

☞ **05hr_JC-Au_Misc_pt22c**



☞ Details: Proposed Audit: Information Technology Systems Projects in State Agencies

(FORM UPDATED: 08/11/2010)

WISCONSIN STATE LEGISLATURE ... PUBLIC HEARING - COMMITTEE RECORDS

2005-06

(session year)

Joint

(Assembly, Senate or Joint)

Committee on Audit...

COMMITTEE NOTICES ...

- Committee Reports ... **CR**
- Executive Sessions ... **ES**
- Public Hearings ... **PH**

INFORMATION COLLECTED BY COMMITTEE FOR AND AGAINST PROPOSAL

- Appointments ... **Appt** (w/Record of Comm. Proceedings)
- Clearinghouse Rules ... **CRule** (w/Record of Comm. Proceedings)
- Hearing Records ... bills and resolutions (w/Record of Comm. Proceedings)
 - (**ab** = Assembly Bill) (**ar** = Assembly Resolution) (**ajr** = Assembly Joint Resolution)
 - (**sb** = Senate Bill) (**sr** = Senate Resolution) (**sjr** = Senate Joint Resolution)
- Miscellaneous ... **Misc**

* Contents organized for archiving by: Stefanie Rose (LRB) (September 2012)

A2. DATABASE SERVER

This should be the server to support the database engine for the proposed applications. It should be rack mountable and with sufficient RAM, disk, backup devices and processor capacity to support the user environment described in Section 2 of the RFP.

A3. TESTBED/BACKUP SERVER

An additional server that can be used for testing new releases of the software applications and to test backup and disaster recovery procedures is needed. This server will be configured to support all application functions in test mode and/or selected critical applications (such as Payroll and Accounts Payable) including all necessary database, utility and system software.

B. THIN-CLIENT SERVER(S)

Because of the mix of Windows and Macintosh workstations, there may need to be a thin-client server environment to support these clients such as Citrix. For client-intensive applications, deployment of client software onto physical workstations can become difficult and time-consuming. Therefore, if vendor applications use Citrix or other thin-client solutions to deploy their client/server applications, vendors should propose the server configuration necessary to support the specified number of users.

C. HIGH VOLUME PRINTER

The District will require high volume, centralized printing for the production of large reports, paychecks and other high volume output from the systems. Vendors are asked to recommend printer(s) appropriate for JSD's size and the applications proposed. Vendors may consider existing printers listed in Section 2.

D. COMMUNICATIONS

Most of the District's buildings are connected to the central servers via direct circuit T1 lines. Details of the hardware and communications environment are included in Section 2 along with a LAN/WAN Diagram in Appendix F. All local workstations are connected via Category 5 UTP cables to the central network on shared Fast Ethernet (100MB) hubs. Considerations for these bandwidths should be given when configuring the client and server configurations above.

E. OTHER

If any other special components are required in order to support the hardware specified elsewhere in their proposal, vendors may use this area to define such requirements.

5.2.2 DESIRED PLATFORM COMPONENTS – WORKSTATIONS

This section is provided to designate workstations that apply to the DESIRED sections of this RFP. In all cases, the hardware must be connectable to the environment on which the REQUIRED subsystems operate.

Throughout the schools there are a variety of Windows-based and Macintosh computer workstations which will be used by teachers as clients to access the DESIRED applications. Details of the District's environment are contained in Section 2 of this RFP. Consideration must be given to the bandwidth constraints of remote clients and the server/client configuration must be designed accordingly.

A1. WINDOWS 98 WORKSTATIONS

The District has a mix of Windows environments as well as hardware configurations. There are approximately 493 Windows 98 workstations. The minimum teacher Windows 98 workstation configuration is:

Windows 98
128 MB RAM or more
40 GB HD or more
16X CD-ROM or higher

Requirements for upgrades for any of these workstations will need to be factored into the cost of the new environment. Detail of the required upgrade and corresponding cost should be reflected.

A2. WINDOWS 2000 OR HIGER WORKSTATIONS

The District has a mix of Windows environments as well as hardware configurations. There are approximately 770 Windows 2000 or higher workstations. The minimum teacher Windows 2000 or higher workstation configuration is:

Windows 2000 or higher
256 MB RAM or more
40 GB HD or more
16X CD-ROM or higher

Requirements for upgrades for any of these workstations will need to be factored into the cost of the new environment. Detail of the required upgrade and corresponding cost should be reflected.

B1. MACINTOSH 8.x AND 9.x WORKSTATIONS

The District has a mix of Macintosh workstations in use throughout the District. There are approximately 1,663 Macintosh 8.x and 9.x workstations. The minimum teacher Macintosh 8.x and 9.x workstation configuration is:

Macintosh 8.x or 9.x
128 MB RAM or more
40 GB HD or more
16X CD-ROM or higher

Requirements for upgrades for any of these workstations will need to be factored into the cost of the new environment. Detail of the required upgrade and corresponding cost should be reflected.

B2. MACINTOSH OSX WORKSTATIONS

The District has a mix of Macintosh workstations in use throughout the District. There are approximately 813 Macintosh OSX workstations. The minimum teacher Macintosh OSX workstation configuration is:

Macintosh OSX
256 MB RAM or more
80 GB HD or more
16X CD-ROM or higher

Requirements for upgrades for any of these workstations will need to be factored into the cost of the new environment. Detail of the required upgrade and corresponding cost should be reflected.

C. Departmental Printers

The minimum equivalent departmental printer is a Hewlett Packard 4050 Laser Printer. Specific quantities for each department and school are included in Section 2 of the RFP.

D Other

Any other hardware that might be appropriate for the application configurations such as cash drawers, biometric scanners, specialty printers, etc. should be specified here.

5.3 OPTIONAL PLATFORM COMPONENTS

The hardware specified in this section represents potential future expandability for District in its use of the subsystems specified in Sections 4.1 and 4.2 and to meet the requirements of the software specified in Section 4.3.

5.3.0 *OPTIONAL PLATFORM COMPONENTS – SYSTEM/3RD PARTY SOFTWARE*

This section is provided to designate site licenses, system software licenses and any other relevant system-wide or District-wide license fees that apply to the OPTIONAL sections of this RFP.

