

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



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

DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

October 7, 2022

Richard Beattie, Director
Procurement and Contracts

Dear Mr. Beattie:

The high-level project plan for the Department of Revenue Kansas Assessment Data Network Project (Assessment Connect) is enclosed. Valerie Eakes-Kann is the primary contact for the project and can be reached at (785) 213-5310. 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

Richard Beattie
10/7/2022
Page 2 of 2

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

Respectfully,

DocuSigned by:



B238FA455D9F48A...
Mark A. Burghart, Secretary
Department of Revenue

DocuSigned by:



1DAB26281F9B47E...
DeAngela Burns-Wallace
Executive Branch CITO

cc: Kelly O'Brien, CITO, Judicial Branch
Alan Weis, CITO, Legislative Branch
Adam Proffitt, Director of the Budget
Aaron Klaassen, JCIT
JCIT Membership
Linda Norris, OPC
Kelly Johnson, OPC
Brian Reiter, OITS
Andy Sandberg, KDOR
Valerie Eakes-Kann, KDOR
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sara Spinks, KITO

Secretary of Revenue
109 SW 9th Street
PO Box 3506
Topeka KS 66601-3506
Mark A. Burghart, Secretary



Phone: 785-296-3042
Fax: 785-368-8392
www.ksrevenue.gov
Laura Kelly, Governor

September 15, 2022

DeAngela Burns-Wallace
Department of Administration
900 SW Jackson, Room 751S
Landon State Office Building
Topeka KS, 66612-1275

The Kansas Department of Revenue respectfully submits the high-level project plan for review and approval of the PVD Kansas Assessment Data Network Project (Assessment Connect).

The documents making up this submission include all documents required under the IT Project Approval Process for IT projects over \$250,000. If you have any questions, please contact Valerie Eakes-Kann (785) 213-5310.

Sincerely,

Mark A. Burghart

State Entity: KDOR Property Valuation Division	
Project Name: Kansas Assessment Data Network Project (Assessment Connect)	
Greater than \$250,000/ less than \$1,000,000 (Y/N): N	
Greater than \$1,000,000 (Y/N): Y	
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	n/a
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500)	
Statement of compliance	Y
If different, attach CITO waiver	n/a
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	N - TBA
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.	N - TBA
Risk Identification Summary (Form ITEC PM02-11a)	Y
Risk Assessment Model (RAM) Summary - High Level Plans	Y
Fiscal Note, if appropriate	N
Electronic copy submitted four weeks prior to contract award and/or project execution	

