Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611

Kansas
Office of Information Technology Services

Phone: (785) 296-3463
Fax: (785) 296-1168
oits.info@ks.gov

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

January 18, 2023

Todd Herman, Director
Procurement and Contracts

Dear Mr. Herman:

The high-level project plan for the Department of Corrections Replacement of Enterprise Resource Planning System (Xdata) project is enclosed. Melissa Mounts is the primary contact for the project and can be reached at (785) 746-7497. This letter constitutes approval of the project pursuant to K.S.A. 75-7209.

K.S.A. 75-7209 states all specifications for any competitive acquisition related to an approved information technology project shall be *reviewed* by the chief information technology officer for the branch of state government of which the agency or agencies are a part. The requirement that agencies obtain CITO approval of proposed IT projects has been adjusted to be in agreement with JCIT suggestions. As a result, all specifications for any competitive acquisition related to an approved IT project shall now be *approved* by the CITO before release.

If a variance of 10% or more in time or cost to the approved high-level project plan would occur with vendor selection, a revised high-level project plan must be submitted for CITO approval and the CITO's approval shall be received, *prior* to contract award. The CITO will notify JCIT of such events as per their request.

Once the final contracts are awarded, the high-level project plan will need to be updated with detailed information and receive final CITO approval. As required by statute and reinforced by the JCIT, the detailed project plan must receive CITO approval *prior* to project execution. This detailed project plan should include information found at the following link: https://ebit.ks.gov/kito/epmo/proposed-information-technology-project-plans.

As of July 1, 2013, new CITO-reportable projects are assessed a fee to support KITO operations. The fee will be assessed against the total project cost identified in the agency's detailed project plan. The fee will be billed quarterly until the project's Post Implementation Evaluation Report (PIER) is received. Fees will be based on the following rate structure:

- Projects valued between $250,000 and $10,000,000 - .0035 of the Project cost
- Projects valued greater than $10,000,001 - .0005 of the Project cost
- Infrastructure projects - .00035 of the Project cost

If there is any further assistance I may provide, please contact me.

Respectfully,

DocuSigned by:
Jeff Zmuda
96458762E720488...
Jeff Zmuda, Secretary
Department of Corrections

DocuSigned by:
Jeff Maxon
670B8750658F441...
Jeff Maxon, Interim CITO
Executive Branch

cc: Kelly O'Brien, CITO, Judicial Branch
Alan Weis, CITO, Legislative Branch
Adam Proffitt, Director of the Budget
James Fisher, KLRD
JCIT Membership
Richard Beattie, OPC
Linda Norris, OPC
Kelly Johnson, OPC
Brian Reiter, OITS
Melissa Mounts, KDOC
Denise Herrman, KDOC
Megan Burton, KSHS
Ethan Anderson, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sash Smith, OITS
Sara Spinks, KITO

714 S.W. Jackson St., Suite 300
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Kansas
Department of Corrections

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Jeff Zmuda, Secretary

Laura Kelly, Governor

January 5, 2023

DeAngela Burns Wallace, Chief Information Technology Officer
c/o Mr. Jeff Maxon, Interim Chief Information Technology Officer
Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611

Hello. Please find the enclosed supporting documentation as a proposed replacement solution for the current Enterprise Resource Planning system currently being utilized by Kansas Correctional Industries.

After research, KCI authorities, along with the Kansas Department of Corrections, have compiled a solution plan for, the soon to be, unsupported data system.

KCI, as an entity within the Kansas Department of Corrections, contributes to a more efficient use of public funds by offering resident produced goods and services to State and local government agencies as well as other qualified organizations at a lower cost while maintaining a high level of quality and service. KCI also provides quality training, education and employment opportunities for residents.

KCI is currently using XData as their ERP. This system will no longer be supported as of the second quarter, 2023. Therefore, a long-term solution is being sought in effort to maintain the same quality operational services.

The new ERP system should be designed, installed and include data conversion from the current XData system. The new ERP system will be required to include numerous different modules to closely, if not be an exact duplicate of the current system as well as be compatible with the KDOC's SMART system.

It is the expectation that a new ERP be in place and operational prior to the beginning of 2nd quarter 2023 so that the transition will be as transparent as possible with few interruptions to the day-to-day operations of KCI.

The KDOC is requesting permission for RFP to execute this effort shorty after approval and to begin our project.

Sincerely,

Jeff Zmuda / Secretary of Corrections
Kansas Department of Corrections
714 SW Jackson St, Suite 300/Topeka, KS 66603
Office: 785-746-7457/Mobile: 785-250-6064

State Entity Checklist for High-Level IT Project Plan

State Entity: Kansas Department of Corrections	
Project Name: Kansas Correctional Industries Xdata Replacement	
Greater than $250,000/ less than $1,000,000 (Y/N): Y	
Greater than $1,000,000 (Y/N):N	
IT Project Plan Documents	**Included (Y/N)**
For forms and/or more detailed information on completion of plan: see https://ebit.ks.gov/kito/it-project-oversight/proposed-it-project-plans	
For ITEC Policy and/or more detailed information on approval of IT projects, see ITEC 2400 and 2400A https://ebit.ks.gov/itec/resources/policies	
Cover Letter Requesting Project Approval	Y
IT Project Request Explanation--DA518	Y
IT Cost Benefit Statement--DA519	Y
Work Breakdown Structure	
Task Name (tasks should be descriptive)	Y
Start	Y
Finish	Y
Milestone	Y
Architectural Statement (ITEC Policy 4010 and 9500) https://ebit.ks.gov/itec/resources/policies	
Statement of products and standards compliance	Y
If different, attach CITA waiver	
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)	
Statement of compliance	Y
If different, attach CITO waiver	
Accessibility Statement (ITEC Policy 1210) https://ebit.ks.gov/itec/resources/policies/policy-1210	
Statement indicating intent to use Voluntary Product Accessibility Template® (VPAT®) to assess compliance with ITEC 1210 as part of the procurement/development and testing process, or attach exception from State ADA Coordinator. For more information see: https://www.itic.org/policy/accessibility/vpat.	Y
Attach approval letter from State Director of IT Accessibility	Y
Electronic Records Retention Statement (K.S.A. 45-403 and K.S.A. 45-213 through 45-223) For more information see -- https://www.kshs.org/p/records-management-and-the-law/11348	
1. Identify replaced paper records	Y
2. Identify new business functions	Y
3. Reasons for business functions	Y
4. Records requirements for business function	Y
5. Documents in another system?	Y
6. Public access requirements	Y
7. Access control requirements	Y
8. Identify all records with retention period of ten or more years	Y
9. Estimate three year cost of addressing records identified in No. 8	Y
Attach approval letter from State Archivist.	Y
Risk Identification Summary (Form ITEC PM02-11a)	Y
Risk Assessment Model (RAM) Summary - High Level Plans	Y
Fiscal Note, if appropriate	N/A
Electronic copy submitted four weeks prior to contract award and/or project execution	