A1. OPERATING SYSTEM AND UTILITIES - Server

This is the software that enables the application software to operate in the proposed hardware environment on the server(s) proposed below in 5.3.1. It includes the utilities to manage the files and peripheral devices (e.g. print spooling) as well as system (and selected file/directory) backup and restore. Pricing should include both server and client access licenses needed.

A2. OPERATING SYSTEM AND UTILITIES - Client(s)

This is the software that enables the application software to operate in the proposed hardware environment on the workstations proposed below in 5.3.2. It includes the utilities to manage the files and peripheral devices (e.g. print spooling) as well as system (and selected file/directory) backup and restore. Pricing should include both server and client access licenses needed.

B1. DATABASE ENGINE - Server

This is the data management subsystem which allows for the storage and retrieval of data that is independent of file or system relationships. This must include all the necessary training and setup to prepare the District for supporting it in a production environment.

B2. DATABASE ENGINE – Client

This is the client level license/software necessary to support the applications proposed. This must also include the necessary setup and deployment effort needed to put all of the proposed applications into productive use.

C. BACKUP/RECOVERY

The system must provide for simple manual and automatic backups of all data and programs in the system. As part of the installation pricing, appropriate configuration and setup to ensure regular backups must be included. There must also be the capability to recover selectively as well as the whole system, if required.

D. SECURITY

Many of the subsystems specified have sensitive and confidential information which must be protected from unauthorized access. There must be a system whereby users can be designated different levels of access to different systems. The menu/presentation system should be able to "hide" restricted functions from users unauthorized to access them so they only see what is necessary and available for them to use.

E. AD HOC-QUERY/REPORT WRITER

This subsystem allows for simple and complex user queries against any system databases to produce interactive displays or hard copy reports. This must also include all of the appropriate data dictionaries, views, queries, etc. against the proposed database so that it presents a logical, user-level view of the data for report or query preparation.

F. APPLICATION DEVELOPMENT TOOLS

Vendors must specify a complete set of development tools, templates and documentation necessary to develop ancillary, integrated and compatible applications to those proposed. Tools would allow for changes and customizations while maintaining the integrity of the core source code.

G. OTHER

Vendors must include any and all other system software necessary to support the applications as proposed and as demonstrated to the District in site visits and/or presentations to the District during the RFP process.

5.3.1 OPTIONAL PLATFORM COMPONENTS – SERVER HARDWARE

This section is provided to designate server hardware that applies to the OPTIONAL sections of this RFP. In all cases, the hardware must be connectable to the environment on which the REQUIRED subsystems operate.

A1. APPLICATION SERVER(S)

This should be the main deployment server(s) supporting the application(s) awarded. It should be rack mountable and with sufficient RAM, disk, backup devices and processor capacity to support the user environment described in Section 2 of the RFP.

A2. DATABASE SERVER

This should be the server to support the database engine for the proposed applications. It should be rack mountable and with sufficient RAM, disk, backup devices and processor capacity to support the user environment described in Section 2 of the RFP.

A3. TESTBED/BACKUP SERVER

An additional server that can be used for testing new releases of the software applications and to test backup and disaster recovery procedures is needed. This server will be configured to support all application functions in test mode and/or selected critical applications (such as Payroll and Accounts Payable) including all necessary database, utility and system software.

B. THIN-CLIENT SERVER(S)

Because of the mix of Windows and Macintosh workstations, there may need to be a thin-client server environment to support these clients such as Citrix. For client-intensive applications, deployment of client software onto physical workstations can become difficult and time-consuming. Therefore, if vendor applications use Citrix or other thin-client solutions to deploy their client/server applications, vendors should propose the server configuration necessary to support the specified number of users.

C. HIGH VOLUME PRINTER

The District will require high volume, centralized printing for the production of large reports, paychecks and other high volume output from the systems. Vendors are asked to recommend printer(s) appropriate for JSD's size and the applications proposed. Vendors may consider existing printers listed in Section 2.

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E. OTHER

If any other special components are required in order to support the hardware specified elsewhere in their proposal, vendors may use this area to define such requirements.

5.3.2 OPTIONAL PLATFORM COMPONENTS – WORKSTATIONS

This section is provided to designate workstations that apply to the OPTIONAL sections of this RFP. In all cases, the hardware must be connectable to the environment on which the REQUIRED subsystems operate. Since hardware is replaced over time and the OPTIONAL components will not be purchased immediately, only provide the minimum platform components necessary.

A. WORKSTATIONS

List the minimum workstation specifications.

B. DEPARTMENTAL PRINTERS

List the minimum departmental printer specifications.

C. OTHER

Any other hardware that might be appropriate for the application configurations should be specified here.

COMPREHENSIVE K12 ADMINISTRATIVE COMPUTER SYSTEM RFP #01RF5P

JORDAN SCHOOL DISTRICT

6.0 SYSTEM IMPLEMENTATION

This project requires a complete implementation, not just installation. This not only means the coordination of the installation, configuration, and setup of all of the application modules proposed, but establishing a logical and practical sequence of tasks and a deployment strategy that takes into account the regular work schedules of all District staff involved.

The purpose of this part of the proposal is to outline for the District the timeframe for implementation and a general outline of District resource requirements throughout the project. The proposed Plan should take into account the District's July-June fiscal year and the normal business activities that surround that schedule so that the implementation and deployment of the new applications can be done as quickly as possible causing as little disruption as possible.

The efficacy of the Plan will weigh into the final scoring and will be validated through vendor references who have experience with the vendor in projects of similar scope.

The general format outlined is provided as a guide to preparing the RF6 Response Form, but Vendors are free to make adjustments to the sequence and grouping of tasks as may be necessary and prudent.

Phase/Sub-phase

The first column is used to designate the general grouping and sequence of deployment for the proposed application modules. In the first data entry row on each page, the Phase description should be entered along with the application modules (consistent with what was proposed in RF4) should be included. In the subsequent rows on the page, the general breakdown of sub-phases and general tasks should be described that clearly reflects the Vendor's strategy for implementation and resource requirements for the project.

Task

A task is one step in a logical sequence of actions required to complete a phase. In the case of data conversion, the task will be the name of the files and datasets the District has included in the Appendixes of the RFP. Vendors should review these file layouts and determine the scope of effort necessary to programmatically convert the data.

Task Descriptions

Explain the expected outcomes of the tasks described.