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 518																					
1. Project Title:				2. Project Priority		3. Estimated Dates															
Kansas Assessment Data Network Project (Assessment Connect)						Planning Start:		7/14/2022													
Agency:						Execution Start:		11/21/2022													
KDOR Property Valuation Division (PVD)						Close-Out End:		10/26/2023													
4. Project Description and Justification:				Date Submitted:		9/21/2022															
The Assessment Connect project will modernize the entire process of collecting, analyzing, and reporting property assessment data, creating a durable foundation for rapidly expanding the analytical capabilities of PVD and all 105 counties in the State, in one integrated statewide system for data management and assessment specific analytics. The objectives of this project includes improving accessibility, fairness, and uniformity of the State's valuation system; finding innovative ways for appraisers, administrators, analysts and PVD staff to improve operational efficiencies; and improving trust, collaboration, and engagement with county stakeholders and most importantly, the public. This project is a collaborative effort involving PVD, county appraisers, DASC, and INK. Article 11, Section 1 of Constitution of the State of Kansas provides that the legislature shall provide for a uniform and equal basis of valuation and rate of taxation for all property subject to taxation. County appraisers, by law, are charged with listing and valuing all property in their jurisdiction annually as of each January 1. The director of PVD is required to exercise general supervision over the administration of the assessment and tax laws of the state, including general oversight of the county appraisers, as well as render all assistance possible toward uniform assessments within the counties and throughout the state. The data landscape that underpins our work and connects it with the 105 Appraisers in each county is both complex and distributed by its very nature. It involves the collection, validation, analysis, and distribution of data and information about market sales, parcels, appraised values, appeals, exemptions, and tax collections across all property classes defined in the Kansas Constitution. A key benefit of this project is the modernization of the collection, validation, and aggregation of all relevant property and tax data from county systems throughout the State, by connecting the silos of data and automating the flow of authoritative and standardized property-related data across the state. This is the foundation for all datadriven programs and strategies in the property valuation process to be able to scale rapidly, cost-effectively, and sustainably. Another benefit of this project is that it will automatically make visible the newly connected data in the form of assessment insights and ready-to-use reports that provide a highly interactive and actionable experience for analysts, appraisers, county appraisers, and administrators alike. That experience will provide an innovative analytics solution expressly designed for understanding market trends, performing sales ratio studies, finding comparables, tracking appeals, and managing exemptions. This functionality will also be provided to counties so they can access the same interactive reports and dashboards for their own county-level data. This dual access strategy will create a single source of truth that all participants can share to promote collaboration and eliminate lags in report creation and distribution. That is in addition to providing a searchable stateside dataset and interactive experience for residential and commercial property comparables that is lacking today for a great number of counties. The Assessment Connect project will, in addition, make property data open, accessible, and consumable to the public.																					
Is this an Infrastructure Project? (Y/N)								N													
Will Business Process Modeling be completed during the IT project and business design? (Y/N)								Y													
Will national and/or industry data standards be used? (Y/N)								Y													
If yes, please specify.		World Wide Web Consortium (W3C)																			
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.																					
This project is a collaborative effort involving PVD, county appraisers, DASC (hosting the maps), and Tyler Technologies. Kansas County Appraisers Association (KCAA) will appoint representatives to assist with planning, testing and implementation.																					
5. Estimated Project Cost																					
Category		Cost		KITO Rate Structure				Project Quarterly KITO Fee													
Internal Cost (Salaries)		\$0		<table><tr><th colspan="2">Project Value Range</th><th>Quarterly Rate</th></tr><tr><td>\$250,000</td><td>\$10,000,000</td><td>0.00350</td></tr><tr><td>\$10,000,001</td><td>Greater</td><td>0.00050</td></tr><tr><td colspan="2">Infrastructure Projects</td><td>0.00035</td></tr></table>				Project Value Range		Quarterly Rate	\$250,000	\$10,000,000	0.00350	\$10,000,001	Greater	0.00050	Infrastructure Projects		0.00035	\$2,800	
Project Value Range		Quarterly Rate																			
\$250,000	\$10,000,000	0.00350																			
\$10,000,001	Greater	0.00050																			
Infrastructure Projects		0.00035																			
Contractual Services		\$800,000																			
Commodities		\$0																			
Capital Outlay		\$0																			
Sub-Total Project Costs		\$800,000																			
Total KITO Rate Fee		\$11,200																			
Total Project Costs		\$811,200																			
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		7/14/2022		11/18/2022		\$0		\$600,000		\$600,000											
Execution		11/21/2022		10/26/2023		\$0		\$211,200		\$211,200											
										\$0											
										\$0											
										\$0											
										\$0											
Execution Sub-Total		11/21/2022		10/26/2023		\$0		\$211,200		\$211,200											
Close-Out		10/5/2023		10/26/2023		\$0		\$0		\$0											
Grand Internal, External, and Total Costs						\$0		\$811,200		\$811,200											
7. Amount by Source of Financing:																					
State Fiscal Years	1. SGF	2. PVD FUND	3. INK Grant	4.	5.	6.	7.	Total													
SFY 2023		\$8,400	\$700,000					\$708,400													
SFY 2024		\$2,800	\$100,000					\$102,800													
SFY 2025								\$0													
SFY 2026								\$0													
SFY 2027								\$0													
SFY 2028								\$0													
Total Project Costs	\$0	\$11,200	\$800,000	\$0	\$0	\$0	\$0	\$811,200													
Description of funds listed above																					
Fund 8600000 Property Valuation Division Fund																					

