

Executive Branch Information Technology
Office of Information Technology Services
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Topeka, KS 66611



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Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

June 6, 2023

Todd Herman, Director
Procurement and Contracts

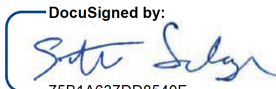
Dear Mr. Herman:

The detailed project plan for the University of Kansas Medical Center 3rd Data Center 2022 Project is enclosed. Chris Harper is the primary contact for the project and can be reached at (913) 945-8543. This letter constitutes approval of the project pursuant to K.S.A. 75-7209.

3rd Data Center 2022 Project is an infrastructure project and thus does not fit traditional project monitoring parameters. The project is required to provide quarterly project reporting transmittal pages for the duration of the project. However, we are exempting the project from all other quarterly report requirements contained in ITEC Policy 2500.

This project has a total project cost of \$999,080. The quarterly KITO fee for the project will be \$349 and will be billed from the start of Execution until receipt of the project's Post Implementation Evaluation Report (PIER).

Respectfully,

DocuSigned by:

75B1A637DD8540F...
Steve Selaya, Deputy CIO, Information Technology
The University of Kansas Medical Center

DocuSigned by:

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
Kelly Johnson, OPC
Brian Reiter, OITS
Chris Harper, KUMC
DeAnna Villarreal, KUMC
Megan Burton, KSHS
Cole Robison, OITS
Alex Wong, CITA
Sara Spinks, KITO

The University of Kansas Medical Center

Department of Information Technology

May 12, 2023

Jeff Maxon, Interim Chief Information Technology Officer of Executive Branch
900 SW Jackson Street, Room 804-N
Landon State Office Building
Topeka, KS 66612

Dear Jeff Maxon,

This letter is a formal request for approval of our Detailed Project Plan and to begin the Execution Phase of our IT Infrastructure project (3rd Data Center 2022 Project). The project is for the addition of a 3rd Data Center for disaster recovery for critical IT infrastructure. The 3rd Data Center will be at the Lawrence Campus, Price Data Center.

Multiple data centers will ensure resiliency for backups, storage networks, virtual machine environments, application connectivity, and Internet connectivity. Geographic dispersion of multiple Data Centers would ensure resiliency in a catastrophic event such as a Tornado, earthquake, and other physical disasters. With one or more data centers down, the remaining operational data centers would continue to operate based on the configured redundancy and resiliency.

Enclosed you will find the detailed project plan checklist and supporting documents required for information technology projects.

The project is being funded through the KUMC Research Overhead funds.

We look forward to hearing from you soon.

Sincerely,



Steve Selaya
Deputy CIO, Information Technology
The University of Kansas Medical Center
3901 Rainbow Blvd.
Kansas City, Kansas 66160
913-588-4835
sselaya@kumc.edu