Duration

Enter the number of calendar days you expect to allow for the task(s) to span. This is not the number of workdays proposed in RF4 but should outline the timeframe in which you expect the work effort to be completed.

Start

Enter the month and year of when you anticipate each task to begin.

Finish

Enter the month and year of when you anticipate each task to be completed.

Vendor Resources

Identify by position the resources you expect to be involved in the listed task(s).

District Resources

Indicate by position or role what District resources will need to be committed to the listed task(s). The descriptions below simply outline the general structure and sequence of the anticipated implementation of the proposed systems. Vendors are free to rearrange the order or expand the implementation as necessary to provide the most efficient and practical schedule possible.

6.1 PHASE 1: PREPARATION & SYSTEM SETUP

The initial phase in any software project is to prepare the environment into which the new applications will be placed. This preparation usually includes preparation of the hardware environment and a kickoff meeting to outline project activities, task assignments, communications techniques and other organizational tasks in preparation for the application deployment. The tasks listed in sub-phases 1A and 1B are listed as examples.

6.1.1 SUB-PHASE 1A

This sub-phase should cover the necessary project preparation activities necessary to get the project itself setup with finalized timelines and resource assignments.

A. TASK - KICKOFF MEETING

This is a task for the initial introduction of the Vendor's resources to the District and layout how the implementation project will be managed.

B. TASK - FINAL IMPLEMENTATION SCHEDULE

This is the task for the Vendor to set up the project and issue a tracking system using whatever tools they find most appropriate. This information should be able to be accessed by District project managers so they can keep up with the progress of the project and tasks and also enter issues for follow up.

6.1.2 SUB-PHASE 1B

This sub-phase should include all of the tasks associated with preparing the hardware environment.

A. TASK – OBTAIN HARDWARE QUOTES

This is the task to obtain hardware and system software pricing if necessary.

B. TASK - ORDER HARDWARE AND SYSTEM SOFTWARE

This is likely a task for the District to order the necessary hardware and system software as specified by the Vendor in RF5.

C. TASK - CONFIGURE HARDWARE ENVIRONMENT

This is the task for the Vendor to configure the hardware platform for the installation of the proposed application software and, subsequently, install the software for initial testing and training.

D. TASK - TECHNICAL STAFF TRAINING

In preparation for implementing the proposed system(s), the District's technical staff will need technical training on the various database tools, utilities and programming languages in preparation for the initial application phases.

6.2 PHASE 2: STUDENT SYSTEMS

The Student Systems will involve a large number of users and sites. Adequate planning will be essential and a phased rollout of the Student System will likely be required. The first phase will also involve learning about the platform and programming toolset as well as the applications to be initially implemented. This will likely require additional training and time for the IS staff which should be factored into the timing estimates for Phase 2. The tentative implementation timeline in Appendix E can be used as a planning resource. The implementation plan should take into consideration data conversion and the Acceptance and Reliability tests as outlined in Section 1.

6.3 PHASE 3: DISTRICT BUSINESS SYSTEMS

The District anticipates deploying the Business applications at some point following the initiation of Phase 2 but probably before Phase 2 is complete. Given the fact that there are limited Information System resources and that they will need to be extensively involved in each phase, there needs to be careful consideration to the amount of overlap between the phases. Likewise, a phased rollout of the Business subsystems may be possible, but the foundation must be laid for all applications that depend on the core financial information such as the chart of accounts and general ledger. The tentative implementation timeline in Appendix E can be used as a planning resource. The implementation plan should take into consideration data conversion and the Acceptance and Reliability tests as outlined in Section 1.

6.4 PHASE 4: DISTRICT HR/PAYROLL SYSTEMS

After the Business Systems have been established, the District would like to begin the deployment of the HR/Payroll subsystems as soon as possible, not necessarily after all of the Phase 2 and 3 subsystems have been deployed and are operational. It is expected that there may be some overlap in the Phases, constrained by the availability of key District resources needed to participate in the deployment. Vendors must outline a period of 3 consecutive months where the HR/Payroll subsystem runs in parallel with the legacy HR/Payroll System. The tentative implementation timeline in Appendix E can be used as a planning resource. The implementation plan should take into consideration data conversion and the Acceptance and Reliability tests as outlined in Section 1.

6.5 PHASE 5: ANCILLARY AND MISCELLANEOUS SYSTEMS

Since the phases are not necessarily contiguous, it is possible that Phase 5 could start before Phases 2, 3 or 4 if there are no dependencies on tasks within those phases and District resources are available. Nonetheless, this Phase should contain the deployment of any ancillary, third party or miscellaneous applications that are not part of the Student, Business or HR/Payroll deployments. Integration is key, however, so the Plan must take into consideration the necessary interfaces to other applications.

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2.02	COPYRIGHT NOTICE
2.03	ACKNOWLEDGMENT OF NO ENHANCEMENT RIGHT
3.00	PROPRIETARY AND TRADE SECRET INFORMATION
3.01	CUSTOMER'S PROTECTION OF APPLICATION SOFTWARE
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6.04	APPLICABLE TAXES

6.05	ADDITIONAL CHARGES
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54.18	FUTA Exempt Earnings Report
54.19	Pay History by Account
54.20	Payroll Yearly Control Totals
54.21	FICA and Medicare Verification Report
54.22	Classified No-pay Days Report
54.23	Classified Absence Incentive Pay Report
54.24	Certificated No-pay Days Report
54.25	Certificated Absence Incentive Pay Report
54.26	Professional Development Time Sheet
54.27	Retirement Exception Report
54.28	Inactive Employee Payroll Exceptions Report
54.29	Retirement Download Verification Report
54.30	Detailed Retirement Report