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION – DA 519

1. Project Title		2. Estimated Dates		Projected Months from			
Kansas Assessment Data Network Project (Assessment Connect)		Planning Start:	7/14/2022	Execution to Close-Out			
		Execution Start:	11/21/2022	12			
		Close-Out End:	10/26/2023				
3. Agency		4. Project Director/Project Manager					
KDOR Property Valuation Division (PVD)		David Harper, Project Director Valerie Eakes-Kann, Project Manager					
5. Qualitative and Quantitative Savings Explanation							
- The objectives of this project includes improving accessibility, fairness, and uniformity of the State's valuation system; finding innovative ways for appraisers, administrators, analysts and PVD staff to improve operational efficiencies; and improving trust, collaboration, and engagement with county stakeholders and most importantly, the public. - A key benefit of this project is the modernization of the collection, validation, and aggregation of all relevant property and tax data from county systems throughout the State, by connecting the silos of data and automating the flow of authoritative and standardized property-related data across the state. This is the foundation for all data driven programs and strategies in the property valuation process to be able to scale rapidly, cost-effectively, and sustainably. - Another benefit of this project is that it will automatically make visible the newly connected data in the form of assessment insights and ready-to-use reports that provide a highly interactive and actionable experience for analysts, appraisers, county appraisers, and administrators alike. - The Assessment Connect project will, in addition, make property data open, accessible, and consumable to the public. - The data Catalog Connectors will allow administrators to connect assets from a public ArcGIS Server or from another data catalog (e.g. ArcGIS Online, CKAN, etc) using a data.json connection to their systems. This creates a level of interoperability and federation that will allow KDOR and DASC to enhance the availability of data across all the state's compatible data repositories. - The Assessment Connect project will create a durable foundation for rapidly expanding the analytical capabilities of PVD and all 105 counties in the State, in one integrated statewide system for data management and assessment specific analytics.							
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)							
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Savings (Hard Dollars)							
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other (Include Intangible Benefits)							
Implementation of the new system will enhance PVD functions primarily through added efficiencies and transparency.		\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Quantitative Savings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
7. Summary*		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Project Costs	Total	\$811,200	\$708,400	\$102,800	\$0	\$0	\$0
Net Cost Benefit	Total	-\$811,200	-\$708,400	-\$102,800	\$0	\$0	\$0
Cost Benefit per Month		\$0					
Calendar Months to Break Even		#DIV/0!					
8. Ongoing Cost		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Operational Cost for three ensuing SFYs		\$0	\$600,000	\$600,000	\$600,000	\$0	\$0

