



STATE OF  
KANSAS

# IT SERVICE CATALOG

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## Description

The Division of Information Systems and Communications, also known as DISC, is a fee-based organization comprised of seven operational units that deliver 24 x 7 central information technology services such as statewide data, voice and video networks, data centers, computing environments, application hosting, security, central network storage, custom form printing, and mail services to state government. Our customers include all Kansas state agencies, as well as local governmental organizations such as city and county governments, education, health care, and law enforcement agencies throughout the state. DISC is committed to excellence in customer service, providing quality IT services that our customers need and want at the lowest possible cost. Providing the best possible service to our consumers enables them to better serve the people of Kansas. DISC operates on a customer service-based level, meaning that we are in contact with customers to learn how to best serve them. Below, you can view the services that DISC offers.

## What We Provide

- 24 x 7 operations
- Computing platforms – mainframe, UNIX, distributed
- Application hosting and security
- Enterprise application support
- Data storage, backup, and recovery
- State-of-the-art data center facilities
- Network services – data, voice, and video
- Small agency support services
- Geographic Information Systems services
- Local and long distance services
- Wide area information network, including Internet
- Custom printing applications and services
- Security services – scanning, forensics
- Central Mail pickup and distribution services
- Offsite data center
- Disaster recovery
- Wireless local area networks
- Complex enterprise technical support
- Project management training
- IT procurement and contract services
- Local area network services
- Technical Support

## DISC Statistics

Total revenue – FY 2008	> \$38 million
Employees	190
Customers served	State and local government who serve Kansas Citizens

## Description

The Mainframe Platform is the central management of the hardware, software, and systems administration. It supports customer applications that operate on the IBM z/9BC 2096-R04 processor. Software products include Database-2, CICS, SAS, and others supporting production, test and development environments. The Central Processing (CPU) center supports the statewide accounting system (STARS), the debt recovery system (Setoff), Kansas Department of Revenue's motor vehicle applications, Kansas Department of Transportation's road engineering databases, Social Rehabilitation Services' child support enforcement, and other mission critical applications.

## What We Provide

- 24 x 7 computer operations center
- Application security – maintain security environment consistent with federal and state regulations
- Hardware/Software maintenance and licensing utilizing state contracts whenever possible
- Performance monitoring
  - Sub-second response time
  - Average batch job submission to execution in under five minutes
- Capacity planning
  - Average CPU utilization > 70% and < 95%
- Equipment replacement and upgrades
  - Replace equipment > 10 years old
  - Ensure hardware eligibility for maintenance
- Technical support
  - Operating System and product installation/configuration
  - Customer support and problem resolution
  - IT Consulting
- Automated job scheduling

## Major Investment Costs

- State-of-the-art data centers
- Software subscription fees and maintenance
- System monitoring and performance tuning
- Hardware, acquisition, replacement and maintenance
- Disaster recovery

## Cost-Saving Tips

- Modernize, replace, or discontinue old applications
- Do performance testing to enhance efficiency
- Establish archive and/or purge criteria to minimize storage requirements
- Tune applications to process more efficiently
- Include up-to-date business logic

## Price (subject to an Administrative Surcharge of 2.50%)

		FY2010	FY2011
Mainframe	per	\$400	\$400
CPU	hour		
On-Line	per	\$0.20	\$0.20
(CICS)	second		
Professional	per	\$50	\$50
Services	hour		

For more information contact: [jay.coverdale@da.ks.gov](mailto:jay.coverdale@da.ks.gov) (785) 296-3937

## Description

The distributed systems platforms provide central management of the hardware, software, and systems administration to support customer applications that operate on these server platforms. Software products include Oracle, PeopleSoft, HTML, JavaScript, and others supporting production, test, and development environments. Distributed Systems support the statewide personnel/payroll system (SHARP), budget management system (iBARS), Kansas Department of Revenue's tax applications, Department of Administration's web infrastructure, and other mission critical applications.