APPENDIX C – DATA CONVERSION SPECIFICATIONS TABLE OF CONTENTS

System	File	Description
Classroom Management	CM-GBK	This file contains data tables related to the Teacher Grade Book subsystem.
District Business	DB-AP	This file contains data tables related to the Accounts Payable subsystem.
District Business	DB-BDGT	This file contains data tables related to the Budget Management and Budget Preparation subsystem.
District Business	DB-BID	This file contains data tables related to the Bid Management subsystem.
District Business	DB-FA	This file contains data tables related to the Fixed Assets subsystem.
District Business	DB-FLDT	This file contains data tables related to the Field Trip Tracking subsystem.
District Business	DB-GEN	This file contains District Business data tables related to security, system configuration and default parameters.
District Business	DB-GL	This file contains data tables related to the General Ledger subsystem.
District Business	DB-PO	This file contains data tables related to the Online Purchasing and Purchase Order subsystem.
District Business	DB-WH	This file contains data tables related to the Warehouse subsystem.
District Personnel	PR-ABS	This file contains data tables related to the Absence and Leave subsystem.
District Personnel	PR-APTR	This file contains data tables related to the Applicant Tracking subsystem.
District Personnel	PR-BEN	This file contains data tables related to the Employee Benefits subsystem.
District Personnel	PR-DEMO	This file contains data tables related to the Employee Demographics subsystem.
District Personnel	PR-EVAL	This file contains data tables related to the Evaluation and Grievance Tracking subsystem.
District Personnel	PR-GEN	This file contains data tables related to security, system configuration and default parameters.
District Personnel	PR-POS	This file contains data tables related to the Position Control subsystem.
District Personnel	PR-SAL	This file contains data tables related to the Salary Projections subsystem.
District Personnel	PR-TCRT	This file contains data tables related to the Teacher Certification subsystem.
District Payroll	PY-FINT	This file contains data tables related to the Fiscal Interface subsystem.
District Payroll	PY-GEN	This file contains data tables related to security, system configuration and default parameters.
District Payroll	PY-PROC	This file contains data tables related to the Payroll Processing subsystem.
Student	ST-ATT	This file contains data tables related to the Student Daily Attendance subsystem.
Student	ST-CHT	This file contains data tables related to the Student Course History and Transcripts subsystem.
Student	ST-DISC	This file contains data tables related to the Disciplinary Actions subsystem.
Student	ST-FEE	This file contains data tables related to the Student Fee and ASB Accounting subsystem.
Student	ST-GEN	This file contains data tables related to security, system configuration and default parameters.

System	File	Description
Student	ST-GRAD	This file contains data tables related to the Graduation Requirements subsystem.
Student	ST-GRD	This file contains data tables related to the Secondary Grade Reporting subsystem.
Student	ST-HLTH	This file contains data tables related to the Health and Immunization subsystem.
Student	ST-ICS	This file contains data tables related to the Individual Class Schedule subsystem.
Student	ST-MASS	This file contains data tables related to the Mass Scheduling subsystem.
Student	ST-MSB	This file contains data tables related to the Master Schedule Builder subsystem.
Student	ST-SPE	This file contains data tables related to the Special Education subsystem.
Student	ST-STU	This file contains data tables related to the Student Enrollment and Demographics subsystem.
Student	ST-TEST	This file contains data tables related to the Testing History subsystem.
Student	ST-USR	This file contains data tables related to the Federal and State Reporting subsystem.
Student	ST-VOC	This file contains data tables related to the Vocational Education subsystem.

APPENDIX D – INTERFACE SPECIFICATIONS TABLE OF CONTENTS

System	Page #	Description
District Business	2	PCS Interface (Food Services): This is used to upload the food services orders into the delta system. After the upload, orders are processed into the delta system so all the accounts are charged appropriately and items are delivered or notified if backordered for all the schools.
District Business	4	State 1099 Upload. Refer to IRS Publication 1220 for information on uploading to the IRS FIRE system.
District Business	5	Bank Reconciliation Upload: Accounts Payable Checks data for Wells Fargo
District Business	7	ACH Interface: This interface provides information about direct deposit transactions by pay cycle. The first record contains header record for ftp transfer. Second record contains information about bank and the name of submitter. Third record contains submitter identification. The detail record has Employee information. The download also has two trailer records. The first trailer record is company batch record. The second trailer record is file control record.
District Business	12	Jordan Credit Union: This interface creates download for Jordan Credit Union for all the voluntary deductions. The amount reported is for deduction code "7020". The data is copied on disk.
District Business	13	Bank Reconciliation Upload: Provides information to Wells Fargo to reconcile which checks have cleared.
District Business	14	Quarterly Job Service Download: This download provides wage information for all the Employees.
District Business	16	Employee Verification Service Download: Employee Verification Service Download: Provides list of Employees to Social Security Administration. Unmatched SSN are returned with error codes. It is a two way process. Data is sent to SSA and verified data returned to JSD.
District Business	18	New Hire download: This is a list, presently copied on to a disk, of newly hired employees.
District Business	21	Deduction Register download: Deduction Register downloads: Provides itemized list of deduction codes for all the Employees. The information is by pay period. Download can be provided with or without wages. Record width is 79 characters.
District Business	22	Retirement Download: This interface provides download for Utah Retirement System. Utah Retirement System provides the download format. There is a header record with employer information (HDR11), member information change record/personal information (MEM11) and member contribution information (MEM33).
District Business	26	Service History: Interface to generate employee service history, At the beginning of year records are created for all the employees with active contract. Records are created for classified and certified Employees. Operator can add records during the school year as the employee status changes. The data is then transferred to a Legato Systems product call OTG extender as an electronic output.
District Business	28	Subsystem Interface: This interface uses substitute teacher activity report on eSchool Solutions system. It provides information about substitute timesheets. The report is exported in excel. The excel spreadsheet then converted into a text file and imported in delta database. Users are then provided access to data