* 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

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
1	PVD Assessment Connect Project	326 days	1,016 hrs	Thu 7/14/22	Thu 10/26/23			No
2	Project Planning	60 days	984 hrs	Thu 7/14/22	Thu 10/6/22			No
3	Finalize Contracts	60 days	664 hrs	Thu 7/14/22	Thu 10/6/22			No
4	INK/Tyler Contractual Documents in Review	56 days	448 hrs	Thu 7/14/22	Fri 9/30/22		Robert Challquist	No
5	Contracts Signed	1 day	0 hrs	Mon 10/3/22	Mon 10/3/22	4		No
6	NASPO ValuePoint participating addendum in Review	27 days	216 hrs	Thu 7/14/22	Fri 8/19/22		Stephanie Frakes	No
7	Participating Addendum Finalized	0 days	0 hrs	Thu 10/6/22	Thu 10/6/22	6,13		Yes
8	High Level Plan	60 days	320 hrs	Thu 7/14/22	Thu 10/6/22			No
9	Prepare High Level Project Plan Documents	40 days	320 hrs	Thu 7/14/22	Thu 9/8/22		Valerie Eakes-Kann	No
10	Submit high level plan documents for Agency Approval	3 days	0 hrs	Fri 9/9/22	Tue 9/13/22	9		No
11	Submit high level plan documents to KITO for review	1 day	0 hrs	Wed 9/14/22	Wed 9/14/22	10		No
12	KITO Review of High Level Plan Documents	15 days	0 hrs	Thu 9/15/22	Wed 10/5/22	11		No
13	High Level Plan Approved by KITO	1 day	0 hrs	Thu 10/6/22	Thu 10/6/22	11,12		No
14	Project Start-Up	30 days	32 hrs	Fri 10/7/22	Fri 11/18/22			No
15	Project Kick Off Meeting	1 day	0 hrs	Fri 10/7/22	Fri 10/7/22	5,13		No
16	Scoping Session to Finalize Scope	4 days	0 hrs	Mon 10/10/22	Thu 10/13/22	15		No
17	Detailed SOW Delivery	4 days	32 hrs	Fri 10/14/22	Wed 10/19/22	16	Tyler	No
18	Detailed Level Project Plan	20 days	0 hrs	Thu 10/20/22	Thu 11/17/22			No
19	Prepare and submit Detailed Project Plan	5 days	0 hrs	Thu 10/20/22	Wed 10/26/22	17,13		No
20	Detailed Level Plan Approved by KITO	15 days	0 hrs	Thu 10/27/22	Thu 11/17/22	19		No
21	Project Start-Up/Initiation Complete	1 day	0 hrs	Fri 11/18/22	Fri 11/18/22	15,20		No
22	Project Execution	236 days	0 hrs	Mon 11/21/22	Thu 10/26/23	21		No
23	Project Management	236 days	0 hrs	Mon 11/21/22	Thu 10/26/23			No
24	Monthly Project Management	236 days	0 hrs	Mon 11/21/22	Thu 10/26/23	21		No
25	Quarterly INK Reports	192 days	0 hrs	Fri 1/13/23	Fri 10/13/23			No
26	Status and Progress Report - Jan	1 day	0 hrs	Fri 1/13/23	Fri 1/13/23			No
27	Status and Progress Report - Apr	1 day	0 hrs	Fri 4/14/23	Fri 4/14/23			No
28	Status and Progress Report - Jul	1 day	0 hrs	Fri 7/14/23	Fri 7/14/23			No
29	Status and Progress Report - Oct	1 day	0 hrs	Fri 10/13/23	Fri 10/13/23			No
30	Quarterly KITO Reports	192 days	0 hrs	Thu 12/29/22	Fri 9/29/23			No
31	Oct-Nov-Dec 2022	1 day	0 hrs	Thu 12/29/22	Thu 12/29/22			No
32	Jan-Feb-Mar 2023	1 day	0 hrs	Fri 3/31/23	Fri 3/31/23			No
33	Apr-May-Jun 2023	1 day	0 hrs	Fri 6/30/23	Fri 6/30/23			No
34	Jul-Aug-Sept 2023	1 day	0 hrs	Fri 9/29/23	Fri 9/29/23			No
35	First Quarter: Focus on getting to preview release of Assessment Connect with live data from participating counties, as early as possible	80 days	0 hrs	Mon 11/21/22	Fri 3/17/23			No
36	Design of Custom Configuration	10 days	0 hrs	Mon 11/21/22	Tue 12/6/22	17		No
37	Update solution and project plan. Set up project governance	5 days	0 hrs	Wed 11/30/22	Tue 12/6/22	21,36FF		No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
38	Create data domains for EDP, Assessment Connect and Open Data with an instance of the platform to support the upcoming project	1 day	0 hrs	Wed 12/7/22	Wed 12/7/22	37		No
39	Start deployment of Data Gateway to Azure environment Fourth week of July	5 days	0 hrs	Thu 12/8/22	Wed 12/14/22	38		No
40	Start communication and engagement with 15 counties that host their own on-premise version of Orion - Request access to install gateway, provide support	20 days	0 hrs	Thu 12/8/22	Fri 1/6/23	39SS		No
41	Test and refine aggregation scripts, validation rules, and scheduling automation	29 days	0 hrs	Thu 12/15/22	Fri 1/27/23	39		No
42	Configure Assessment Connect Beta with early data as it becomes available	20 days	0 hrs	Fri 1/20/23	Thu 2/16/23	41FS-6 days		No
43	Validation of metrics and accuracy with PVD subject matter experts	41 days	0 hrs	Fri 1/20/23	Fri 3/17/23	42SS		No
44	Develop a contingency plan for dealing with non-participation if some counties are not actively engaged	20 days	0 hrs	Fri 1/20/23	Thu 2/16/23	43SS		No
45	Second Quarter: Focus on PVD user training for Assessment Connect leading to October start for tax season, while preparing to on-board counties	80 days	0 hrs	Fri 1/20/23	Thu 5/11/23			No
46	Train PVD staff how to use Assessment Connect effectively, and support adoption	40 days	0 hrs	Fri 1/20/23	Thu 3/16/23	43SS		No
47	Continue to refine solution configuration, performance tuning, and quality control based on user feedback	39 days	0 hrs	Fri 1/20/23	Wed 3/15/23	46SS		No
48	Launch Assessment Connect to PVD staff	40 days	0 hrs	Thu 2/16/23	Wed 4/12/23	47FS-20 days		No
49	Start the design and prototyping process for Comp Finder with PVD and a small group of county users (for release in the 3rd quarter)	40 days	0 hrs	Fri 3/17/23	Thu 5/11/23	48FS-19 days		No
50	Design access control for county users	20 days	0 hrs	Thu 4/13/23	Wed 5/10/23	49FS-21 days		No
51	Continue to drive county participation in the data automation project, tune the data pipeline for performance	60 days	0 hrs	Thu 2/16/23	Wed 5/10/23	50FF		No
52	Third Quarter: Focus on the county experience including Comp Finder, on-boarding county users. Start design the open data experience	63 days	0 hrs	Thu 4/6/23	Wed 7/5/23			No
53	Launch the MVP for Comp Finder and drive iterative development through early adoption and feedback cycle	40 days	0 hrs	Thu 4/6/23	Thu 6/1/23	51		No
54	On-board counties and support the programmatic rollout (1to many communication, on-demand education, support)	20 days	0 hrs	Thu 5/4/23	Thu 6/1/23	53FF		No
55	Design the open data program with PVD staff, including detailed requirements for the packaged report templates. Provide training to PVD staff for open data program administration	40 days	0 hrs	Thu 4/6/23	Thu 6/1/23	54FF		No
56	Launch the open data site, with the first version of the packaged reports	23 days	0 hrs	Fri 6/2/23	Wed 7/5/23	55		No