This checklist is for state entity use and the completed form should be submitted with the IT Project Plan

Rev. 09/20 (hyperlinks)

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518

1. Project Title:	2. Project Priority	3. Estimated Dates	
Replacement of Enterprise Resource Planning System (Xdata)	1	**Planning Start:**	1/1/2023
Agency:		**Execution Start:**	2/1/2023
Kansas Correctional Industries		**Close-Out End:**	5/31/2023

4. Project Description and Justification: **Date Submitted:**

Kansas Correctional Industries requires an ERP system to be designed and installed with a maintenance agreement to be in place for no less than ten (10) years. The system must have the ability to provide real solutions and unique capabilities to put those solutions to work providing information technology in such areas as e-business, product configuration concepts, techniques and functions, along with the custom support needed to put them to work allowing KCI to operate efficiently and profitably. Kansas Correctional Industries will utilize this system for their unique and made-to-order Products and Services provided for current and new potential customers.

Industry specific "tools" for the complex Configure-to and Make-to-Order Manufacturer will be developed with the objective of reducing employee cost, reducing lead-time, increasing customer service levels and providing growth in revenues without adding significant costs. This will allow Kansas Correctional Industries to grow strategically and profitably into the future.
The present ERP system, XData, which is currently being utilized by KCI is being identified to become obsolete next year and a new ERP system is required to provide a solution for the long-term allowing KCI to operate as it has previously.

Is this an Infrastructure Project? (Y/N)	N
Will Business Process Modeling be completed during the IT project and business design? (Y/N)	N
Will national and/or industry data standards be used? (Y/N)	Y
If yes, please specify.	Upgraded system to current industry ERP system Standards.

List any collaboration that has taken place in the planning of the IT Project, and/or will take place during execution of the project. Include tools, methods, and best practices used for providing collaboration, user input, and continued social networking.

5. Estimated Project Cost

Category	Cost
Internal Cost (Salaries)	$0
Contractual Services	$0
Commodities	$0
Capital Outlay	$470,000
Sub-Total Project Costs	$470,000
Total KITO Rate Fee	$1,645
Total Project Costs	**$471,645**

KITO Rate Structure

Project Value Range		Quarterly Rate
$250,000	$10,000,000	0.00350
$10,000,001	Greater	0.00050
Infrastructure Projects		0.00035

Project Quarterly KITO Fee: $1,645

6. Project Subprojects (include name, start and end dates, and cost of each Subproject):

Subproject Name	Start Date	End Date	Internal Cost	External Cost	Total Cost
Planning	1/1/2023	2/28/2023	$0	$0	$0
Execution					
Enter "Execution" or Subproject 1 Name Execution	2/1/2023	5/31/2023	$0	$471,645	$471,645
Enter Subproject 2 Name if Applicable	N/A	N/A	N/A	N/A	$0
Enter Subproject 3 Name if Applicable	N/A	N/A	N/A	N/A	$0
Enter Subproject 4 Name if Applicable	N/A	N/A	N/A	N/A	$0
Enter Subproject 5 Name if Applicable	N/A	N/A	N/A	N/A	$0
Execution Sub-Total	2/1/2023	5/31/2023	$0	$471,645	$471,645
Close-Out	4/3/2023	5/31/2023	$0	$0	$0
Grand Internal, External, and Total Costs			$0	$471,645	**$471,645**

7. Amount by Source of Financing:

State Fiscal Years	1. SGF	2. 6126	3.	4.	5.	6.	7.	Total
SFY 2023		$471,645						$471,645
SFY 2024								$0
SFY 2025								$0
SFY 2026								$0
SFY 2027								$0
SFY 2028								$0
Total Project Costs	$0	$471,645	$0	$0	$0	$0	$0	**$471,645**

Description of funds listed above

Fund 6126 - Kansas Corerectional Industries Fund

Revised 5/22

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519

1. Project Title	2. Estimated Dates		Projected Months from Execution to Close-Out
Replacement of Enterprise Resource Planning System (Xdata)	Planning Start:	1/1/2023	4
	Execution Start:	2/1/2023	
	Close-Out End:	5/31/2023	

3. Agency	4. Project Director/Project Manager
Kansas Correctional Industries	Denise Herrman

5. Qualitative and Quantitative Savings Explanation

KCI's current ERP system, XData, which is currently being utilized by KCI is being identified to become obsolete in 2023 and a new ERP system is required to provide a solution for the long-term allowing KCI to operate as it has previously. Industry specific "tools" for the complex Configure-to and Make-to-Order Manufacturer will be developed with the objective of reducing employee cost, reducing lead-time, increasing customer service levels and providing growth in revenues without adding significant costs. This will allow Kansas Correctional Industries to grow strategically and profitably into the future. Due to X-data becoming obsolete, KCI will not have the neccessary technical support to repair the software if issues arise with the current software program. It is a necessity that KCI replaces X-data with a new ERP system to avoid a catastophic event with the software in which if X-data was not replaced would cripple KCI in lost work, significant down time in order to replace the current software (X-data) resulting in lost revenue in the millions. KCI is the only revenue generating business unit in the state of Kansas and depends on an ERP system for operational, and checks and balances. Catastrophic failure would result in lost production and lost revenue and increased cost of replacing the software at the time of failure. KCI would incure significant down time in order to create a new database in a new software system and to train all personel on the new system. We are estimating at a miniumum of six months downtime in order to recover from a catastophic failure. We would potentially lose several significant contracts resulting in lost revenues generated of $2.5 million with the worst case scinerio having to close to shops because as a result of the lost contracts.

6. Qualitative and Quantitative Savings Estimate

Description of Savings		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Cost Avoidance (Soft Dollars)							
N/A							
Subtotal	$0	$0	$0	$0	$0	$0	$0
Cash Savings (Hard Dollars)							
N/A							
Subtotal	$0	$0	$0	$0	$0	$0	$0
Other (Include Intangible Benefits)							
Replacing Obsolete Software Increasing Technical Support if not Replaced increase in future software cost			$707,467				
Catastrophic failure resulting in lost production; and revenue. Recreating the database in a new software system			$7,500,000				
Potential of lost contracts due to catastrophic failure of current software system.			$2,500,000	$2,500,000	$2,500,000	$2,500,000	$2,500,000
Subtotal	$20,707,467	$0	$10,707,467	$2,500,000	$2,500,000	$2,500,000	$2,500,000
Quantitative Savings	$20,707,467	$0	$10,707,467	$2,500,000	$2,500,000	$2,500,000	$2,500,000

7. Summary*		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Project Costs **Total**	$471,645	$471,645	$0	$0	$0	$0	$0
Net Cost Benefit **Total**	$20,235,822	-$471,645	$10,707,467	$2,500,000	$2,500,000	$2,500,000	$2,500,000
Cost Benefit per Month	$5,176,867						
Calendar Months to Break Even	0						