## What We Provide

- 24 x 7 customer operations center – always available by phone
- 24 x 7 technical support – 30 minute response time
- Hardware and software maintenance
- Performance monitoring – from an established baseline
- Capacity planning
- Software acquisition, licensing, and upgrades
- System management and support tools
- Application security
- Equipment replacement and upgrades – as negotiated in SLA
- Technical support for operating systems
- Systems monitoring and performance tuning – as negotiated in SLA
- Hardware and software maintenance contract management
- Web infrastructure hosting
- Automated job scheduling
- Oracle DBA Support
- Storage Area Network (SAN) Services

## Major Investment Costs

- State-of-the-art data centers
- Software subscription fees and maintenance
- Hardware – acquisition, replacement, and maintenance
- Disaster recovery

## Cost-Saving Tips

- Modernize, replace, or discontinue old applications
- Do performance testing to enhance efficiency
- Establish archive and/or purge criteria to minimize storage requirements
- Tune applications to process more efficiently
- Include up-to-date business logic

Price (subject to an Administrative Surcharge of 2.50%)

Customer Service Level Agreements - SLA

SLA costs dependent on amount and type of services provided

For more information contact: [phil.collison@da.ks.gov](mailto:phil.collison@da.ks.gov) (785) 296-4106

**Description**

The Bureau of Information Systems provides management of software and systems administration to support central applications operated by DISC. Production, test, and development environments are supported for the statewide human resource and payroll system (SHaRP), the statewide accounting and reporting system (STARS), and the state's budget management system (BMS).

**What We Provide**

- 24 x 7 programming support for mission critical applications
- Software maintenance
- Performance monitoring
- Software upgrades
- Application enhancements
- Software customization
- Application security

**Major Investment Costs**

- State-of-the-art application software
- Application monitoring and performance tuning
- Software acquisition, replacement and maintenance
- Disaster recovery

**Cost-Saving Tips**

- Discontinue applications when possible
- Do performance testing to enhance efficiency
- Establish archive and/or purge criteria to minimize storage requirements
- Tune applications to process more efficiently
- Include up-to-date business logic

**Price (subject to an Administrative Surcharge of 2.50%)**

Enterprise Applications		FY2010	FY2011
○ State	pay advice	\$3.75	\$3.75
○ Regents	pay advice	\$2.00	\$2.00
Professional services	per hour	\$50	\$50

For more information contact: [becky.kersting@da.ks.gov](mailto:becky.kersting@da.ks.gov) (785) 296-3020

## Description

Wireless Local Area Networks (WLAN) provide state agencies a shared and centrally managed WLAN infrastructure.

## What We Provide

- 24 x 7 operations support
- Secure WLAN access to agency-specified Local Area Networks (LAN)
- Controlled wireless Internet access for guests
- WLAN agency-controlled user authentication support
- Authentication control for agencies who cannot provide their own
- Redundant access controllers and access points
- Engineering and installation support
- Consulting

## Major Investment Costs

- Network infrastructure
- Access controllers
- Access points
- WLAN wiring
- Infrastructure maintenance and upgrades

## Cost-Saving Tips

- Submit a work order for a site survey to determine optimal coverage for access points

## Price (subject to an Administrative Surcharge of 2.50%)

	FY2010	FY2011
Full service	\$79.40	\$79.40
Service to access point with agency provided authentication and security	\$74.91	\$74.91
Service to the jack with agency provided authentication and security	\$52.06	\$52.06

For more information contact: [telecomgroup@da.ks.gov](mailto:telecomgroup@da.ks.gov)



**Description**

The Kansas Wide Area Information Network (KanWIN) provides the hardware, software, and management tools necessary to support and manage the statewide data network. KanWIN provides network connectivity to state agencies and local units of government.