cc: Chris Harper, Chief Information Officer
DeAnna Villarreal, Director, EITA

3901 Rainbow Blvd, Mail Stop 3024, Kansas City, Kansas 66160

State Entity Checklist for Detailed IT Project Plan

State Entity: The University of Kansas Medical Center	Included (Y/N) If no, Explain
Project Name: 3rd Data Center 2022 Project	
Greater than \$250,000/ less than \$1,000,000 (Y/N): Y	
Greater than \$1,000,000 (Y/N): N	
IT Project Plan Documents	
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	X
IT Project Request Explanation--DA518	X
IT Cost Benefit Statement--DA519	X
Work Breakdown Structure @ 8/80 hr duration/elapsed calendar time level	
Task Name (tasks should be descriptive)	X
Duration (total duration/elapsed calendar time)	X
Work (total person/hours of effort for all resources for the task)	X
Start	X
Finish	X
Dependencies (Predecessors)	X
Resource Names (assigned to the task)	X
Milestone	X
Work Product Identification (Form ITEC PM02-6)	X
Architectural Statement (ITEC Policy 4010 and 9500) https://ebit.ks.gov/itec/resources/policies	
Listing of products and standards that will be implemented to accomplish the project including a statement of compliance with ITEC Policy.	X
If different, attach CITA waiver	
Ownership of Software Code and Related Intellectual Property (ITEC Policy 1500) https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf	
Statement of compliance	X
If different, attach CITO waiver	
Privacy Statement (Privacy Act 1974, Health Insurance Portability & Accountability Act 1996-HIPAA) https://www.justice.gov/opcl/overview-privacy-act-1974-2015-edition https://www.hhs.gov/hipaa/index.html	
1. What information is included	X
2. Why is it collected	X
3. How will it be used	X
4. Exclusion opportunities	X
5. 1974 Act implementation	X
6. Other privacy requirements	X
7. Total privacy cost estimate	X
Security Statement (ITEC Policies 7230, 9500, 7300) https://ebit.ks.gov/itec/resources/policies	
Statement of compliance regarding security measures, technologies used, compliance with policy & standards	X
If different, explain	
Accessibility Statement (ITEC Policy 1210) https://ebit.ks.gov/itec/resources/policies/policy-1210	
Confirm the project will comply with ITEC Policy 1210 requirements by attaching a completed Accessibility Conformance Report (ACR) produced using the Voluntary Product Accessibility Template® (VPAT®), version 2.0 or later, for the product(s) procured, provided as a service, or custom-built. If requirements are to be developed as part of project, indicate that VPAT requirements will be included. See VPAT at: https://www.itic.org/policy/accessibility/vpat.	X
If VPAT/ACR indicates compliance on all items, provide statement identifying task number(s) in WBS where verification of overall compliance will occur. For any VPAT/ACR item(s) where full compliance is not indicated, identify task number(s) in WBS where remediation of compliance issues will occur, and the task number(s) that will include verification of overall compliance. If product is not anticipated to be compliant upon initial implementation, please attach State ADA Coordinator exception. If accessibility standards do not apply, please provide explanation.	X
Attach approval letter from State Director of IT Accessibility.	X
Electronic Record Retention Statement https://www.kshs.org/p/electronic-records/11334 (K.S.A. 45-403 and K.S.A. 45-213 through 45-223)	
1. Identify replaced paper records	X
2. Identify new business functions	X
3. Reasons for business functions	X
4. Records requirements for business function	X
5. Documents in another system?	X
6. Public access requirements	X
7. Access control requirements	X
8. Identify all records with retention period of ten or more years	X
9. Estimate three year cost of addressing records identified in No. 8	X
Attach approval letter from State Archivist.	X
Risk Identification Summary (Form ITEC PM02-11a)	X