8. Ongoing Cost	SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Operational Cost for three ensuing SFYs		$45,000	$45,000	$45,000	$45,000	$45,000

* Project Costs = Total Cost of Project over all Fiscal Years from all Funding Sources
Net Cost Benefit = Total Qualitative & Quantitative Savings minus Total Project Costs
Cost Benefit per Month = Total Qualitative & Quantitative Savings divided by Length of Project in months
Calendar Months to Break Even = Total Project Costs divided by Cost Benefit per Month

Revised 2/21

Task Name	Start Date	End Date	Duration
Planning Phase	1/1/2023	2/28/2023	59 days
Obtain CITO approval to proceed highlevel plan	12/1/2022	12/20/2022	20 days
Obrain CITO approval to proceed with detailed plan	12/1/2022	12/31/2022	30 days
Prepare and review of RFP	12/1/2022	12/31/2022	30 days
Scope	1/2/2023	1/13/2023	13 days
Analysis/Software Requirements	1/1/2023	1/6/2023	5 days
Secure deployment resources	1/1/2023	1/1/2023	1 day
Design/Planning	1/6/2023	2/28/2023	54 days
Software Development	1/6/2023	2/28/2023	54 days
Identify test group	1/30/2023	1/30/2023	1 day
Develop software delivery mechanism	1/3/2023	1/30/2023	28 days
Review preliminary software specifications	1/16/2023	01/202023	4 days
develop functional specifications	1/20/2023	1/27/2023	6 days
Review functional specifications	1/30/2023	1/31/2023	2 days
Incorporate feedback into functional specifications	1/30/2023	1/31/2023	2 days
Execution Phase			
Development	2/1/2023	2/28/2023	28 days
Train support staff	2/1/2023	2/24/2023	24 days
Testing	2/15/2023	3/1/2023	15 days
Obtain user feedback	2/20/2023	3/1/2023	9 days
Determine final deployment strategy	2/20/2023	2/28/2023	8 days
Evaluate testing results and make necessary changes	3/1/2023	3/1/2023	1 day
Install/Deploy for pilot	3/1/2023	3/1/2023	1 day
Pilot	3/1/2023	5/31/2023	90 days
Close Out Phase			
Post implementation review and make any changes	4/3/2023	4/28/2023	25 days
Evaluate productivity and create lessons learned	5/1/2023	5/30/2023	30 days
Prepare and submit Post implementation evaluation report	5/1/2023	5/30/2023	30 days
Close out project	5/31/2023	5/31/2023	1 day

State Archives Division
6425 SW 6th Avenue
Topeka KS 66615-1099

Kansas Historical Society

785-272-8681, ext. 272
megan.burton@ks.gov
kshs.org

Patrick Zollner, Acting Executive Director

Laura Kelly, Governor

December 6, 2022

Jeff Zmuda, Secretary
Kansas Department of Corrections
714 SW Jackson Street, Suite 300
Topeka, KS 66603

Dear Secretary Zmuda,

As part of the approval process for information technology projects over $250,000, the State Archivist is required to evaluate the impact of information technology projects on government records with long-term (10+ year) retention requirements. If the project impacts long-term records, the State Archivist must ensure that appropriate provisions have been made for these records in the high-level and detailed project plans, in the system design, and for their ingestion, if prudent and feasible, into the Kansas Enterprise Electronic Preservation (KEEP) system. An Electronic Records Retention Statement and approval letter from the State Archivist must accompany high level and detailed project plans submitted to the Executive Branch Chief Information Technology Officer.

In compliance with this process, Denise Herrman, Project Analyst, recently sent to me for review an Electronic Records Retention Statement for the Kansas Correctional Industries' Replacement of Enterprise Resource Planning (ERP) System (Xdata) high-level plan. From my review of the project plan materials, I have determined that the project will not affect long-term records.

The Electronic Records Retention Statement for the high-level plan is approved. A copy of this approval letter should be included when submitting the project plan to the Executive Branch CITO for approval.

Sincerely,

Ethan Anderson
Government Records Archivist

Cc: Cole Robison, Director of IT Accessibility, OITS
Denise Herrman, Project Analyst, DOC

Executive Branch Information Technology
Office of Information Technology Services
2800 SW Topeka Blvd., Building 100
Topeka, KS 66611

Kansas
Office of Information Technology Services

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Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

January 9, 2023

Jeff Zmuda, Secretary
Department of Corrections
714 SW Jackson St., Suite 300
Topeka, KS 66603

Dear Sec. Zmuda:

As part of the approval process for information technology projects over $250,000, a statement indicating compliance with State Information Technology Executive Council (ITEC) Policy 1210 *Information and Communication Technology Accessibility Standards* must be filed with the Branch Chief Information Technology Officer and approved by the Director of Information Technology (IT) Accessibility. I recently received from Denise Herrman an Accessibility Statement for the Replacement of Enterprise Resource Planning System (Xdata) project for review in compliance with this process.

This statement affirms that the project will comply with the requirements of ITEC Policy 1210, that these requirements will be incorporated in any bid specifications and system requirements, and that documentation of compliance will be provided using the Voluntary Product Accessibility Template® (VPAT®).

The Accessibility Statement for the Replacement of Enterprise Resource Planning System (Xdata) high-level project plan is approved. A copy of this letter should be included with the submittal of the Replacement of Enterprise Resource Planning System (Xdata) high-level project plan for Branch CITO approval.

Sincerely,

DocuSigned by:
Cole D. Robison
B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Anthony Fadale, State Americans with Disabilities Act Coordinator
Denise Herrman, Department of Corrections
Melissa Mounts, Department of Corrections
Sara Spinks, Director, Kansas Information Technology Office

The software:

Must be compatible with latest version of Windows Server (currently 2019 or 2022)

Must be compatible with Windows 10/11 clients, or web-based

Must have an interface to the SMART system for transferring accounting data to the SoK Accounting system

Must be compatible with web store software such as PDShop 10 or Adobe Commerce

Statement of products and standards compliance:

Workflow	Products	Standards
Target	None	
The State of Kansas has multiple different workflow solutions running in its infrastructure. As a result, there is no established target. Further study on enterprise requirements should occur and a five-year roadmap should be developed to decrease the number of different workflow solutions running in Kansas.		
Emerging	BMC Remedy Service-now.com K2 Blackpearl Custom ASP.NET Web Applications	
Current	Sungard Banner ERP Microsoft SharePoint Oracle PeopleSoft Workflow Engine	
Twilight	IBM Lotus Notes InTempo	

16-1612. Retention of electronic records; originals. (a) If a law requires that a record be retained, the requirement is satisfied by retaining an electronic record of the information in the record which:

(1) Accurately reflects the information set forth in the record after it was first generated in its final form as an electronic record or otherwise; and

(2) remains accessible for later reference.