**What We Provide**

- 24 x 7 Network Control Center
- Equipment maintenance
- Internet access through multiple service providers
- Management of routers, switches, and firewalls
- Network design, monitoring, capacity planning, installation, and trouble shooting
- Online service request management
- Redundant backbone network
- Security, including intrusion detection, prevention, and border firewall
- Customer accessible performance monitoring tools

**Major Investment Costs**

- Access circuits from communication companies
- Building wiring
- Infrastructure maintenance
- Software to manage, monitor, and plan capacity
- Equipment replacement and upgrades
- New technologies including wireless, convergence and unified communications

**Cost-Saving Tips**

- Audit DISC bills to ensure correct node counts
- Submit work order to disconnect unused data jacks
- Visit with your telecom representative for all circuit options

**Price (subject to an Administrative Surcharge of 2.50%)**

		FY2010	FY2011
Network Connection	per month	\$42.50	\$42.50
Dial Access to Network			
800 Remote TCP/IP	per minute	\$0.12	\$0.12
Topeka Local Access	per minute	\$0.04	\$0.04
Router 1-6 nodes	per month	\$240	\$240
Router 7-23 nodes	per month	\$540	\$540
Router >23 nodes	per month	\$775	\$775
Access Circuits	at cost		

For more information contact: [telecomgroup@da.ks.gov](mailto:telecomgroup@da.ks.gov)

## Description

Data storage provides our customers a logical and consistent method to store and archive their electronic data. This data management system moves data between devices as needed by computer programs.

## What We Provide

- 24 x 7 operations support
- Data backup, offsite tape storage, and recovery with an emphasis on data integrity and availability
- Data storage hardware, maintenance, and management
- Capacity monitoring and trending
- Equipment upgrades and replacement
- Recommendations for space management
- Local Area Network (LAN) backup and recovery using Tivoli Storage Manager (TSM)
- Utilization of data-deduplication technology to efficiently manage backup storage (TSM service only)
- Storage Area Network (SAN) storage leasing for customer servers located in DISC maintained data centers
- Storage replication technology available between Local and offsite data centers. (SAN storage only).

## Major Investment Costs

- Backup/recovery and monitoring software
- Hardware, acquisition, maintenance, and upgrades
- Storage area network (SAN) hardware
- Storage utility software

## Cost-Saving Tips

- Discontinue applications when possible and purge unused data
- Tune applications to process more efficiently
- Include up-to-date business logic
- Adjust file retention for TSM clients to reduce storage consumption
- Use RAID-5 technology where possible to reduce raw storage requirements
- Daily backups of critical files

## Price (subject to an Administrative Surcharge of 2.50%)

		FY2010	FY2011
Data Storage (Mainframe)	mb month	\$0.0075	\$0.0075
LAN	mb	\$0.0010	\$0.0010
Backup/Recovery	month		
SAN	mb	\$0.0010	\$0.0010
Storage/Leasing	month		

For more information contact: [jay.coverdale@da.ks.gov](mailto:jay.coverdale@da.ks.gov) (785) 296-3937  
[phil.collison@da.ks.gov](mailto:phil.collison@da.ks.gov) (785) 296-4106



## Description

Central Mail provides building mail distribution, mail pickup, and metering services in full compliance with US postal regulations and requirements. Central Mail saves its customers approximately 5.7 cents per piece of mail by bar coding out-going mail to 11 digits. Central Mail scans incoming mail destined for selected Topeka agencies.

## What We Provide

- Bulk mail services
- Delivery and pickup of interoffice mail
- Incoming mail security (x-ray) and delivery
- Mail piece design assistance
- 11 digit presorting to minimize postal costs
- Technical consulting
- Consult with agencies on US Postal Service regulations and pricing

## Major Investment Costs

- Postage
- Mail machine maintenance and support
- Materials
- Equipment replacement and upgrades

## Cost-Saving Tips

- Involve technicians early in the project to maximize mailing discounts
- Pre-test the mailing process prior to production
- Use standard-sized products and recommended envelopes
- See the Central Mail manual for more details at <http://www.da.ks.gov/DISC/>

## Price (subject to an Administrative Surcharge of 2.50%)

		FY2010	FY2011
Optical Mail	per piece	\$0.025	\$0.025
Processing			
Postage	per piece	at cost	at cost

Assessment – In July of each year, DISC distributes a one-time assessment to recover the costs of operations for building mail, metering, and mail automation. DISC bases this assessment upon individual agency postage costs from the prior year divided by total enterprise-wide postage costs. We then apply this percent to total Central Mail operating costs to calculate the assessment.

