, and servers.
Objective # 2 Purchase maintenance contracts (or ensure that warranties are in place) on printers, PCs, and servers.	Beginning of each FY, ongoing throughout the FY.	Maintenance contracts or warranties are in place.
Objective # 3 Keep IT staff trained and up to date on latest releases of supported technology.	Ongoing.	IT employees receive at least 5 days of training each year.

Goal # 1: Maintain the Operational Status of the Current IT Environment Within the Legislative Branch		
Supported Branch Function(s): Research, Fiscal Analysis, Legislation and Policy Development, Information Distribution, Oversight, Administration		
Objective # 4 Contract with Information Technology Services Division (ITSD) for network infrastructure.	Beginning of each FY, ongoing throughout the FY.	Branch workstations are able to communicate with servers (for which they are allowed access) located anywhere on SummitNet and the Internet.
Objective # 5 Contract with ITSD and OPI for web services for part of the biennium (the Branch intends to bring up its own web servers during the biennium).	Beginning of the first FY and ongoing throughout the FY.	The public, state agencies, and Branch personnel are able to access data from the Branch website.
Objective # 6 Contract with ITSD for Oracle database services.	Beginning of each FY, ongoing through the FY.	The public, state agencies, and Branch personnel are able to access data from the Branch Oracle database.
Objective # 7 Continue to upgrade to supported releases of off-the-shelf software.	Ongoing throughout each FY.	Printers, PCs, and servers are on currently supported software.
Objective # 8 Supplement IT staff by contracting with management information system (MIS) services vendors for LAWS support, network support, Banner interface support, and LAD SABHRS support.	Ongoing throughout each FY.	Current IT staff is not accruing excessive overtime, and customer service is adequate.
Objective # 9 Supplement IT staff by hiring interns from local colleges.	Ongoing throughout each FY.	Current IT staff is not accruing excessive overtime, and customer service is adequate.
Objective # 10 Supplement IT staff by hiring a Network Technician.	Beginning of the first FY and ongoing throughout the biennium.	Position is filled.

Goal # 1: Maintain the Operational Status of the Current IT Environment Within the Legislative Branch		
Supported Branch Function(s): Research, Fiscal Analysis, Legislation and Policy Development, Information Distribution, Oversight, Administration		
Objective # 11 Ensure that currently supported applications continue to function adequately and add minor enhancements to them.	Ongoing throughout each FY.	Current IT staff is not accruing excessive overtime, and customer service is adequate.
Objective # 12 Continue to support connection of legislators own laptops to a high speed Internet connection and to wireless for the 2009 session.	2009 legislative session.	All legislators who bring a laptop meeting certain requirement are given adequate access to the Internet in the Capitol building.
Objective # 13 Contract with ITSD for support of the PeopleSoft portion of LAD SABHRS.	Ongoing throughout each FY.	LAD is able to use LAD SABHRS to perform effective audits.

Goal # 2: Expand and Improve Electronic Access to Information About the Branch and Information Produced by the Branch		
Supported Branch Function(s): Information Distribution		
Objective(s)	Timeframe	Measure
Objective # 1 Expand the number of committee hearings that are recorded and broadcast live (and archived) via the Internet. Make improvements to the live and archived recordings so that the public and staff can more easily find the recording they are looking for. Develop a long-term archiving strategy.	2007-08 interim and 2009 legislative session.	More live feeds and archived data of committee hearings are made available to the public. The web pages are improved. A long-term archiving strategy is put in place.
Objective # 2 Bring web server services in-house for better control and customization.	2009 biennium.	Branch web environment is entirely controlled by Branch staff.

Goal # 2: Expand and Improve Electronic Access to Information About the Branch and Information Produced by the Branch		
Supported Branch Function(s): Information Distribution		
Objective # 3 Continue to keep staff trained on the latest ways to use web technology to the advantage of the Branch.	Ongoing.	Each employee whose job duties involve web technology receives at least 3 days of web training each year.
Objective # 4 Continue to identify information within the Branch that would be of value to the public and make every effort to put that information on the Branch website.	Ongoing.	Document results.