(b) A requirement to retain a record in accordance with subsection (a) does not apply to any information the sole purpose of which is to enable the record to be sent, communicated or received.

(c) A person may satisfy subsection (a) by using the services of another person if the requirements of that subsection are satisfied.

(d) If a law requires a record to be presented or retained in its original form, or provides consequences if the record is not presented or retained in its original form, that law is satisfied by an electronic record retained in accordance with subsection (a).

(e) If a law requires retention of a check, that requirement is satisfied by retention of an electronic record of the information on the front and back of the check in accordance with subsection (a).

(f) A record retained as an electronic record in accordance with subsection (a) satisfies a law requiring a person to retain a record for evidentiary, audit or like purposes, unless a law enacted after the effective date of this act specifically prohibits the use of an electronic record for the specified purpose.

(g) This section does not preclude a governmental agency of this state from specifying additional requirements for the retention of a record subject to the agency's jurisdiction.

History: L. 2000, ch. 120, § 12; July 1.

Ownership of Software Code and Related Intellectual Property:

Upon installation of the purchased software program, Kansas Correctional Industries will maintain ownership and exclusive rights to all data uploaded into software.

Accessibility Statement:

This software will maintain industry standards for accessibility as does our current system.

This effort will meet the standards of ITEC Policy 1210.

The requirements of ITEC Policy 1210 will be incorporated in any bid specifications and system requirements, with documentation to be provided using the Voluntary Product Accessibility Template® (VPAT®) , version 2.0 or later.

ITEC Policy 1210 Revision 3 – Information and Communication Technology Accessibility Standards

1.0 TITLE: Information and Communication Technology Accessibility Standards

1.1 EFFECTIVE DATE: October 26, 2000

1.1.1 REVISED: October 26, 2006

1.1.2 REVISED: April 23, 2009

1.1.3 REVISED: December 11, 2018

1.2 TYPE OF ACTION: New Policy

2.0 PURPOSE: This policy contains scoping and technical requirements for information and communication technology (ICT) to ensure accessibility and usability by individuals with disabilities. Compliance with these standards is mandatory for organizations specified in section 3.0.

3.0 ORGANIZATIONS AFFECTED: All branches, boards, commissions, departments, divisions, and agencies of state government, hereafter referred to as “entities.”

4.0 REFERENCES:

4.1 K.S.A. 44-1001, et seq. Kansas Acts Against Discrimination.

4.2 42 U.S.C. 12101, et seq. Americans with Disabilities Act (ADA). See also 28 C.F.R. Part 35.130, et seq., 28 C.F.R. Part 35.160, et seq., and K.S.A. 58-1301 et seq.

4.3 29 U.S.C. 794d. Section 508 of the Rehabilitation Act of 1973, as amended.

4.4 36 C.F.R. Part 1194, Appendices A and C. Revised Section 508 Standards.

4.5 The specific editions of the standards and guidelines listed in Chapter 7 of the Section 508 Standards, especially ISO/IEC 40500:2012, the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0 (https://www.w3.org/TR/WCAG20/).

4.6 K.S.A. 75-7203, which authorizes the Information Technology Executive Council (ITEC) to: Adopt information resource policies and procedures and provide direction and coordination for the application of the state's information technology resources for all state entities.

4.7 Kansas Governor’s Executive Order 08-12, which directs the Kansas Partnership for Accessible Technology (KPAT) to: address web and information technology accessibility issues and provide policy, standards, guidelines, or procedural recommendations to the Information Technology Executive Council.

5.0 DEFINITIONS/BACKGROUND:

5.1 DEFINITIONS

5.1.1 Terms Defined in Referenced Standards: Terms defined in referenced standards and not defined in this policy shall have the meaning as defined in the referenced standards.

5.1.2 Undefined Terms: Any term not defined in this policy or in referenced standards shall be given its ordinarily accepted meaning in the sense that the context implies.

5.1.3 Interchangeability: Words, terms, and phrases used in the singular include the plural and those used in the plural include the singular.

5.1.4 Defined Terms: For the purpose of this policy, the terms defined herein have the indicated meaning.

5.1.4.1 Agency. Any entity as specified in section 3.0.

5.1.4.2 Alteration. A change to existing ICT that affects interoperability, the user interface, or access to information or data.

5.1.4.3 Application. Software designed to perform, or to help the user to perform, a specific task or tasks.

5.1.4.4 Assistive technology (AT). “Assistive technology” shall have the meaning ascribed to such term in K.S.A. 65-7102, and amendments thereto.

5.1.4.5 Audio description. Narration added to the soundtrack to describe important visual details that cannot be understood from the main soundtrack alone. Audio description is a means to inform individuals who are blind or who have low vision about visual content essential for comprehension. Audio description of video provides information about actions, characters, scene changes, on-screen text, and other visual content. Audio description supplements the regular audio track of a program. Audio description is usually added during existing pauses in dialogue. Audio description is also called “video description” and “descriptive narration”.

5.1.4.6 Authoring tool. Any software, or collection of software components, that can be used by authors, alone or collaboratively, to create or modify content for use by others, including other authors.

5.1.4.7 Closed functionality. Characteristics that limit functionality or prevent a user from attaching or installing assistive technology. Examples of ICT with closed functionality are self-service machines, information kiosks, set-top boxes, fax machines, calculators, and computers that are locked down so that users may not adjust settings due to a policy such as Desktop Core Configuration.

5.1.4.8 Content. Electronic information and data, as well as the encoding that defines its structure, presentation, and interactions.

5.1.4.9 Document. Logically distinct assembly of content (such as a file, set of files, or streamed media) that: functions as a single entity rather than a collection; is not part of software; and does not include its own software to retrieve and present content for users. Examples of documents include, but are not limited to, letters, email messages, spreadsheets, presentations, podcasts, images, and movies.

5.1.4.10 Existing ICT. ICT that has been procured, maintained or used on or before the compliance deadline specified in section 7.2.

5.1.4.11 Hardware. A tangible device, equipment, or physical component of ICT, such as telephones, computers, multifunction copy machines, and keyboards.

5.1.4.12 Information technology (IT). An inclusive term to address the services and functions commonly associated with information systems and telecommunications.

5.1.4.13 Information and communication technology (ICT). Information technology and other equipment, systems, technologies, or processes, for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic data and information, as well as any associated content. Examples of ICT include, but are not limited to: computers and peripheral equipment; information kiosks and transaction machines; telecommunications equipment; customer premises equipment; multifunction office machines; software; applications; web sites; videos; and, electronic documents.

5.1.4.14 Keyboard. A set of systematically arranged alphanumeric keys or a control that generates alphanumeric input by which a machine or device is operated. A keyboard includes tactilely discernible keys used in conjunction with the alphanumeric keys if their function maps to keys on the keyboard interfaces.