Risk Assessment Model (RAM) Summary - Detailed Plans	X
Fiscal Note, if appropriate	
Electronic copy submitted two - 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														
3rd Data Center 2022 Project				High		Planning Start:		7/1/2022												
Agency:						Execution Start:		12/22/2022												
University of Kansas Medical Center						Close-Out End:		1/11/2024												
4. Project Description and Justification:				Date Submitted:		5/12/2023														
Addition of a 3rd Data Center for disaster recovery for critical IT infrastructure at the University of Kansas Medical Center. The 3rd Data Center will be at the Lawrence Campus, Price Data Center. Multiple data centers are a network/storage topology that includes varying components and aspects for the purpose of disaster recovery. All end user devices, applications, research data, HR data, facilities operations rely on multiple data center configurations. Multiple data centers would ensure resiliency for backups, storage networks, virtual machine environments, application connectivity, and Internet connectivity. Geographic dispersion of multiple Data Centers would ensure resiliency in a catastrophic event such as a Tornado, earthquake, and other physical disasters. With one or more data centers down, the remaining operational data centers would continue to operate based on the configured redundancy and resiliency.																				
Is this an Infrastructure Project? (Y/N)								Y												
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.		We are consulting very closely with industry leading vendors to ensure adherence to networking standards and best practices.																		
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.																				
Networking staff worked with our Cisco and Insight state contract partners, in the planning of the appropriate switching infrastructure for our environment. During implementation our networking staff will work closely with representative faculty, staff, departments and administrators to assure that the replacement equipment is installed in a way that will be the least intrusive causing the least amount of interruption of server connectivity to the campus.																				
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	\$349	
Project Value Range		Quarterly Rate																		
\$250,000	\$10,000,000	0.00350																		
\$10,000,001	Greater	0.00050																		
Infrastructure Projects		0.00035																		
Contractual Services		\$55,800																		
Commodities		\$0																		
Capital Outlay		\$941,535																		
Sub-Total Project Costs		\$997,335																		
Total KITO Rate Fee		\$1,745																		
Total Project Costs		\$999,080																		
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		7/1/2022		6/9/2023		\$0		\$0		\$0										
Execution																				
Internal Execution - Networking Switching/Nutanix DR Cluster		12/22/2022		10/6/2023		\$0		\$753,954		\$753,954										
External Execution - KanREN		2/9/2023		12/1/2023		\$0		\$243,381		\$243,381										
KITO Rate						\$0		\$1,745		\$1,745										
										\$0										
										\$0										
Execution Sub-Total		12/22/2022		12/1/2023		\$0		\$999,080		\$999,080										
Close-Out		12/13/2023		1/11/2024		\$0		\$0		\$0										
Grand Internal, External, and Total Costs						\$0		\$999,080		\$999,080										
7. Amount by Source of Financing:																				
State Fiscal Years		1. ROV	2.	3.	4.	5.	6.	7.	Total											
SFY 2023		\$999,080							\$999,080											
SFY 2024		\$0							\$0											
SFY 2025		\$0							\$0											
SFY 2026		\$0							\$0											
SFY 2027									\$0											
SFY 2028									\$0											
Total Project Costs		\$999,080	\$0	\$0	\$0	\$0	\$0	\$0	\$999,080											
Description of funds listed above																				
Research Overhead Funds																				