		for verification and modification.
District Business	29	W2 Interface. Refer to Magnetic Media Reporting Specifications for Form W-2 in the SSA's MMREF-1.
Classroom Management		PowerSchool: The server receives 5 files from our administrative system and passes both grades and attendance back to our administrative system. We send PowerSchool 1. Student demographic information including student #, name, address, guardian, gender, ethnicity, grade, and birthday. 2. All the courses available at a school. 3. Students start and end date into those specific courses and sections. 4. The teacher, period, marking period, and block for each class. 5. Teacher names, id #, and phone number. These files are uploaded daily. PowerSchool then uploads to our administrative system daily attendance for each course, and quarterly grades as entered in by the teachers in a web based environment in PowerSchool.
Classroom Management	31	Student Download PSSTU.txt: This file is created on our Administrative System for each of our schools, and automatically sent to the respective PowerSchool server each night. The file includes all students who are current, withdrawn, or pre-enrolled. It also includes students from a table of students who are not enrolled at the school, but are taking classes there (9th grader taking high school class). It is sorted alphabetically then by student number.
Classroom Management	35	Teacher Download PSTCH.txt: This file is created on our Administrative System for each of our schools, and automatically sent to the respective PowerSchool server each night. The file includes all teachers. It is sorted alphabetically.
Classroom Management	36	Student Schedule Download PSSCH.txt: This file is created on our Administrative System for each of our schools, and automatically sent to the respective PowerSchool server each night. The file includes all current students' course detail information for the current school year. It also includes student courses from a table of students who are not enrolled at the school, but are taking classes there (9th grader taking high school class). It is sorted by student number, and unique course/section number.
Classroom Management	37	Course Download PSCRS.txt: This file is created on our Administrative System for each of our schools, and automatically sent to the respective PowerSchool server each night. The file includes all courses at the school. It is sorted by course number.
Classroom Management	38	Course Section Download PSSEC.txt: This file is created on our Administrative System for each of our schools, and automatically sent to the respective PowerSchool server each night. The file includes all sections for each course for the current year at the school. It is sorted by unique course/section, and period number.
Classroom Management	40	Attendance Upload: This file is uploaded to our administrative system by a user function in PowerSchool. It contains all period absences for the range of dates defined by the user. Administrative system does not add duplicates.
Classroom Management	41	Grading Upload: This file is uploaded to our administrative system by a user function in PowerSchool. It contains all grades for the defined marking period.
Classroom Management	42	Course Request Upload: This file is uploaded to our administrative system by a user function in PowerSchool. It contains course requests for a marking period.
Student		Scholar/Plato: This is a nightly interface that provides a file with school number, name, and type. A second file with student demographic data

		including gender, ethnicity, low income, special ed, title 1, and LEP. Two student files with student's id, grade, start date, exit date, location #, teacher, and a login and password for both the teacher and the student. This system is mainly used for online testing, and reporting of those tests. Each schools downloads are combined to create the files we send to Scholar Inc.
Student	44	Student Download studata.txt: This file is created on our Administrative System for each school who is authorized for online testing, and automatically sent to the Scholar Inc FTP server each night. The file includes all students who are current, and grades 3 - 6 unless school is specified to send all grades. It is sorted by grade then alphabetically.
Student	46	Student Demographic Download demdata.txt: This file is created on our Administrative System for each school who is authorized for online testing, and automatically sent to the Scholar Inc FTP server each night. The file includes all students who are current, and grades 3 - 6 unless school is specified to send all grades. It is sorted by grade then alphabetically.
Student	47	School Download demdata.txt: This file is created on our Administrative System for each school who is authorized for online testing, and automatically sent to the Scholar Inc FTP server each night.
Student	48	Student Course Download clsdata.txt: This file is created on our Administrative System for each school who is authorized for online testing, and automatically sent to the Scholar Inc FTP server each night. The file includes all students who are current, and grades 3 - 6 unless school is specified to send all grades. It is sorted by Student Number.
Student		Goalview: This interface provides a file with each locations school number, address, and phone. A second file with staff information including email addresses, home address, phone #, ethnicity, and birthday. A third file that places the staff at a particular location. Two student files that give student information including id, name , parents name, address, gender, ethnicity, whether the student is in special education, birthday, and which school they attend. The Goalview system is used in with our special education system, and is designed for teachers to monitor those students.
Student	51	Student Download student1.csv: This file is created on our Administrative System and is automatically sent to the Goalview FTP server each night. The file includes all district students who are current and withdrawn. It is sorted by STUID.
Student	55	Student Download student2.csv: This file is created on our Administrative System and is automatically sent to the Goalview FTP server each night. The file includes all district students who are current and withdrawn. It is sorted by STUID.
Student	58	Staff Download staff.csv: This file is created on our Administrative System and is automatically sent to the Goalview FTP server each night. The file includes all district employees with a contract this year.
Student	60	Staff Placement Download staffp.csv: This file is created on our Administrative System and is automatically sent to the Goalview FTP server each night. The file includes all district employees with a contract this year.
Student	61	School Download school.csv: This file is created on our Administrative System and is automatically sent to the Goalview FTP server each night. The file includes all district locations.
Student	62	Medicaid: This is a monthly run interface that reports which students should receive Medicaid, and how much they should receive based on the number of days the students was in school that month.

Student	69	Phone Calling: This is an interface for our secondary schools. It provides a list of students and phone numbers, who were absent; to a computer with a PNS phone card and software. The PNS system then calls all students provided and plays a message letting the parent know the student missed a class This is an interface run daily by each of our secondary schools
Student	70	Library System Download: This is an interface to our schools library computer systems. Each school in the district has its own file. It contains all current students, and is sorted by track, instructor name, and stuid. Every Field is required as well as quotes around each field.
Student	74	This is an interface to the Utah Office Of Education. It is an extremely critical interface due to the auditing and funding that is tied to it. It provides the data used for all state and federal reporting. The format of the interface changes multiple times a year. The record layout, descriptions and validation rules can be found at http://www.usoe.k12.ut.us/warehouse .
Student	75	Feeder Pattern: This is a nightly interface that provides our administrative system with the boundary schools for each of our students. A file from EDULOG, our geographical transportation system, is uploaded to our administrative system nightly, and is used to populate the student record.
Student	76	Testing Pre-Print File Layout: This file contains information for students to be tested and creates a test file which is uploaded to the state to print the test forms.

APPENDIX E – TENTATIVE IMPLEMENTATION TIMELINE

This timeline is a tentative implementation schedule based on Jordan School District's Information Systems resources.

APPENDIX F – NETWORK DIAGRAM

This a network diagram of Jordan School District's administrative network.





STATE OF WISCONSIN

Legislative Audit Bureau

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Janice Mueller
State Auditor

DATE: March 22, 2006

TO: Senator Carol A. Roessler and
Representative Suzanne Jeskewitz, Co-chairpersons
Joint Legislative Audit Committee

FROM: Janice Mueller
State Auditor *Janice Mueller*

SUBJECT: Proposed Audit of Information Technology Systems Projects—Background
Information

At your request, we have developed some background information the Joint Legislative Audit Committee may find useful in considering an audit of information technology (IT) systems projects in state agencies. Concerns have been expressed regarding large projects in several agencies, including the Department of Transportation (DOT), the Department of Revenue, the University of Wisconsin (UW) System, and the Wisconsin State Elections Board. Those concerns have been varied, but generally relate to delays in implementation, operational problems upon implementation, and final costs exceeding those agreed upon at the time of initial vendor contracting.