5.1.4.15 Label. Text, or a component with a text alternative, that is presented to a user to identify content. A label is presented to all users, whereas a name may be hidden and only exposed by assistive technology. In many cases, the name and the label are the same.

5.1.4.16 Menu. A set of selectable options.

5.1.4.17 Name. Text by which software can identify a component to the user. A name may be hidden and only exposed by assistive technology, whereas a label is presented to all users. In many cases, the label and the name are the same. Name is unrelated to the name attribute in HTML.

5.1.4.18 Non-web document. A document that is not: a web page, embedded in a web page, or used in the rendering or functioning of web pages.

5.1.4.19 Non-web software. Software that is not: a web page, not embedded in a web page, and not used in the rendering or functioning of web pages.

5.1.4.20 Operable part. A component of ICT used to activate, deactivate, or adjust the ICT.

5.1.4.21 Platform accessibility services. Services provided by a platform enabling interoperability with assistive technology. Examples are Application Programming Interfaces (API) and the Document Object Model (DOM).

5.1.4.22 Platform Software. Software that interacts with hardware, or provides services for other software. Platform software may run or host other software, and may isolate them from underlying software or hardware layers. A single software component may have both platform and non-platform aspects. Examples of platforms are: desktop operating systems; embedded operating systems, including mobile systems; web browsers; plug-ins to web browsers that render a particular media or format; and sets of components that allow other applications to execute, such as applications which support macros or scripting.

5.1.4.23 Programmatically determinable. Ability to be determined by software from author-supplied data that is provided in a way that different user agents, including assistive technologies, can extract and present the information to users in different modalities.

5.1.4.24 Public facing. Content made available by an entity to members of the general public. Examples include, but are not limited to, an entity website, blog post, or social media pages.

5.1.4.25 Real-time text (RTT). Communications using the transmission of text by which characters are transmitted by a terminal as they are typed. Real-time text is used for conversational purposes. Real-time text also may be used in voicemail, interactive voice response systems, and other similar application.

5.1.4.26 Revised 508 Standards. The standards for ICT developed, procured, maintained, or used by agencies subject to Section 508 of the Rehabilitation Act as set forth in 508 Chapters 1 and 2 (36 C.F.R. Part 1194, Appendix A), and Chapters 3 through 7 (36 C.F.R. Part 1194, Appendix C).

5.1.4.27 Software. Programs, procedures, rules, and related data and documentation that direct the use and operation of ICT and instruct it to perform a given task or function. Software includes, but is not limited to, applications, non-web software, and platform software.

5.1.4.28 Software tools. Software for which the primary function is the development of other software. Software tools usually come in the form of an Integrated Development Environment (IDE) and are a suite of related products and utilities. Examples of IDEs include Microsoft® Visual Studio®, Apple® Xcode®, and Eclipse Foundation Eclipse®.

5.1.4.29 Telecommunications. The signal transmission, between or among points specified by the user, of information of the user's choosing, without change in the form or content of the information as sent and received.

5.1.4.30 Terminal. Device or software with which the end user directly interacts and that provides the user interface. For some systems, the software that provides the user interface may reside on more than one device such as a telephone and a server.

5.1.4.31 Text. A sequence of characters that can be programmatically determined and that expresses something in human language.

5.1.4.32 TTY. Equipment that enables interactive text based communications through the transmission of frequency-shift-keying audio tones across the public switched telephone network. TTYs include devices for real-time text communications and voice and text intermixed communications. Examples of intermixed communications are voice carry over and hearing carry over. One example of a TTY is a computer with TTY emulating software and modem.

5.1.4.33 Variable Message Signs (VMS). Non-interactive electronic signs with scrolling, streaming, or paging-down capability. An example of a VMS is an electronic message board at a transit station that displays the gate and time information associated with the next train arrival.

5.1.4.34 Voice over Internet Protocol (VoIP). "Voice over Internet Protocol" shall have the meaning ascribed to such term in K.S.A. 66-2017, and amendments thereto.

5.2 BACKGROUND

5.2.1 The State of Kansas ICT Accessibility Standards are based on the revised standards developed to implement Section 508 of the Rehabilitation Act of 1973, as amended. For further information on Section 508 Standards, go to https://section508.gov/content/learn/laws-and-policies.

Portions of the text of this policy have been extracted in whole or in part from the Section 508 standards 36 C.F.R. Part 1194. Exact Section 508 terminology is frequently used to minimize potential confusion resulting from different wording between these standards and Section 508. However, the wording and content of Section 508 have not been adopted in all situations. Modifications to Section 508 wording have been made to clarify or adapt the standards consistent with Kansas resources and needs. State entities should use these state standards to comply with Kansas law requiring ICT accessibility.

6.0 POLICY:

6.1 All entity ICT shall be accessible to and usable by individuals with disabilities in accordance with federal and state law.

7.0 PROCEDURES:

7.1 ICT that is procured, developed, maintained, or used by entities—including that produced internally; developed or provided through contractual, licensing, or other arrangements; provided by third parties on behalf of state entities; or purchased—shall conform to the Functional Performance Criteria and Technical Requirements of the Revised 508 Standards: 508 Chapters 3 through 7 (36 C.F.R. Part 1194, Appendix C).

7.2 All entity ICT must meet the requirements set forth in section 7.1 within 18 months of the publication date of this policy.

7.3 GENERAL EXCEPTIONS

7.3.1 Legacy ICT. Any component or portion of existing ICT that complies with Information Technology Policy 1210 Revision 2, and that has not been altered on or after the compliance deadline specified in section 7.2, shall not be required to be modified to conform to these standards.

7.3.2 Public Safety Systems: These standards do not apply to any ICT operated by entities as part of a public safety system.

7.3.3 State Contracts: ICT acquired by a contractor incidental to a contract shall not be required to conform to these standards.

7.3.4 ICT Functions Located in Maintenance or Monitoring Spaces: Where status indicators and operable parts for ICT functions are located in spaces that are frequented only by service personnel for maintenance, repair, or occasional monitoring of equipment, such status indicators and operable parts shall not be required to conform to these standards.

7.3.5 Undue Burden or Fundamental Alteration: Where an entity determines in accordance with section 7.3.5 that conformance to requirements in these standards would impose an undue burden or would result in a fundamental alteration in the nature of the ICT, an exception may be requested, as detailed in section 7.3.5.2, for review by the State ADA Coordinator and the Director of IT Accessibility. If such an exception is granted, conformance shall be required only to the extent that it does not impose an undue burden, or result in a fundamental alteration in the nature of the ICT.

7.3.5.1 Basis for a Determination of Undue Burden: In determining whether conformance to requirements in these standards would impose an undue burden on the entity, the entity shall consider the extent to which conformance would impose significant difficulty or expense considering the entity resources available to the program or component for which the ICT is to be procured, developed, maintained, or used.