For more information contact: [david.lord@da.ks.gov](mailto:david.lord@da.ks.gov) (785) 291-3159



## Description

DISC provides local telephone service or dial tone for state agencies located in Topeka and Wichita. This service gives customers many options, including three-way calling, five digit dialing, and others. DISC also provides Interactive Voice Response (IVR) and voice mail.

## What We Provide

- 24 x 7 Network Control Center
- Building infrastructure services
- Local phone service (dial tone)
- Online service request management
- Telephone equipment
- Voice mail, Integrated Voice Response (IVR), and Automated Call Distribution (ACD) services
- Feature programming
- Network design, monitoring, capacity planning, installation, and troubleshooting

## Major Investment Costs

- Access circuits from telecommunications companies
- Updating technologies
- Dial tone
- Building infrastructure services
- Software to manage, monitor, and plan capacity
- Voice Mail infrastructure

## Cost-Saving Tips

- Perform routine audits of your DISC telephone bill and compare it to your internal database
- Disconnect unused lines and voicemail
- Contact your telecom representative if you receive a bill directly from a service provider for long distance service
- To reduce technician billable time, provide accurate jack locations.

## Price (subject to an Administrative Surcharge of 2.50%)

		FY2010	FY2011
Dial Tone	per month	\$17.50	\$17.50
Special building wiring	per month	\$3.25	\$3.25
Voice Mail	per month	\$1.00	\$1.00
Interactive Voice Response	per month	\$0.04	\$0.04
ACD	Customer SLA		
Access Circuits	at cost		

For more information contact: [telecomgroup@da.ks.gov](mailto:telecomgroup@da.ks.gov)

## Description

DISC provides long distance services to customers through KANS-A-N.

## What We Provide

- Long distance services
- Management of service requests, problem calls, and repairs
- Calling cards
- Network design, monitoring, capacity planning, and troubleshooting

## Major Investment Costs

- Long distance charges
- Access circuits from telecommunications companies
- Updating technologies
- Software to manage, monitor, and plan capacity

## Cost-Saving Tips

- Review your policies concerning calling cards
- Audit your long distance calls against your agency telephone list to identify telephone numbers that do not belong to you
- Audit long distance calls periodically for unauthorized personal use

Price (subject to an Administrative Surcharge of 2.50%)

See table on next page

		FY 2010	FY 2011
Directory Assistance			
Operator Assisted Calls			
Intrastate	per minute	\$2.00	\$2.00
Interstate	per minute	\$2.00	\$2.00
International	per minute	\$2.00	\$2.00
Interstate Long Distance			
Switched to Switched	per minute	\$0.0551	\$0.0551
Switched to Dedicated	per minute	\$0.0325	\$0.0325
Dedicated to Switched	per minute	\$0.0325	\$0.0325
Dedicated to Dedicated	per minute	\$0.0276	\$0.0276
56/64K Dedicated/Dedicated	per minute	\$0.0710	\$0.0710
384K Dedicated/Dedicated	per minute	\$0.1821	\$0.1821
384K Dedicated/Switched	per minute	\$0.3944	\$0.3944
56/64 Switched/Dedicated	per minute	\$0.0699	\$0.0699
56/64K Switched/Switched	per minute	\$0.1398	\$0.1398
Intrastate Long Distance			
Switched to Switched	per minute	\$0.0749	\$0.0749
Switched to Dedicated	per minute	\$0.0468	\$0.0468
Dedicated to Switched	per minute	\$0.0468	\$0.0468
Dedicated to Dedicated	per minute	\$0.0221	\$0.0221
56/64K Dedicated/Dedicated	per minute	\$0.0595	\$0.0595
384K Dedicated/Dedicated	per minute	\$0.1951	\$0.1951
384K Dedicated/Switched	per minute	\$0.4376	\$0.4376
56/64K Switched/Dedicated	per minute	\$0.0771	\$0.0771
56/64K Switched/Switched	per minute	\$0.1398	\$0.1398
Conference Calls	per minute	at cost	at cost
International Calls	per minute	at cost	at cost
Various pass through costs	various	at cost	at cost



## Description

DISC provides hard drive data recovery services for state agencies through the Enterprise Security Office. This service can recover critical data from media that has been erased, or from malfunctioning hard drives that have not been catastrophically damaged. This may also be desired as part of the forensics process in determining policy compliance or misuse of an agency computer.