INFORMATION TECHNOLOGY PROJECT REQUEST EXPLANATION -- DA 519							
1. Project Title		2. Estimated Dates			Projected Months from Execution to Close-Out		
3rd Data Center 2022 Project		Planning Start:	7/1/2022				
		Execution Start:	12/22/2022				
		Close-Out End:	1/11/2024				
3. Agency		4. Project Director/Project Manager					
University of Kansas Medical Center		DeAnna Villarreal/Dallas Ivanko					
5. Qualitative and Quantitative Savings Explanation							
Downtime Loss Avoidance - Multiple data centers are a network/storage topology that includes varying components and aspects for the purpose of disaster recovery. All end user devices, applications, research data, HR data, facilities operations rely on multiple data center configurations. Multiple data centers would ensure resiliency for backups, storage networks, virtual machine environments, application connectivity, and Internet connectivity. Adding this 3rd Data Center in a geographically disparate location of multiple Data Centers would ensure resiliency in a catastrophic event such as a Tornado, earthquake, and other physical disasters. With one or more data centers down, the remaining operational data centers would continue to operate based on the redundancy and resiliency configured. If a data center is down there would be significant loss of productivity of several hundred researchers as well as faculty and staff on the campus who use this infrastructure on a daily basis to complete their tasks.							
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)							
1) Have a 3rd data center will prevent help to mitigate the loss of productivity due to a catastrophic failure of the camupus's main							
Without this 3rd data center the loss of productivity of an estimated 2,000 faculty/staff unable							
to use servers/network services. Estimating an average salary of \$75,000 a year with a 2% (40 hours) loss of access:			\$3,000,000	\$3,300,000	\$3,630,000	\$3,993,000	\$4,392,300
Another example of the loss of productivity is for our researchers unable to use these servers to access their research data.							
Estimating an avg. researchers salary of \$150,000 a year and a loss of productivity of 2 % (40 hours) would cause a loss of:			\$600,000	\$660,000	\$726,000	\$798,600	\$878,460
Subtotal	\$21,978,360	\$0	\$3,600,000	\$3,960,000	\$4,356,000	\$4,791,600	\$5,270,760
Cash Savings (Hard Dollars)							
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other (Include Intangible Benefits)							
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Quantitative Savings	\$21,978,360	\$0	\$3,600,000	\$3,960,000	\$4,356,000	\$4,791,600	\$5,270,760
7. Summary*		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Project Costs Total	\$999,080	\$999,080	\$0	\$0	\$0	\$0	\$0
Net Cost Benefit Total	\$20,979,280	-\$999,080	\$3,600,000	\$3,960,000	\$4,356,000	\$4,791,600	\$5,270,760
Cost Benefit per Month	\$1,690,643						
Calendar Months to Break Even	1						
8. Ongoing Cost		SFY 2023	SFY 2024	SFY 2025	SFY 2026	SFY 2027	SFY 2028
Operational Cost for three ensuing SFYs			\$0	\$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