7.3.5.2 Required Documentation:

7.3.5.2.1 The responsible entity official shall document in writing the basis for determining that conformance to requirements in these standards would constitute an undue burden on the entity, or would result in a fundamental alteration in the nature of the ICT.

7.3.5.2.2 The documentation shall include an explanation, including an estimate of hard and soft costs that would be incurred, of why and to what extent compliance with applicable requirements would create an undue burden or result in a fundamental alteration in the nature of the ICT.

7.3.5.2.3 The documentation shall describe the alternative means to be provided in accordance with section 7.3.5.3, as well as the short- and long-term plans, with a timeline, for making the ICT accessible.

Progress updates shall be provided by the entity as requested by the State ADA Coordinator or the KPAT.

7.3.5.2.4 The documentation shall be submitted to the State ADA Coordinator. Requests for exception must receive approval from the State ADA Coordinator prior to deployment of the ICT.

7.3.5.3 Alternative Means: Where conformance to one or more requirements in these standards imposes an undue burden or a fundamental alteration in the nature of the ICT, the entity shall provide individuals with disabilities access to and use of information and data by an alternative means that meets identified needs.

7.3.6 Best Meets: Where ICT conforming to one or more requirements in these standards is not commercially available, the entity shall procure the ICT that best meets these standards consistent with the entity's business needs.

7.3.6.1 Required Documentation:

7.3.6.1.1 The responsible entity official shall document in writing: (a) the non-availability of conforming ICT, including a description of market research performed and which provisions cannot be met, and (b) the basis for determining that the ICT to be procured best meets the requirements in these standards consistent with the entity's business needs.

7.3.6.1.2 The documentation shall describe the alternative means to be provided in accordance with section 7.3.6.2.

7.3.6.1.3 The documentation shall be submitted to the State ADA Coordinator. Requests for exception must receive approval from the State ADA Coordinator prior to deployment of the ICT.

7.3.6.2 Alternative Means: Where ICT that fully conforms to these standards is not commercially available, the entity shall provide individuals with disabilities access to and use of information and data by an alternative means that meets identified needs.

7.4 ACCESS TO FUNCTIONALITY

7.4.1 Entities shall ensure that all functionality of ICT is accessible to and usable by individuals with disabilities, either directly or by supporting the use of assistive technology, and shall comply with section 7.4. In providing access to all functionality of ICT, entities shall ensure the following:

a. That state employees with disabilities have access to and use of information and data that is comparable to the access and use by state employees who are not individuals with disabilities; and

b. That members of the public with disabilities who are seeking information or data from a state entity have access to and use of information and data that is comparable to that provided to members of the public who are not individuals with disabilities.

7.4.2 User Needs: When entities procure, develop, maintain or use ICT they shall identify the needs of users with disabilities to determine:

a. How users with disabilities will perform the functions supported by the ICT; and

b. How the ICT will be developed, installed, configured, and maintained to support users with disabilities.

7.5 FUNCTIONAL PERFORMANCE CRITERIA: Where the requirements in 508 Chapters 4 and 5 do not address one or more functions of ICT, the functions not addressed shall conform to the Functional Performance Criteria specified in 508 Chapter 3.

7.6 ELECTRONIC CONTENT

7.6.1 Public Facing: Electronic content that is public facing shall conform to the accessibility requirements specified in section 7.6.3.

7.6.2 Entity Official Communication. Electronic content that is not public facing shall conform to the accessibility requirements specified in section 7.6.3 when such content constitutes official business and is communicated by an entity through one or more of the following:

a. An emergency notification;

b. An initial or final decision adjudicating an administrative claim or proceeding;

c. An internal or external program or policy announcement;

d. A notice of benefits, program eligibility, employment opportunity, or personnel action;

e. A formal acknowledgement of receipt;

f. A survey questionnaire;

g. A template or form;

h. Educational or training materials; or

i. Intranet content designed as a web page.

EXCEPTION: Records maintained by the State Records Board pursuant to state recordkeeping statutes shall not be required to conform to these standards unless public facing.

7.6.3 Accessibility Standard: Electronic content shall conform to Level A and Level AA Success Criteria and Conformance Requirements specified for web pages in WCAG 2.0 (incorporated by reference, see section 4.5).

EXCEPTION: Non-web documents shall not be required to conform to the following four WCAG 2.0 Success Criteria: 2.4.1 Bypass Blocks, 2.4.5 Multiple Ways, 3.2.3 Consistent Navigation, and 3.2.4 Consistent Identification.

7.6.3.1 Word Substitution when Applying WCAG to Non-Web Documents: For non-web documents, wherever the term “web page” or “page” appears in WCAG 2.0 Level A and AA Success Criteria and Conformance Requirements, the term “document” shall be substituted for the terms “web page” and “page”. In addition, in Success Criterion in 1.4.2, the phrase “in a document” shall be substituted for the phrase “on a web page”.

7.7 HARDWARE: Where components of ICT are hardware and transmit information or have a user interface, such components shall conform to the requirements in 508 Chapter 4.

7.8 SOFTWARE

7.8.1 Where components of ICT are software and transmit information or have a user interface, such components shall conform to section 7.8 and the requirements in 508 Chapter 5.

EXCEPTION: Software that is assistive technology and that supports the accessibility services of the platform shall not be required to conform to the requirements in 508 Chapter 5.

7.8.2 WCAG Conformance: User interface components, as well as the content of platforms and applications, shall conform to Level A and Level AA Success Criteria and Conformance Requirements specified for web pages in WCAG 2.0 (incorporated by reference, see section 4.5).

EXCEPTIONS:

1. Software that is assistive technology and that supports the accessibility services of the platform shall not be required to conform to section 7.8.2.

2. Non-web software shall not be required to conform to the following four Success Criteria in WCAG 2.0: 2.4.1 Bypass Blocks; 2.4.5 Multiple Ways; 3.2.3 Consistent Navigation; and 3.2.4 Consistent Identification.

3. Non-web software shall not be required to conform to Conformance Requirement 3 Complete Processes in WCAG 2.0.

7.8.2.1 Word Substitution when Applying WCAG to Non-Web Software: For non-web software, wherever the term “web page” or “page” appears in WCAG 2.0 Level A and AA Success Criteria and Conformance Requirements, the term “software” shall be substituted for the terms “web page” and “page”. In addition, in Success Criterion in 1.4.2, the phrase “in software” shall be substituted for the phrase “on a web page.”

7.8.3 Complete Processes for Non-Web Software: Where non-web software requires multiple steps to accomplish an activity, all software related to the activity to be accomplished shall conform to WCAG 2.0 as specified in section 7.8.2.

7.9 SUPPORT DOCUMENTATION AND SERVICES: Where an entity provides support documentation or services for ICT, such documentation and services shall conform to the requirements in 508 Chapter 6.