ID	Task Name	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
57	Fourth Quarter: Focus on EDP enablement for PVD, close out the project and transition to Support	64 days	0 hrs	Thu 7/6/23	Wed 10/4/23			No
58	Deliver technical training for the EDP: data management and governance best practices, adding new data sources, creation and sharing of new data assets	42 days	0 hrs	Thu 7/6/23	Fri 9/1/23	56		No
59	Address issues from user feedback: Assessment Connect, Open Data, County Experience	42 days	0 hrs	Thu 7/6/23	Fri 9/1/23	58SS		No
60	Validate completion of deliverables with PVD, refine support and documentation to transition the program to support	22 days	0 hrs	Thu 8/3/23	Fri 9/1/23	58FF		No
61	Develop a growth and sustainability plan for the future	22 days	0 hrs	Tue 9/5/23	Wed 10/4/23	60		No
62	Closeout	16 days	0 hrs	Thu 10/5/23	Thu 10/26/23			No
63	Lessons Learned	5 days	0 hrs	Thu 10/5/23	Wed 10/11/23	60,61		No
64	Draft Post Implementation Evaluation Report (PIER)	10 days	0 hrs	Thu 10/12/23	Wed 10/25/23	63		No
65	Submit PIER Review	0 days	0 hrs	Wed 10/25/23	Wed 10/25/23	64		Yes
66	Celebration	1 day	0 hrs	Thu 10/26/23	Thu 10/26/23	65		No
67	Closeout Complete	0 days	0 hrs	Thu 10/26/23	Thu 10/26/23	66		Yes



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

785-272-8681, ext. 271
matt.veatch@ks.gov
kshs.org

Jennie Chinn, Executive Director

Laura Kelly, Governor

September 30, 2022

Secretary Mark Burghart
915 SW Harrison Street #300
Topeka, KS 66612

Dear Secretary Burghart,

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 (ERRS) 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, Valerie Eakes-Kann, Project Manager for the Kansas Department of Revenue (KDOR), recently sent to me for review an ERRS for the Property Valuation Division's Assessment Connect high-level project plan. From my review of the project plan materials, this project does not affect records with long term retention. State Archives staff has advised that agency staff should review their retention schedules and update them at some point, but that has no bearing on this project.