Some large-scale IT systems development projects provide new functions as well as new technologies to allow for more efficient processing of business functions. For example, DOT notes that the \$36 million Registration and Titling System is part of a larger redesign of technologies initially deployed in the early 1970s. Similarly, the \$26 million Appointment Payroll and Benefits System project at UW System is intended to consolidate human resource functions and achieve efficiencies through reduced staffing levels. However, the expected efficiencies have been absent in the early implementation of the new system at DOT, and UW System has not yet implemented the payroll project.

In contrast, the sales and use tax distribution portion of the \$37 million Integrated Tax System at the Department of Revenue has been implemented, but processing errors have been identified. The Department has been working with counties and is reporting monthly to the Committee on its progress in resolving the processing errors. The voter registration database represents the development of an entirely new system, with the work to be completed primarily by a contractor. The \$14 million contract, which is being administered by the Wisconsin State Elections Board, is not on schedule, resulting in the failure to meet at least one federal deadline.

In report 01-6, State Agency Use of Computer Consultants, we reviewed expenditures for IT consulting services, compared the costs of using state employees to the costs of hiring consultants in various situations, and identified a series of best practices that could increase the likelihood of

large-scale IT project success. In fiscal year (FY) 1998-99, purchase orders totaling \$320.5 million were issued for IT-related goods and services. Current estimates for annual expenditures exceed \$740 million.

An audit of contracting and information technology systems projects in state agencies could include:

- an inventory of projects currently in progress in each executive branch agency, identifying project budget and scope, start date, and expected completion date;
- an inventory of projects completed at each executive branch agency in FY 2003-04 and FY 2004-05, identifying total expenditures and whether the project was completed within budget and according to schedule;
- case studies of selected major projects, in order to identify the nature of problems that have occurred and the reasons for them; and
- a review of the effectiveness of oversight structures established in state law as well as current contracting procedures that pertain to IT projects, including mechanisms employed by other states.

OT completed last 2 fiscal years
DVA
Don't know if get started

If you have any questions regarding this information, please contact me.

JM/KW/bm

cc: Senator Robert Cowles
Senator Scott Fitzgerald
Senator Mark Miller
Senator Julie Lassa

Representative Samantha Kerkman
Representative Dean Kaufert
Representative David Travis
Representative David Cullen

Stephen Bablitch, Secretary
Department of Administration

Frank Busalacchi, Secretary
Department of Transportation

Kevin Kennedy, Executive Director
Wisconsin State Elections Board

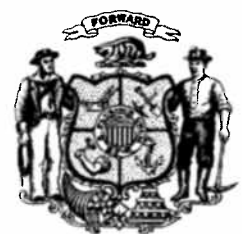
Michael Morgan, Secretary
Department of Revenue

Kevin Reilly, President
University of Wisconsin System

Don Walker separate line in file



WISCONSIN STATE LEGISLATURE





APR 10 2006

DAVID CULLEN
STATE REPRESENTATIVE

April 7, 2006

Senator Carol Roessler, Co-Chair
Joint Committee on Audit
Room 8 South, State Capitol

Dear Senator Roessler,

I wanted to submit to you how I would have voted had I been present for the executive session of the Joint Committee on Audit this past Wednesday, April 5th.

Unfortunately, despite being present for most of the public hearing, I had to leave the meeting in order to visit with a group of students from Mother of Good Counsel, a school within my district.

Had I been allowed to vote, I would have voted accordingly:

- Proposed Audit: IT Systems Projects in State Agencies (Yes)
- Proposed Audit: Wetland Permitting & Mitigation Programs, DNR (Yes)
- Proposed Audit: Chronic Wasting Disease (Yes)

Although this may be too late in terms of the executive session vote, I think it is important to note how I would have voted into the committee record.

Sincerely,

A handwritten signature in cursive script that reads 'David Cullen'.

DAVID A. CULLEN
State Representative
13th Assembly District



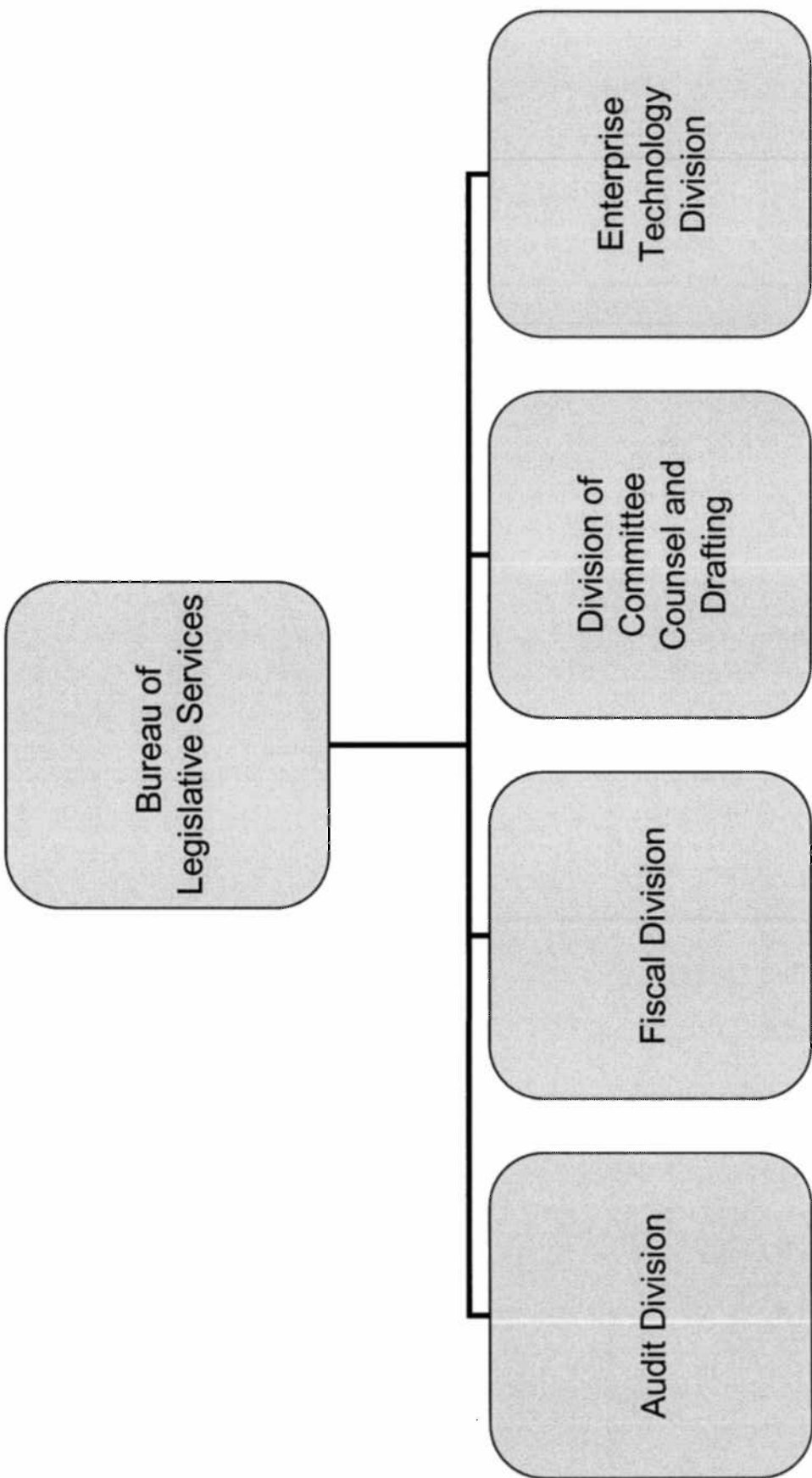
Reorganization of Legislative Service Delivery