Project Management Plan: Work Product Identification

Project: KUMC – 3rd Data Center 2022 Project

Date: 5/24/2023

<i>Deliverable Name</i>	<i>Due Date</i>	<i>Date Delivered</i>	<i>Point of Contact</i>
Hardware/software needs defined	11/18/22	11/18/22	DeAnna Villarreal
Hardware Selected	11/18/22	11/18/22	DeAnna Villarreal
Switching Hardware Acquired	5/24/23	3/6/23	DeAnna Villarreal
Nutanix Hardware Acquired	2/24/23	1/10/23	DeAnna Villarreal
Ciena Hardware Acquired	10/16/23		DeAnna Villarreal
Hardware Installed-Networking Switches/Optics	10/6/23		Dallas Ivanko
Hardware Installed-Nutanix DR Cluster	6/30/23	5/19/23	Jeff Blomendahl
Hardware Installed-KanREN (Ciena gear)	11/15/23		Dallas Ivanko
System Validated	12/1/23		Dallas Ivanko
Lessons Learned Document	12/15/23		DeAnna Villarreal
PEIR Report Completed	12/22/23		DeAnna Villarreal

WBS Task No	WBS Task Description	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
WBS 3rd Data Center 2022 Project		559	734	7/1/2022	1/11/2024			
Planning Phase		343	176	7/1/2022	6/9/2023			
1	Preliminary Definition of Hardware/Software Needs	140	40	7/1/2022	11/18/2022			
1.1	Review infrastructure and complete definition of hardware needs	122	20	7/1/2022	10/31/2022		Project Mgr, Networking, KanREN	
1.2	Define software needs and licensing	122	20	7/1/2022	10/31/2022	1.1	Project Mgr, Networking, KanREN	
1.3	Hardware selected	0	8	11/18/2022	11/18/2022	1.2	Project Mgr, Networking, KanREN	<i>Hardware Selected</i>
<i>1.4</i>	<i>Hardware/software needs defined</i>	0	<i>0</i>	<i>11/18/2022</i>	<i>11/18/2022</i>			<i>Hardware/Software Defined</i>
2	High Level Project Plan	64	36	10/10/2022	12/13/2022			
2.1	Prepare High Level Project Plan	23	12	10/10/2022	11/2/2022		Project Mgr, Networking	
2.2	Submit Plan to CITO	0	8	11/3/2022	11/3/2022	2.1	Project Mgr	
2.3	CITO Review	38	8	11/4/2022	12/12/2022	2.2	CITO	
2.4	CITO Approval	0	8	12/13/2022	12/13/2022	2.3	CITO	
<i>2.5</i>	<i>CITO high level project plan completed</i>		<i>0</i>	<i>12/13/2022</i>	<i>12/13/2022</i>			<i>Approval of High Level Plan</i>
3	Design Phase	49	60	11/2/2022	12/21/2022			
3.1	Create design	6	20	11/2/2022	11/8/2022	1.1	Project Mgr, Networking, KanREN	
3.2	Work with external design engineer	43	16	11/2/2022	12/15/2022	3.1	Project Mgr, Networking	
3.3	Document design	4	16	12/16/2022	12/20/2022	3.2	Project Mgr, Networking	
3.4	Finalize design	0	8	12/21/2022	12/21/2022	3.3	Project Mgr, Networking	
<i>3.5</i>	<i>Design Complete</i>		<i>0</i>	<i>12/21/2022</i>	<i>12/21/2022</i>			<i>Completed Design</i>
4	Detailed Project Plan	39	40	5/1/2023	6/9/2023			
4.1	Prepare Detail Level Project Plan	9	16	5/1/2023	5/10/2023	2.4	Project Mgr, Networking	
4.2	Submit Plan to CITO	1	8	5/11/2023	5/12/2023	4.1	Project Mgr	
4.3	CITO Review	27	8	5/12/2023	6/8/2023	4.2	CITO	
4.4	CITO Approval	0	8	6/9/2023	6/9/2023	4.3	CITO	
<i>4.5</i>	<i>CITO detail level project plan completed</i>		<i>0</i>	<i>6/9/2023</i>	<i>6/9/2023</i>			<i>Approval of Detailed Plan</i>
Execution Phase		344	510	12/22/2022	12/1/2023			
Hardware Purchase/Acquisition Phase		298	64	12/22/2022	10/16/2023			
5	Hardware Acquisition	298	64	12/22/2022	10/16/2023			
	Networking switching/optics	74	24	12/22/2022	3/6/2023			
5.1	Purchase	1	8	12/22/2022	12/23/2022	2.4	Project Mgr, Admin	
5.2	Acquire	48	16	1/17/2023	3/6/2023	5.1	Project Mgr, Admin	
<i>5.3</i>	<i>Hardware Received</i>		<i>0</i>	<i>3/6/2023</i>	<i>3/6/2023</i>			<i>Hardware Received</i>
	Nutanix Disaster Recovery Cluster	19	16	12/22/2022	1/10/2023			
5.4	Purchase	1	8	12/22/2022	12/23/2022	2.4	Project Mgr, Admin	
5.5	Acquire	0	8	1/10/2023	1/10/2023	5.4	Project Mgr, Admin	
<i>5.6</i>	<i>Hardware Received</i>		<i>0</i>	<i>1/10/2023</i>	<i>1/10/2023</i>			<i>Hardware Received</i>
	KanREN (Ciena gear)	249	24	2/9/2023	10/16/2023			
5.7	Purchase	70	8	2/9/2023	4/20/2023	2.4	KanREN	
5.8	Acquire	173	16	4/26/2023	10/16/2023	5.7	KanREN	
<i>5.9</i>	<i>Hardware Received</i>		<i>0</i>	<i>10/16/2023</i>	<i>10/16/2023</i>			<i>Hardware Received</i>
6	Installation	193	446	5/22/2023	12/1/2023			
	Networking switching/optics	137	350	5/22/2023	10/6/2023			
6.1	Installation of switches	4	24	5/22/2023	5/26/2023		Networking	
6.2	Upgrade to recommended firmware release	17	40	5/30/2023	6/16/2023	6.1	Networking	
6.3	Installation of fiber optic cabling	4	30	6/19/2023	6/23/2023	6.2	Networking	
6.4	Develop and apply NDFC configurations	71	80	7/6/2023	9/15/2023	6.3	Networking, Insight	438.95
6.5	Develop and apply configuration for spine nodes	46	80	7/31/2023	9/15/2023	6.4	Networking, Insight	
6.6	Develop and apply configuration for leaf nodes	46	80	7/31/2023	9/15/2023	6.4	Networking, Insight	
6.7	Test Configurations	18	40	9/18/2023	10/6/2023		Networking, Insight	