## What We Provide

- Hard drive data recovery

## Major Investment Costs

- Forensics tools
- Scanning software

## Cost-Saving Tips

- Eliminate costly, technical outside service vendors

## Price (subject to an Administrative Surcharge of 2.50%)

		FY2010	FY2011
Professional services	per hour	\$50	\$50

For more information contact: [larry.kettlewell@da.ks.gov](mailto:larry.kettlewell@da.ks.gov) (785) 296-8434



## Description

DISC provides technical services to state agencies and local units of government. DISC telecommunications technicians perform equipment installations, relocations, and service additions as requested by our customers. The DISC storeroom maintains an inventory of telephones, jacks, handset cables, patch panel cords, and other supplies needed by state agencies.

## What We Provide

- 24 x 7 Network Operations support and repair staff
- Online service request management
- Network diagnostic tools and equipment
- Statewide contracts for telecommunications installation, repair services, and materials
- Technical support
- Telecom equipment storehouse and asset services
- Audio systems consulting, installation and support

## Major Investment Costs

- Diagnostic equipment
- Statewide vendor contractual support
- Training expenses

## Cost-Saving Tips

- Contact DISC in advance for planned changes and projects
- Request equipment on state contracts
- Avoid after hours installations

## Price (subject to an Administrative Surcharge of 2.50%)

		FY2010	FY2011
Professional services	per hour	\$50	\$50
Statewide installation	no surcharge	at cost	at cost
Materials and supplies	no surcharge	at cost	at cost



## Description

DISC provides small agency support services to agencies that do not have their own IT staff.

## What We Provide

- Information technology planning
- Network implementation and support
- Database support and programming services
- Software support
- Hardware diagnostics and repair
- Electronic mail
- Firewall security support

## Major Investment Costs

- Online service request management
- Network infrastructure
- Network diagnostic tools and equipment

## Cost-Saving Tips

- Define your needs in advance
- Match your business plan needs to your budget

## Price (subject to an Administrative Surcharge of 2.50%)

		FY2010	FY2011
Professional services	per hour	\$50	\$50

For more information contact: [kurt.dubach@da.ks.gov](mailto:kurt.dubach@da.ks.gov) (785) 296-5901



## Description

DISC provides security vulnerability scanning for state agencies through the Enterprise Security Office. Security scanning minimizes an agency's risk by identifying security holes, or vulnerabilities, in their network to protect them before an attack occurs. This service identifies their network attached devices, configurations, operating systems, and applications to find vulnerabilities that a hacker might exploit by gaining unauthorized access. Security vulnerability scanning is an industry accepted best practice.

## What We Provide

- Detailed identification of all network attached devices
- Inventory of potential security risks (vulnerabilities) by device
- Description of each vulnerability and its suggested fix
- Addresses high-risk vulnerabilities before exploited in an attack

## Major Investment Costs

- Scanning software and maintenance
- Network equipment and maintenance

## Cost-Saving Tips

- Stay current on software releases
- Establish and enforce industry best practice and accepted use procedures

## Price (subject to an Administrative Surcharge of 2.50%)

		FY2010	FY2011
Professional services	per hour	\$50	\$50



## Description

DISC provides computer forensics investigations for state agencies. Forensics investigations provide technical expertise and tools to examine intrusion incidents related to service outages, or compromise of data.