Goal # 3: Ensure That the Mission-Critical Applications Are Protected and Recoverable		
Supported Branch Function(s): Research, Fiscal Analysis, Legislation and Policy Development, Information Distribution, Oversight, Administration		
Objective(s)	Timeframe	Measure
Objective # 1 Purchase a replacement disaster recovery printer, PCs, and server.	FY 2009.	Printers, PCs, server, and other IT infrastructure necessary for recovery are purchased and in place.
Objective # 2 Hire a Disaster Recovery and Security Officer.	FY 2008.	Position is filled.
Objective # 3 Continue to work on disaster recovery and security preparedness.	FY 2008-09.	Disaster Recovery Plan is tested at least once. Adequate security policy is implemented and/or reviewed. Security Education and Awareness training is conducted. A penetration test is performed.
Objective # 4 Participate on statewide disaster recovery, business continuity, and security committees.	Ongoing.	Meeting attendance.

Goal # 4: Provide Efficient Interfaces to Enterprise Systems to Allow for Branch Oversight and Analysis		
Supported Branch Function(s): Oversight and Fiscal Analysis		
Objective(s)	Timeframe	Measure
Objective # 1 Continue to work with Executive Branch agencies to gain access to revenue, HR, and other data necessary to perform the fiscal and auditing oversight functions of the Branch.	Ongoing throughout FY 2008-09.	Executive Branch data is made available to the Legislative Branch.
Objective # 2 Develop user-friendly interfaces to Executive Branch data as necessary.	Ongoing throughout FY 2008-09.	Successful test of user interface.

Goal # 5: Continue to help legislators be more effective at their job by applying automation.		
Supported Branch Function(s): Legislation and Policy Development		
Objective(s)	Timeframe	Measure
Objective # 1 Establish a technology reimbursement program for legislators for the 2009 session.	2009 legislative session.	Program is in place, and legislators are using it.
Objective # 2 Develop a web page or make improvements to the existing web page to replace the current daily packets of agenda, bills, and amendments that legislators currently use for the floor sessions.	2009 legislative session.	Web page is in place or improvements are made to the existing web page. Legislators are trained to properly use the technology provided.

Goal # 6: Replace Aging/Obsolete IT Infrastructure		
Supported Branch Function(s): Research, Fiscal Analysis, Legislation and Policy Development, Information Distribution, Oversight, Administration		
Objective(s)	Timeframe	Measure
Objective # 1 Replace the current Senate and House Agenda and Voting systems with newer technology.	Ongoing throughout FY 2008-09. In place for the 2009 session.	Agenda/Voting systems are in place, operational, and meet the needs.

Goal # 7: Explore Ways to Use New Technology to the Advantage of the Branch		
Supported Branch Function(s): Research, Fiscal Analysis, Legislation and Policy Development, Information Distribution, Oversight, Administration		
Objective(s)	Timeframe	Measure
Objective # 1 Continue to explore the use of Linux and other open source software as a means of reducing the software budget and increasing the functionality offered.	Ongoing throughout FY 2008-09.	Document results and use them in future IT planning processes.

By accomplishing these goals and objectives, the Branch will make major headway in making IT processes more dependable and efficient. The Branch will also make important contributions to the legislative process by increasing public access to, and participation in, government.

5. FY 2008-09 Central Information Technology Budget Proposal

In order to meet the Legislative Branch's short-term IT goals and objectives, the necessary resources must be clearly identified and funded. As noted in Chapter 4, the Planning Council's top goal for the upcoming biennium is to maintain the operational status of the Legislative Branch's current computer environment. Maintaining the operational status requires procurement of certain equipment and services and completion of several projects, including:

- replacing computer hardware (i.e., printers, personal computers, servers, and other peripherals) in accordance with the Branch's replacement cycle;
- purchasing maintenance contracts or ensuring that warranties are in place on printers, personal computers, and servers;
- training for IT staff and for LAD staff involved in information system audits;
- purchasing network infrastructure, web server, and database services;
- converting to supported releases for off-the-shelf software;
- purchasing contracted services for conversion projects, network support, and application support; and
- hiring interns from local colleges.

In addition to maintaining the operational status of the current computer environment, the Planning Council is seeking funds for a Disaster Recover and Security Officer FTE and a Network Technician FTE and for conducting a technology reimbursement program for legislators for the 2009 session.