- Ongoing problems exist with regard to delivery of services (LTSB's customer service issues, lack of general counsel services—Wahl termination and Breggeman situation).
- Overall structure of the service agencies has not been analyzed for decades or more. By contrast, the Assembly and Senate have revamped their operations in conjunction with eliminating the caucus staffs and downsizing other staff positions.
- Relatively flat organizational structure makes it difficult to retain up-and-coming professional staff (note turnover of quality staff such as Bob Conlin at Leg. Council and Scott Hubli at LRB, both of whom took management positions outside of the Legislature).

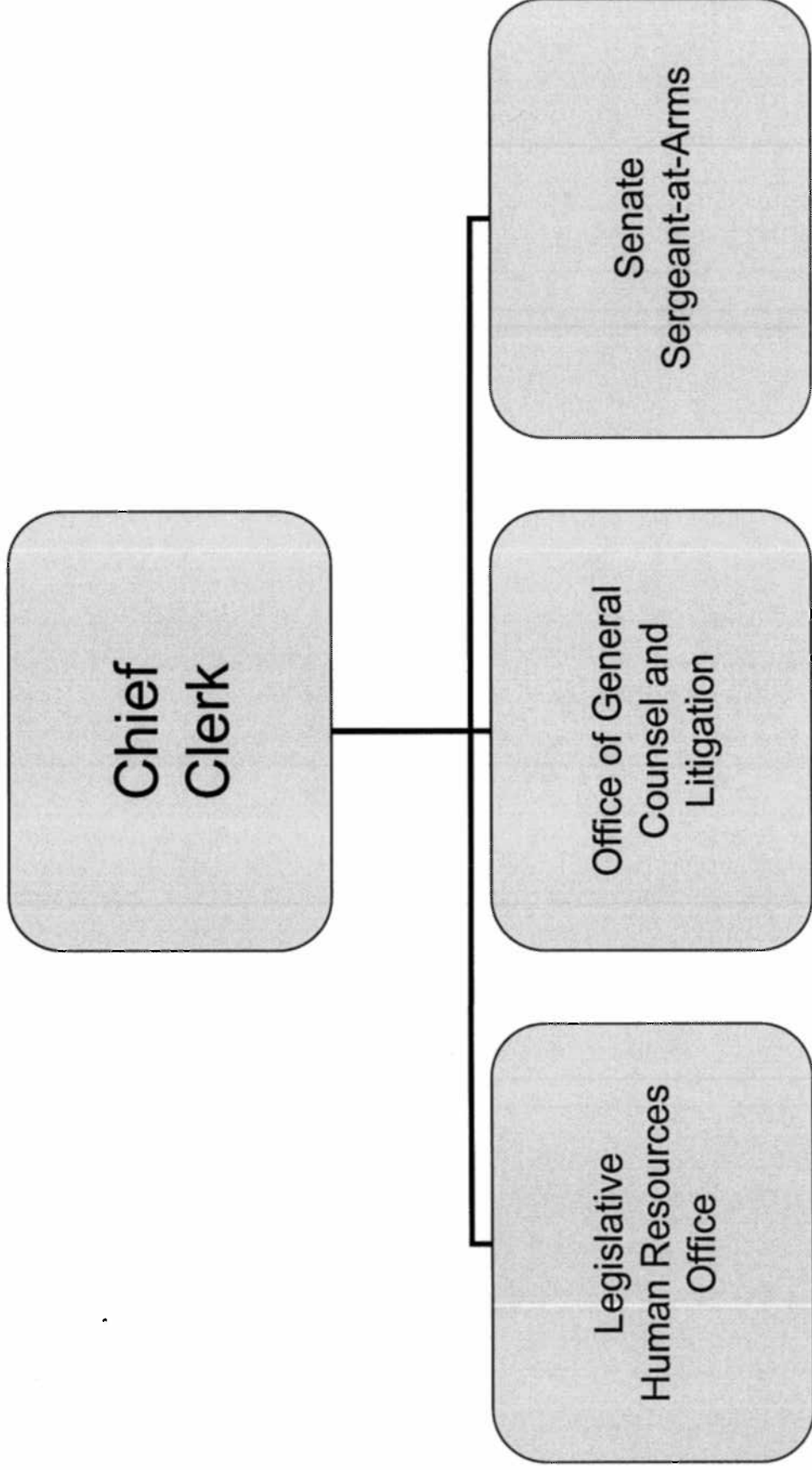
Reorganization of Legislative Service Delivery

- Inefficiencies have been allowed to exist: failure to centralize human resources function; overlap with regard to legal analysis of legislation; use of separate agency to revise the statutes; lack of teamwork due to turf battles and sibling rivalry among service agencies.
- Accountability is lacking as JCLC does not actively provide oversight of service agencies. The JCLC oversight model is out-dated. JCLC should delegate general oversight by using a chief operating officer model.
- By June 30, 2007 the Legislature must take steps to eliminate an additional 25 FTE positions, pursuant to 2005 Wisconsin Act 25. These positions must come from some combination of the Assembly, the Senate, and the service agencies.