## What We Provide

- Detailed identification of sources of intrusion
- Identification of issues leading to problem
- Discussion of origin vulnerabilities and suggested fixes
- Post remediation device scanning and evaluation to ensure effective hardening process
- Examination of data to determine policy violations

## Major Investment Costs

- Forensics tools, scanning software, and maintenance
- Network equipment and maintenance

## Cost-Saving Tips

- Eliminate costly consultations and services
- Establish and enforce accepted use procedures

## Price (subject to an Administrative Surcharge of 2.50%)

		FY2010	FY2011
Professional services	per hour	\$50	\$50



## Description

DISC provides high level technical problem solving and support for the enterprise. The Enterprise Support Unit (ESU) provides analysis, troubleshooting, and closure of complex problems within DISC and state agencies. Due to its increased size and complexity, network problems may often cross agency firewalls, routers, and switches. When this occurs, the support unit coordinates with affected agencies and brings about a proper and timely solution. High level technical problem solving and support professional services are also available to individual state agencies.

## What We Provide

- Network research and diagnostics
- Network problem solving and solutions
- Technical analysis and administration
- Plan, research, and develop new uses of existing and new technology

## Major Investment Costs

- Scanning software and maintenance
- Network equipment and maintenance

## Cost-Saving Tips

- Maintain current networking and server records and logs
- Establish and enforce accepted use practices for network and servers

## Price (subject to an Administrative Surcharge of 2.50%)

		FY2010	FY2011
Professional services	per hour	\$50	\$50

For more information contact: [john.jones@da.ks.gov](mailto:john.jones@da.ks.gov) (785) 296-1777



## Description

Printing services provide DISC customers with quality printing and delivery services for their specific needs. These services include the hardware and software to support the custom design, testing, and implementation of agency print applications. Printing services support the Kansas Department of Revenue's motor vehicle renewal applications and tax notification letters, Kansas Board of Nursing's renewal applications, Department of Agriculture's irrigation report notices, and other agency specific applications.

## What We Provide

- 24 x 7 computer operations staff
- Print application support, custom form creation, overlays and Magnetic Ink Character Recognition (MICR) print
- Print system monitoring and output quality
- FirstLogic software to cleanse address information
- Carrier route sorting to achieve maximum postage discounts
- Network services
- Security
- Technical analysis and administration
- Savings on postage by utilizing FirstLogic software
- Savings from using blank stock instead of pre-printed forms
- Utilizing pressure seal form in lieu of stuffing in envelopes
- Disaster Recovery print and mail services

## Major Investment Costs

- Hardware and maintenance
- Software subscription fees and maintenance
- Print monitoring and processing
- Equipment upgrades

## Cost-Saving Tips

- Utilize FirstLogic postal software to achieve maximum postage discounts
- Use blank stock instead of more costly pre-printed forms
- Use pressure seal forms to eliminate the cost of envelopes and stuffing them

Price (subject to an Administrative Surcharge of 2.50%)  
Customer Service Level Agreements - SLA

For more information contact: [marsha.rogers@da.ks.gov](mailto:marsha.rogers@da.ks.gov) (785) 296-2699

## Description

Hosting services provide our customers with computer room raised floor space, environmental equipment, and redundant power sources to house servers and other IT equipment in a secure location within the DISC data centers. Hosting services customers achieve up-time of 99.9% or greater in this high availability environment. DISC will install agency servers and related equipment following established standards and guidelines. Upon request, technicians will install heavy duty fencing to segregate agency equipment. Hosting services are offered at the Landon State Office Building, the DISC Offsite Data Center, and the Wichita Data Center.