8.0 RESPONSIBILITIES:

8.1 Heads of entities are responsible to establish procedures for their organizations to comply with the requirements of this policy.

8.2 The KPAT will review this policy annually, to insure both its applicability and compliance with emerging regulations and standards.

9.0 CANCELLATION: Updates ITEC Policy #1210, Revision 2, titled “State of Kansas Web Accessibility Requirements”.

Data Replacement effort for Kansas Correctional Industries

Electronic records and retention statement:

Current operating procedures will not change as we follow the established policy for record retention per state statutes and/or policy. This current operation maintains both, paper documentation and electronic documentation for all designated time frames maintaining compliance. Retention would not exceed 5 years.

1) **Identify replaced paper records**

   This is an electronic purchasing and inventory system. The platform, along with its contents, is currently supported by XData.

2) **Identify new business functions. The following is a limited list of high level functional requirements:**
   The system must have the ability to provide real solutions and unique capabilities to put those solutions to work providing information technology in such areas as e-business, product configuration concepts, techniques and functions, along with the custom support needed to put them to work allowing KCI to operate efficiently and profitably.

   The ERP system will be required to be comprised of numerous different modules that will be developed to mirror the current XData system and be compatible with the KDOC's Smart system. KCI's website must be compatible with PD Shop 10 and Adobe Commerce or equivalent
   Inventory files and security management features will form to system where the master files include customers, vendors, item masters, fiscal inventories and accounting relating to yearly inventories and daily cycle counts.

   Event notification will be required which enables the creation of user defined events

   Configuration and ordering are at the core of the ERP system. The entered information is linked to every other module, from manufacturing through financials. Whether orders come from customers, over the internet or from our sales staff, the system will ensure accurate ordering with all available options, within engineering specifications to include entry of custom-made orders with no bill of materials and generation of production job numbers to coincide with said custom orders. Product availability, lead-time and delivery dates will be instantly available. Quotes, promotions and volume pricing will also be included. Customer-specific defaults will streamline the ordering process. Integrated credit management ensures that our customers get the terms they demand, without exceeding the limits we set. The Order Processing will be the module within the overall ERP Sales Order/Quotation Management solutions. Order Processing will be designed to

provide the tools and information needed to streamline the entry, maintenance and processing of all types of orders, including quotes. Functionality includes pricing and promotions, order promising, return authorizations (RMAs), quotation management, credit memos, inventory allocation, shipping and invoicing.

APIs will perform certain functions against our database.

The application will have the ability to access data, change data and receive numerous payment methods to include cash, checks, interfund transfers and credit cards to include a preauthorization approval system.

Upon receipt of the transaction, the configurator executes the validation routines to ensure an acceptable order goes to manufacturing. Includes purchase orders, sales orders, acknowledgments, advance ship notices, invoices and cash receipts.

System required to provide all the features necessary to manage the engineering records of our organization for part number-based environments. These features include bill of material creation, maintenance and reporting, product routings and work center maintenance. All features provide where used inquiry functions for improved management of engineering records.

The system knowledge base is designed to support multiple configuration platforms, including internal customer service and internet-based entry.

Feature must provide the functionality to manage constantly changing engineering specifications associated with both stock and custom configured product lines. Integration of engineering change management functionality into system and data files ensures that engineering changes are managed and effectively rolled into production.

With the Product Configuration feature, KCI will have the power to consolidate and simplify PCM maintenance. The PCM feature will provide KCI will be ability to analyze, create and maintain PCM models in a single maintenance facility and we will immediately see the effects of configuration changes. It should include images for finished products. This feature should streamline the process of maintaining configuration rules and rolling out new products. This will allow selective migration of new and changed configuration data from the development environment to the live environment on a controlled schedule. This application will allow configuration engineers to be working in an isolated area and then control the promotion of validated configuration changes when fully proofed and ready to implement.

Manufacturing reporting and control must provide complete control for all work order management. Work orders can be manually created, released, printed and reported.

The reporting supports production completion, scrap reporting and labor reporting. All reporting is performed through various workstation-based reporting screens. Work order close routines will generate necessary product/job costing reports including job variances.

The Distribution Requirements Planning module of this system will control planned/forecasted demand between plants and distribution centers within KCI. The DRP module will also support the execution of the plan by providing full management and control of the interplant shipments; this includes managing any transfer of ownership and/or gain and loss accounting.

System must be designed as an integrated logistics planning module, ERP based sales, production and configuration information to build truck loads based on user-defined rules and logic. The dispatch application will be fully integrated with the ERP production and scheduling modules, as well as third party route planning and optimization products

System should be customizable and will contain a “point-and-click” execution of the truck loading process. Trucks planned through dispatch planning will be loaded, closed, shipped and invoicing initiated through these screens. Output to support the shipping process will include documents such as bills of lading, manifests, load and delivery lists, as well as detail required to support ASN output for EDI transmission to customers.

The system’s schedule application will be a browser-based application designed to support the dynamic scheduling of manufacturing orders into production batches or runs based on actual product mix and user-defined scheduling criteria. Schedule will provide access to critical production capacity, sales and product information for use in defining the optimal size and run sequencing.

The system’s purchasing and receiving will be designed to help KCI manage the business activities associated with material procurement, quality control and vendor management. The purchasing and receiving module will be tightly integrated with MRP, MPS, PDM and PCM to automate material requests and the processing of vendor deliveries, feeding information to the accounts payable module, allowing streamline invoice matching. Purchasing, along with other inquiry modules, will be designed to provide enhanced visibility and drill-down into purchase orders, requisitions and analytics.

As an extension to the configuration-based production system, design will close the integration loop between production scheduling, material optimization, shop floor equipment and material handling devices. This module will support several standardized machine interfaces including GED, Lineal Mate, ARDIS, FREECAD, ProNest and CUT-RITE.

3) Reasons for business functions

The present ERP system, XData, which is currently being utilized by KCI is being identified to become obsolete next year and a new ERP system is required to provide a solution for the long-term allowing KCI to operate as it has previously. The new ERP system will be designed, installed with the transfer of data from the current XData system, and provide professional services and maintenance

4) Records requirements for business function

The accounts payable module must be fully integrated with the purchasing and receiving modules to quickly validate vendor invoices against authorized purchases and accepted purchase receipts. Payables will be an intranet-based inquiry application that provides enhanced visibility into open and historical payment details, as well as analysis of open payables information.

The accounts receivable module must support all the organizational activities associated with credit management, cash collection and credit card payments, to include a preauthorization module within the system. This application will be tightly integrated with the sales order management and the shipping and billing modules to provide real-time credit visibility and streamline the processing of customer invoices. Receivables feature must be a browser-based tool providing enhanced visibility to open and historical receivables details, as well as visibility to analyze open receivables information. The credit and collections module will provide the tools and information to proactively manage credit and cash exposure for active customer accounts. This application will be integrated with the sales order management module to automatically apply user-defined credit limits and past due rules against incoming sales orders.