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

Sincerely,

Megan Burton
State Archivist

cc: Valerie Eakes-Kann, Project Manager, KDOR
Cole Robison, Director of IT Accessibility, OITS



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

Jennie Chinn, Executive Director

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Laura Kelly, Governor

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DeAngela Burns-Wallace, Chief Information Technology Officer

Laura Kelly, Governor

September 30, 2022

Mark Burghart, Secretary
Department of Revenue
109 SW 9th St.
Topeka, KS 66601-3506

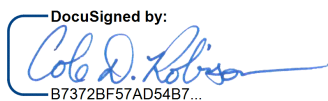
Dear Sec. Burghart:

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 Valerie Eakes-Kann an Accessibility Statement for the Kansas Assessment Data Network Project (Assessment Connect) for review in compliance with this process.

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

The Accessibility Statement for the Assessment Connect high-level project plan is approved. A copy of this letter should be included with the submittal of the Assessment Connect high-level project plan for Branch CITO approval.

Sincerely,

DocuSigned by:

B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Valerie Eakes-Kann, Department of Revenue
Anthony Fadale, State Americans with Disabilities Act Coordinator
Andy Sandberg, Department of Revenue
Sara Spinks, Director, Kansas Information Technology Office

Information Services
 900 SW Jackson Street
 PO Box 3506
 Topeka KS 66601-3506
 Mark A. Burghart, Secretary
 Andy Sandberg, CIO



Phone: 785-296-7060
www.ksrevenue.org
 Laura Kelly, Governor

August 1, 2022

RE: PVD Assessment Connect

Architectural Statement

The Kansas Department of Revenue complies with ITEC Policies 4010 and 9500 as found at <https://ebit.ks.gov/itec/resources/policies/itec-policy-4010> and <https://ebit.ks.gov/itec/resources/policies/itec-policy-9500>.

Current, planned, and future KDOR Information Technology projects are in compliance with the State of Kansas Architecture. In-house development and vendor supplied technologies will be implemented in accordance with State Architecture standards.

Architectural details for the Assessment Connect will be designed and developed to be in full compliance with ITEC Policy 4010¹ and ITEC Policy 9500².

Project Management:	KDOR
Risk Assessment:	KDOR
Database:	PostgreSQL
Desktop Operating System:	Web browser
Desktop Platform:	Web services
Server Operating System:	Ubuntu Linux
Server Platform:	Amazon Web Services
Enterprise Operating System:	Microsoft Windows
Enterprise Platform:	N-tier web services
Local Area Network Typology:	Ethernet Backbone w/ TCP/IP VLAN
Wide Area Network Topology:	TCPIP/Frame Relay and AT&T VPN
Application Language:	Custom 3rd party

¹ Information Technology Policy 4010, Revision 1.

² Information Technology Policy 9500 – Wireless Local Area Network Policy.

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RE: PVD Assessment Connect

Ownership of Software Code and Related Intellectual Property Statement

The Kansas Department of Revenue complies with ITEC Policy 1500 as found at is https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf.

Current, planned, and future KDOR Information Technology projects are in compliance with the State of Kansas Policy for Ownership of Software Code and Related Intellectual Property.

For this engagement, the policy is not applicable as Tyler is proposing a limited subscription license to a cloud-based COTS SaaS solution. There will be no custom development and the license does not provide KDOR with title or ownership to the Data & Insights SaaS Services, instead it is a right of limited use as further defined in the contract.

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RE: PVD Assessment Connect Project

Accessibility Statement

The Kansas Department of Revenue intends to comply with the accessibility requirements outlined in ITEC Policy 1210.

The Kansas Department of Revenue will incorporate will incorporate ITEC Policy 1210 in any bid specifications and systems requirements for all products that are procured, provided as a service, or custom built as part of the project; and require documentation of conformance using the Voluntary Product Accessibility Template® (VPAT®), version 2.0 or later, available at <https://www.itic.org/policy/accessibility/vpat>, including the Web Content Accessibility Guidelines (WCAG) 2.0 Level A, WCAG 2.0 Level AA, and the Revised Section 508 standards.

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RE: PVD Assessment Connect Project

Electronic Record Retention Statement

The Kansas Department of Revenue utilizes records retention policies and procedures which comply with Kansas Statutes. The Kansas Department of Revenue has a records officer who is responsible for establishing the policies and procedures for the agency.