## What We Provide

- 24 x 7 computer operations center
- Professionally managed data center
- Uninterrupted Power Supply (UPS), conditioned power and motor generator systems
- Fire suppression systems
- Network services
- Physical security – must have security clearance, fencing to segregate critical infrastructure
- Precision environmentals – temperature and humidity
- Offsite Data Center for disaster recovery

## Major Investment Costs

- Building lease costs
- Electricity and installation costs
- Environmental control equipment maintenance and replacement
- Raised flooring
- Security fencing and access systems
- Professional environment monitoring services

## Cost-Saving Tips

- Use rack mountable equipment to minimize floor space needs
- Use Internet technology to reduce data center monitoring equipment
- Share DISC-provided disk and tape storage devices with other customers

## Price (subject to an Administrative Surcharge of 2.50%)

- Customer Service Level Agreements that consist of two components:
- Monthly cost for raised floor occupancy
  - One time charges for electrical and network connections

For more information contact: [marsha.rogers@da.ks.gov](mailto:marsha.rogers@da.ks.gov) (785) 296-2699

## Description

The State of Kansas Data Access and Support Center (DASC) provides a variety of Geographic Information Systems (GIS) related services to state and local units of government as well as to the private sector. DASC operates under the direction of the Kansas GIS Policy Board and the Kansas GIS director. In addition, DASC hosts and maintains the state GIS web portal called the Kansas Geospatial Community Commons (KGCC) at <http://www.kansasgis.org>. This portal provides access to the Kansas Geodatabase, a suite of web-based GIS applications and web services, documents, standards and information about the Kansas GIS community.

## What We Provide

- GIS database archival and storage including backup to offsite servers in Little Rock, Arkansas and Columbia, Missouri.
- Electronic media database distribution through KGCC portal
- Technical support related to acquisition and loading of geospatial data
- Cartographic development and publication services
- CD/DVD duplication and printing services in support of Kansas GIS initiative
- Geospatial metadata technical support and development services
- Development and maintenance of KGCC portal, email list servers & web based publication tools
- Educational presentations related to DASC, Kansas GIS, and technologies

## Major Investment Costs

- Software subscription fees and maintenance
- Hardware acquisition, replacement, and maintenance
- Data development and testing

## Cost-Saving Tips

## Price

- DASC offers agency specific application development services to state and local government entities on a case by case basis.

For more information contact: [ivan.weichert@da.ks.gov](mailto:ivan.weichert@da.ks.gov) (785) 296-0257

**Description**

The Enterprise Project Management Office (EPMO) staff provides various IT project management services and assistance to state agencies. All of EPMO staff members have their State of Kansas Project Management Methodology (PMM) certification and have experience in applying this methodology. The unit compiles quarterly IT project status reports from agency submissions. The EPMO continues to refine the PMM training program curriculum. They also provide oversight and project management consultation on major IT projects throughout Kansas government. This unit provides extensive consultation and evaluation services to the enterprise regarding project plan development; ad hoc project reporting; project monitoring and tracking assistance; maintains a project library; and strategies and direction for complex projects. EPMO provides support to agencies and institutions on implementation and use of, and promotes awareness of, project management methodology practices and project reporting compliance. Also, provides contract and procurement services on request to assist state agencies with complex acquisitions. These services include consultation for acquisition strategies, preparation and review of specifications, vendor relationship structures, evaluation of proposals or quotations, vendor negotiations, preparation of award justifications, contract drafting or review and contract administration. The EPMO provides similar services for the state’s IT community for the creation and management of statewide contracts that deliver goods and services to all agencies and local units of government.

**What We Provide**

- Consultation on complex IT project plan development, review, and submission
- Summary of quarterly IT projects reports
- Project monitoring and tracking assistance
- Consultation on specification development and review
- Consultation on IT project close-out
- Support and development for post implementation evaluation
- Consultation for strategies in project evaluation and direction, vendor relationship structures
- Ad hoc reports in support of enterprise project management
- Development and maintenance of ITEC forms, email list serves and web based publication tools
- Educational presentations related to project management, Kansas IT Governance, and project methodologies
- Educational curriculum of project management training classes
- Educational curriculum leading to certification in project management methodology

**Major Investment Costs**

- Scanning software and maintenance
- Software and upgrades
- Training materials
- Presentation hardware

**Cost-Saving Tips**

Price (subject to an Administrative Surcharge of 2.50%)

For more information contact: [mary.grace@da.ks.gov](mailto:mary.grace@da.ks.gov) (785) 368-7093