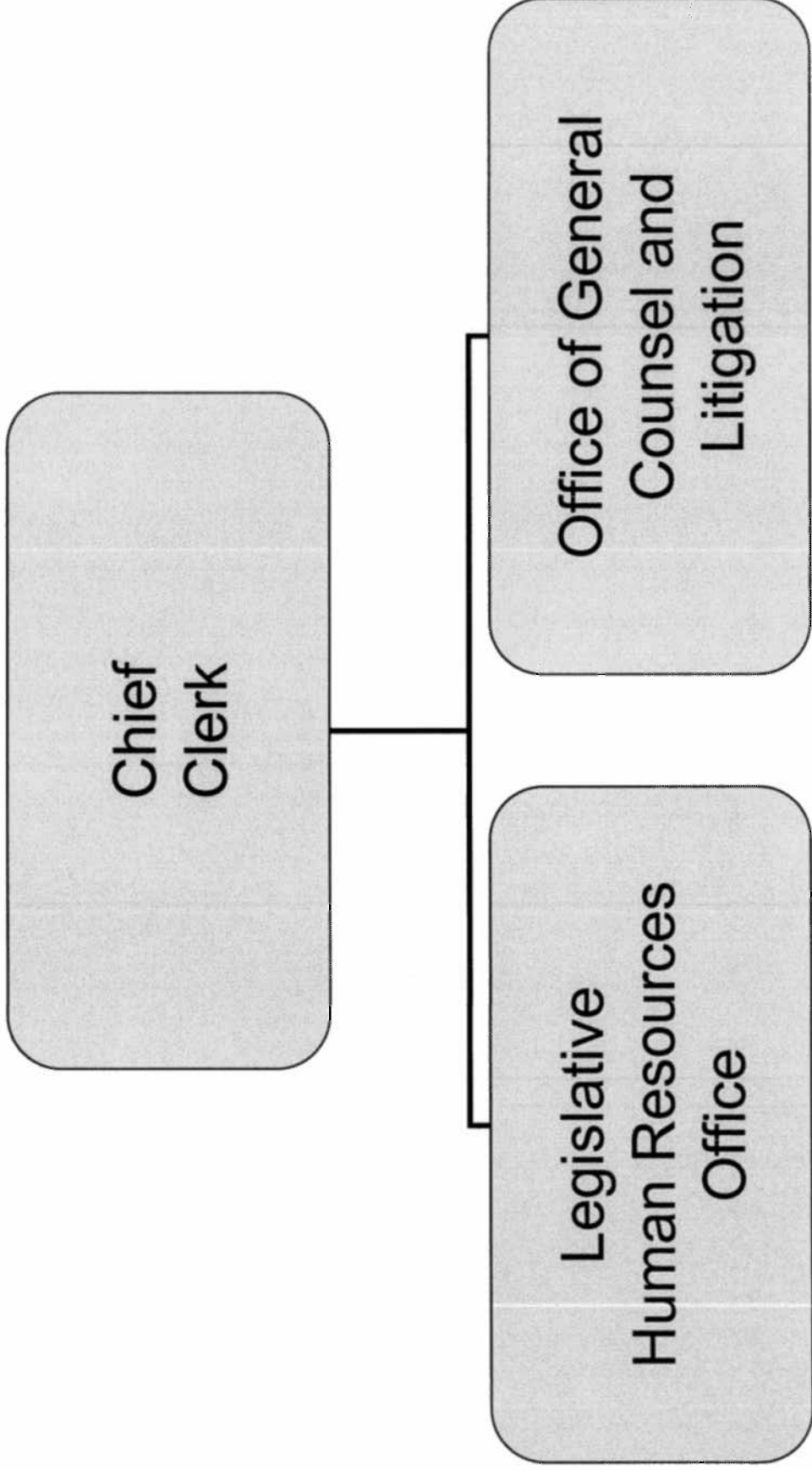
Bureau of Legislative Services



Senate Chief Clerk and Director of Operations



Assembly Chief Clerk and Director of Operations



Position Analysis

- Total positions decreased by 33.
- Number of top management positions decreased from 8 to 3. Remaining top management positions: Assembly Chief Clerk and Director of Operations, Senate Chief Clerk and Director of Operations, and Director of the Bureau of Legislative Services.
- Number of attorney positions decreased by 8.
- Number of human resources positions decreased from 10 to 6.
- Number of administrative support positions decreased by 20.

Operations Analysis

- Improves services by eliminating territorial issues and enhancing teamwork across professional disciplines.
- Enhances accountability by requiring 4 division heads to report directly to the Director of the Bureau of Legislative Services, who reports to JCLO (as opposed to each reporting individually to JCLO, which historically has not provided much oversight of service agency heads).

Operations Analysis

- Enhances accountability by establishing the Chief Clerk as the chief operating officer of each house and requiring the Director of the Bureau of Legislative Services to coordinate with the Chief Clerk with regard to delivery of services to members and staff of that house.
- Streamlines payroll processing by centralizing human resources functions.

Operations Analysis

- Provides for cheaper, more effective legal representation by creating an office of general counsel and litigation (currently general counsel function is not formalized and litigation is outsourced to private counsel or DOJ).
- Institutionalizes administrative cooperation between the houses by placing the human resources office and the office of general counsel and litigation under joint control of the Chief Clerks.

Operations Analysis

- Provides for better continuity when there is staff turnover, particularly at the management level (currently, when service agency head retires JCLC typically performs a national search).
- Provides a viable career ladder for service agency staff, better enabling the Legislature to retain its best staff.

Barriers to Implementation

- Territorial issues. Sister agencies are accustomed to a culture of sibling rivalry and will be inclined to protect their turf.
- Relationships with current staff. Reorganization will cause some current staff to be laid off. Legislation should include a delayed effective date to take advantage of attrition.
- Classified employees. Revisor's office and LRB. Can be addressed in legislation.