The Planning Council is requesting a centralized IT budget of \$2,854,029 for the 2009 biennium, including present law and new proposals. The table below provides more detail of the biennial budget.

Additionally, the Planning Council is recommending to the Legislative Council that reserve account money be used to purchase new Agenda/Voting systems for the Senate

and House. The current ballpark estimate for replacement of these system is \$1,000,000. The main unknown variable that can cause a significant increase or decrease in this estimate is the size and technology used in the display portion of these systems. Once decisions are made on the requirement of the display, a closer estimate can be arrived at.

**Table 3: Legislative Branch FY 2008-09
IT Budget - Present Law**

		Biennial Budget
Maintain the Operational Status of the Current Computer Environment		
	Hardware and Software for Life Cycle Costs - Replacement Cycle	\$936,020
	Hardware Maintenance and Supplies	90,000
	Network Connect Fees - @ \$76 and \$80 per connection per month	464,256*
	ITSD Web Services Fee	13,404*
	Interns (4 interns each year)	65,000
	Training	40,000
	Audit IT Training	40,000
	Support Costs for Existing Oracle Systems (ITSD Midtier Service)	
	LAD CAFRS	3,054*
	LAWS Server Costs (99, 01, 03, 05, 07, SS & Test Instances)	55,000*
	Web Server Lease from OPI	14,000
	Web Server Lease from ITSD	7,200
	Library Databases to the Internet (pay State Library to host catalog)	2,000
	Contr: LAWS Support (session)	63,000
	Contr: Network Support for Session Buildup	60,000
	Contr: Network Engineering Support	90,000
	Contr: Network Technician (\$45/hr for 3,000 hrs)	135,000
	Contr: LAD SABHRS/Banner Support	80,000
	Contr: Connect Legislators Laptops	15,000
	Contr: Session Network Support	40,000
	Contr: Security Plan - Testing and Updating	25,000
	Contr: Disaster Recovery Plan - Testing and Updating	65,000
	Contr: Sound Systems Maintenance	55,000
	Streaming Audio - Internet Bandwidth for Committee Minutes	20,000
	Contr: Long-Term Audio Archiving Strategy	15,000
	Server Room Security Improvements	15,000
	Recover Main Server/Replacement PCs	55,000
	LFD Access to DOR and DOJ Systems (1.5 months @ \$95/hr)	24,653
Biennial Grand Total		\$2,487,587

**Table 4: Legislative Branch FY 2008-09
IT Budget - New Proposals**

		Biennial
		Budget
Software/Hardware/Systems to help Legislators		
	Technology Reimbursement (\$900 for each legislator for the biennium)	135,000
	Web Page for Legislators (done by in-house staff)	0
FTE		
	Security/Disaster Recovery Officer/Network Administration	149,188
	Network Technician	82,254
Biennial Grand Total		\$366,442

*Subject to fixed cost changes.

6. Long-Term Information Technology Issues for the Legislative Branch

Looking down the road 4 to 10 years, the Planning Council sees continual growth in the application of technology and benefits to be derived from the following additional areas.

- Automation for Legislators

Legislators' demand for IT resources has continually increased from session to session. The Planning Council believes that this trend will continue and that new technology will continue to come along that can help legislators be more effective at their job.

The Planning Council also believes that lawmakers must take an active role in defining their needs and identifying potential approaches for addressing those needs. Both the Planning Council and legislators must actively pursue and apply this new technology to the benefit of the Legislature.

- Internet Broadcasting of Session Activities (Including Video)

The Legislature has taken several steps toward making session proceedings available to the public via Internet broadcasting. As of the 2007 session, almost all session proceedings will be broadcast live and archived in audio format. The next steps are to broadcast in both audio and video and to link these recordings to the appropriate bill status action for each bill.

- Geographic Information Systems (GIS)

The Branch has a partially unmet need for analyzing geographic (spatial related) data and presenting the analysis in map form. Large amounts of the data that the Branch deals with can better be presented in map form rather than in tables. Once presented in map form, the viewer can better grasp what the data is saying. ("A picture is worth a thousand words.") GIS systems can meet this need. The Branch currently uses GIS but has not tapped into its full potential as yet.