Browser-based inquiry application will integrate sales, purchasing, general ledger, accounts receivable, accounts payable information and assumptions to quickly analyze the availability of working capital in both the short and long term is required.

Feature must be designed to automatically validate and capture the operational transactions processed within the system, the general ledger must be fully integrated with all the supporting modules, with flexible options for posting both summary and detailed financial information. This summary and detailed information maintained within the general ledger module will provide the foundation for generating standard and ad-hoc financial reports used in analyzing and controlling all aspects of KCI's operations. This will be an intranet-based inquiry application designed to provide enhanced drill-down into the general ledger transactions and budget entries across all applications modules.

Statements will allow KCI to define and maintain financial reporting documents based on the summary and detailed information maintained within the general ledger. Statements may be an Excel add-in product.

The product costing module will be designed to accurately track and calculate product costs based on material, labor and any established overheads for purchased, make-to-stock and customer specified made-to-order products. Several foundation costing methodologies should be supported, providing accurate pricing, profitability and performance information across all aspects of the system.

The multi-currency module will be designed to provide flexibility to do business with customers and vendors in alternate local currencies, maintaining centralized control of all financial transactions with an established base currency for a company or division.

5) Documents in another system?

Kansas Correctional Industries is currently using XData services for the ERP system. The new system should have the ability to transfer all data.

6) Public access requirements

This system will have no public access

7) Access control requirements

Only staff of the Kansas Correctional Industries will have access/control of this system.

8) Identify all records with retention period of 10 years or more

General retention for this functioning platform is 3-5 years. This effort will follow all project documentation retention requirements as set forth by the State of Kansas

9) Estimate three year cost of addressing records identified in No 8 and contractor obligations

Contractor will be required to implement all aspects of the new ERP system during a timeframe not to exceed 100 days from receiving written notice to proceed. Contractor must provide a variety of implementation services support depending on specific requirements determined for each department utilizing the system. The implementation will include on site training and/or Zoom training for each of KCI's department's designated individuals to continue with future training throughout KCI. Implementation services are contracted and billed on a time and materials basis during the installation of the system, transfer of data, specific user orientation training and initial year end reconciliation. The contract rates are to include but not be limited to training and travel and living expenses during on-site training, 100% implementation within 75 to 100 days and year end close out assistance at the end of the initial fiscal year during the year of implementation as well as first year of operating 12 months. Contractor will provide experienced consultants and not outsource any of these implementation services. This is an important differentiator as the consultants must have daily direct contact with the developers of the new ERP system to ensure proper and timely installation and transfer of electronic data for the final product. Knowledge of Kansas Correctional Industries and the current ERP system, XData, would be beneficial.

Contractor will provide a wide variety of consultation and services support, depending on the specific requirements determined for each department. These consults and services are included and identified at a set annual fee within this agreement for the duration of the agreement which is agreed upon as an initial five (5) year basis with and option to renew for a second five (5) year period with the cost not to exceed the previous five (5) year cost for a total of ten (10) years.

If this software becomes damaged or possibly unusable for its intended purpose at not fault
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of KCI, it will be the responsibility of the contractor to replace and/or upgrade the system with no additional cost.

Risk Identification Summary
(Top Five Risks)

A description of project risks, the probability of the risk occurring, the impact of the risk on the project, and the suggested mitigation activities.

Last Risk Assessment Date: 11/04/2022 Prepared by: Denise Herrman with KCI staff

Category	*Prob*	*Imp*	*Risk*	*Mitigation Approaches*
Management Commitment	**Low**		**Lack of commitment and effort endorsement by management**	**Management is fully onboard in an effort for a transparent business transition for both agency and customer.**
Financial Risk	**L**		**Assurance that the new ERP will continue to operate as in the past**	**The users have researched and conferred with prospective data provided to obtain complete financial analysis**
Management experience	**L**		**Lack of experience could result in loss of revenue and customer base**	**This is an existing system which will include a nearly transparent conversion.**
Work Plan	**L**		**A complete work plan should be in place to meet timeline requirement**	**Users have created a detailed plan which includes technical specifications, configuration and web services/API procedures**
Milestone check points	**L**		**Timelines should be strict to continue support when the prior system becomes obsolete.**	**A complete timeline/breakdown structure has been carefully considered and created.**

Legend
Prob = Probability of Occurrence
Imp = Impact

RISK ASSESSMENT MODEL
High Level Plan - Summary Report
Ver. 1.0

Agency Name: Kansas Correctional Industries

Project Name: Replacement of Enterprise Resource Planning System (Xdata)

1. Introduction

The Risk Assessment Model measures risk in distinct areas. Below are the average scores based on the results from the questionnaire. Each area indicates the measured risk on a scale from 1 to 9, with 9 being the highest risk. Scores lower than 2.0 are considered "Low Risk", scores higher than 2.0 are "Medium Risk" and scores higher than 3.0 are considered "High Risk".

2. Summary

Score	Risk Level	Risk Area
1.0	LOW	Strategic Risk
1.7	LOW	Financial Risk
3.2	HIGH	Project Management Risk
2.3	MEDIUM	Technology Risk
1.0	LOW	Change Management / Operational Risk

Note: If you get "#VALUE!" as a result in any of the "Score" or "Risk Level" fields, you have unanswered questions. Go back and check your answers.

3. Signature

I have reviewed the results of the Risk Assessment Model. The results are indicators only and do not represent all the risks of the project. ITEC will use the results as the basis of discussion, and will not rely solely on the output.

Denise Herrman/KDOC Project Analyst

Project Director

RISK ASSESSMENT - Summary Report

High Level Plan - List of Comments

(Expand Row Height to Show all Text)

1 The business users have researched options and compiled an acceptable solution. A data provider has been located who is able to mirror the existing format as well as effectively transfer existing data.
2 The users/KCI, have thoroughly researched the options and have arrived at a solution they feel best fits the objective.
3 The users have researched conferred with prospective data provided to obtain a complete cost analysis.
4 Payback will be over several years of operation being monitored with checks and balances for the KCI operation which in turn saves tax payer dollars by gerating higher levels of revenue.
5
6 Extensive experience as this is an effort to merely replace an existing data system. Requirements and expectations have been identified.
7 Users have created a detailed project proposal including technical specifications, configuration, webservices/API procedures.
8
9 Tracking and resolution to be in place once work project is rewarded
10 The identified prospective development team is off site. However, they collaborate and have contact with the users regulary.
11 Needs requirements have been reviewed and assured by the prospective vendor. Completed installation of program and training required by assigned deadline of awarded project.
12 Upon award of contract, completion of testing in specifications
13 The proposed system is able to accept seamless data transfer from prior system.
14 This an exiting functional system that is being replaced due to the lack of on-going future support.