1. For each business function supported by the new system, what paper records are being replaced and which will continue to exist in both paper and electronic form?

PVD does not plan to replace paper records with electronic forms for online reports.

2. What new business functions will be implemented?

There will not be new business functions for PVD and the Counties, but it will be a new process for analyzing, accessing, and reporting the data.

3. What are the reasons for performing the business functions?

The business functions relate directly to several of the core duties of the Division of Property Valuation. The division is required by statute to provide a uniform appraisal system, as well as all assistance possible to the county appraisers. In addition, the division is responsible for preparing annual reports of property assessments and taxes for all 105 counties in Kansas, including a detailed sales ratio study that measures the accuracy and uniformity of appraisals. All of these functions will be enhanced with implementation of the new system, primarily through added efficiencies and transparency.

4. What legal, regulatory, or operational requirements, including State Records Board approved retention schedules, exist for keeping records related to each business function?

The records officer for the Kansas Department of Revenue establishes the policies and procedures for the agency which follow the State Records Board's approved records retention and disposition schedules for all agencies.

5. Will any of the data necessary to document the business functions either be maintained in another system within the agency or in a system outside the agency? If so, please specify.

Functions, which are based on users, will be stored in the administration panel of the Assessment Connect platform, which is in Tyler's FedRamp moderate cloud in Virginia.

6. What are the legal, regulatory, or operational requirements to providing public access to the records?

The Kansas Department of Revenue provides access to records consistent with the Kansas Open Records Act (K.S.A. 45-215 *et seq.*).

7. What are the legal, regulatory, or operational requirements for controlling access to the records in order to ensure confidentiality?

The Kansas Department of Revenue complies with K.S.A 74-2022, citing many records as confidential or restricted, in order to protect Kansas citizens' personal information.

This project will not change the confidentiality procedures currently in place.

8. Identify all records with retention periods of ten or more years that will be affected by the project or indicate that the project has no such records involved.

No such records involved.

9. Estimate of the three-year total cost of addressing records identified in No. 8 above and included on the DA519, Item #8.

Implementation of this project does not change nor affect the current storage configuration and procedures in place.

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: TBA

Prepared by: Valerie Eakes-Kann [KDOR]

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Staffing/Support	Med	High	KDOR Property Valuation Division (PVD) and Counties staff not having people or time to cover planning, testing, and training tasks.	Be clear about what is needed in planning, and schedule when so everyone has as much time as possible to plan ahead.
Technology	Med	Med	Unforeseen scalability issues as KS will be the biggest implementation of Assessment Connect deployed and pulling in data from 105 different database instances. 95 are hosted by KS and 10 host their own.	Continue to work with stakeholders to resolve and manage scalability issues.
Strategy	Low	High	One or more counties may choose not to participate at this time, and/or some counties may need special accommodations.	KS County Appraiser's Association (KCAA) provided a letter of support in the initial stages for this project.
Financial/Strategy	Low	Med	Determine that data is needed to be pulled in from outside of the current Computer Assisted Mass Appraisal (CAMA) data. This would need to be a separate project.	Confirm inventory of data needed early on.
Technology	Low	Med	Complications deploying gateways and plugins across the system for KS for the 105 different counties may extend schedule.	Continue communications between Tyler and Counties to resolve

Legend

Prob = Probability of Occurrence

Imp = Impact

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

Agency Name: Property Valuation Division

Project Name: Assessment Connect

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
4.0	HIGH	Financial Risk
3.2	HIGH	Project Management Risk
2.0	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.

David Harper, Director, Division of Property Valuation 09/14/2022

Project Director

RISK ASSESSMENT - Summary Report

High Level Plan - List of Comments

(Expand Row Height to Show all Text)

1

2

3

4 System is necessary to advance public transparency and user efficiencies in the administration of the property appraisal and tax system.

5 There will be ongoing payback that will be realized over time.

6

7

8

9

10

11 Counties will be participating from day one.

12 From Tyler: Every configuration will be different and will have different performance characteristics based on dataset size, shape and query patterns. So we have the methodology in place but will only load test upon request or if we see abnormal load times

13

14 We have different users, and will have different levels of involvement.

PVD - very involved

Counties - will be involved in planning, testing and trial

Public - feedback over time after deployment