- Interface to Executive Branch and University System Data

The Executive Branch and University System are continually upgrading and adding functionality to their systems. The Legislature needs access to this data for fiscal analysis and audit purposes. The Branch will continually be adjusting and refining its systems that interface to these Executive Branch and University System systems to stay current with the additions and changes made to these systems.

- Continued Improvement of the Branch Website

In general, the more information that the Branch can deliver directly to the public without it being filtered through the press, the more accurate and complete is the portrait of the Legislature. The Internet is an ideal tool for providing this information to the public. The Branch already makes significant use of the Internet. There are still several opportunities for improvement, and with the constant improvement of Internet technology, more opportunities will become available in the future.

- Continued Exploration of Open Source Software

Open source is the new trend in software. Open source software is software in which the source code is made available with the software. (This is in contrast to proprietary

software in which only the run-time version of the software is made available.) Unlike proprietary software, open source software is mainly developed over the Internet through an open environment. Because of these differences, open source software is typically cheaper, more reliable, more robust, and easier to support than traditional proprietary software. The Branch needs to keep an eye on these new developments and apply open source software to the Branch environment whenever cost-effective and appropriate.

- Continued Exploration of Ways to Reduce the Technology Replacement Cycle Costs

The Branch spends about \$1 million in replacement cycle technology (printers, PCs, servers, etc.) every biennium. Any action that the Branch can take to extend the current replacement cycle will help reduce these costs. The challenge is to choose technology that has the potential to last more than the current replacement cycle of 4 years, can perform the same functions as current technology, and does not require a huge conversion effort.

Appendix A: Membership of Advisory Groups

Legislative Branch Computer System Planning Council

Susan Fox, Executive Director, Legislative Services Division, Chair (ex officio)
Marilyn Miller, House Chief Clerk
John Brueggeman, State Senator, Senate District No. 6
Brent R. Cromley, State Senator, Senate District No. 25
Rick Maedje, State Representative, House District No. 2
Dick Clark, Executive Branch CIO, Information Technology Services Division,
Department of Administration
Clayton Schenck, Legislative Fiscal Analyst
Scott Seacat, Legislative Auditor

Technical Planning Group (TPG)

Tori Hunthausen, Legislative Audit Division
Terry Johnson, Legislative Fiscal Division
Karen Berger, Legislative Services Division
Henry Trenk, Legislative Services Division

Technical Implementation Planning Group (TIPG)

Mike Allen, Legislative Fiscal Division
Alysa Eaton, Legislative Services Division
Steve Eller, Legislative Services Division
Jim Gordon, Legislative Services Division
Lisa Mecklenberg Jackson, Legislative Services Division
Jeanette Nordahl, Legislative Services Division
Becky Buckmaster, Legislative Audit Division
Rick Peaslee, Legislative Services Division
Margie Peterson, Legislative Services Division
Steve Larsen, Legislative Services Division
Jeff Thomas, Legislative Services Division

Web Content Organization Group (WCG)

Lisa Mecklenberg Jackson, Branch Librarian, Legislative Services Division (Chair)
Mike Allen, Legislative Fiscal Division
Angie Lang, Legislative Audit Division
Steve Eller, Legislative Services Division
Alysa Eaton, Legislative Services Division

Appendix B: Legislative Branch IT Standards

The following standards have been adopted for the Branch. All legislative divisions are required to follow these standards for new purchases or to convert to these standards when it is most cost-effective. These standards are periodically reviewed and updated as Branch needs or state and computer industry standards change.

<u>Application</u>	<u>Standard</u>
Word Processing	Microsoft Word and WordPerfect
Spreadsheet	Microsoft Excel and Lotus 1-2-3
Database	Oracle for large development projects; Microsoft Access for midlevel development projects; MySQL for Web databases
Camera Ready Publishing	Ventura Publisher
Presentation	Microsoft PowerPoint
Desktop OS	DOS/Windows 3.X, Windows 95/2000/XP, Linux
3270 Emulation	Attachmate EXTRA!
E-Mail	Outlook/Exchange
Internet Browser	Internet Explorer
Dial-Up Software	MetaFrame
Server Operating System	Novell NetWare, CITRIX, Windows, Linux
Web Server	Apache
Computer Hardware	State Term Contract PCs

All legislative divisions are to maintain, when feasible, the same release level for each software standard. Transition from older software applications to current standards is provided for in the plan.