WBS Task No	WBS Task Description	Duration	Work	Start	Finish	Predecessors	Resource Names	Milestone
6.8	Hardware Installed, Configured and Tested		0	10/6/2023	10/6/2023			Switching Hardware Installed
	Nutanix Disaster Recovery Cluster	29	48	6/1/2023	6/30/2023			
6.9	Install	28	40	6/1/2023	6/29/2023	5.5	Server & Storage	
6.10	Test	0	8	6/30/2023	6/30/2023	6.4	Server & Storage	
6.11	Hardware Installed and Tested		0	6/30/2023	6/30/2023			Nutanix Hardware Installed
	KanREN (Ciena gear)	28	48	10/18/2023	11/15/2023			
6.12	Install by external contractor	23	40	10/18/2023	11/10/2023	5.8	KanREN	
6.13	Testing by external contractor	1	8	11/14/2023	11/15/2023	6.7	KanREN	
6.14	Hardware Installed and Tested		0	11/15/2023	11/15/2023			KanREN Hardware Installed
	7 System Validation	15	48	11/16/2023	12/1/2023			
7.1	Bandwidth Testing	15	16	11/16/2023	12/1/2023	6.8	Networking, Server & Storage, KanREN	
7.2	Traffic Generation	15	16	11/16/2023	12/1/2023	6.2, 6.9, 6.12	Networking, Server & Storage, KanREN	
7.3	Traffic Monitoring	15	8	11/16/2023	12/1/2023	7.2	Networking, Server & Storage, KanREN	
7.4	Operational Resiliency	15	8	11/16/2023	12/1/2023	7.3	Networking, Server & Storage, KanREN	
7.5	System Validated		0	12/1/2023	12/1/2023			Switching/KanREN hardware validated
	Close-Out Phase	29	48	12/13/2023	1/11/2024			
	8 Project Lessons Learned Session	2	16	12/13/2023	12/15/2023			
8.1	Plan and prepare for lessons learned	1	8	12/13/2023	12/14/2023	5.4	Project Mgr, Networking	
8.2	Conduct Lessons Learned session	0	8	12/15/2023	12/15/2023	8.1	Project Mgr, Networking, Server & Storage, Admin	
8.3	Lessons Learned Document Complete		0	12/15/2023	12/15/2023			Lessons learned Document
	9 Prepare Post Implementation Evaluation Report (PIER)	4	16	12/18/2023	12/22/2023			
9.1	Draft PIER	2	8	12/18/2023	12/20/2023	8.2	Project Mgr, Networking	
9.2	Review and Finalize report	1	8	12/21/2023	12/22/2023	9.1	Project Mgr, Networking, Admin	
9.3	Submit PIER to KITO		0	12/22/2023	12/22/2023			PIER report
	10 Celebrate Project Completion	8	16	1/3/2024	1/11/2024			
10.1	Plan and prepare for celebration	0	8	1/3/2024	1/3/2024	9.2	Project Mgr	
10.2	Celebrate	0	8	1/11/2024	1/11/2024	10.1	Project Mgr, Networking, Server & Storage, Admin	
10.3	Close Out Phase Complete		0	1/11/2024	1/11/2024			Celebration at KC Joe's!

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



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

Patrick Zollner, Executive Director

Laura Kelly, Governor

May 26, 2023

Jeremy Pennington, Chief Information Security Officer
The University of Kansas Medical Center
4330 Shawnee Mission Pkwy.
Fairway, KS 66205

Dear Mr. Pennington,

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, DeAnna Villarreal, Director of Enterprise IT Architecture, recently sent to me for review an Electronic Records Retention Statement for the KUMC 3rd Data Center 2022 Project detail-level plan. It is clear that this is an infrastructure only plan and does not impact records.

The Electronic Records Retention Statement for the detail-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,

Megan Burton
State Archivist

Cc: Cole Robison, Director of IT Accessibility, OITS
DeAnna Villarreal, Director of Enterprise IT Architecture, KUMC

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



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

Jeff Maxon, Interim Chief Information Technology Officer

Laura Kelly, Governor

May 23, 2023

Steve Selaya, Deputy CIO, Information Technology
The University of Kansas Medical Center
3901 Rainbow Blvd.
Kansas City, KS 66160

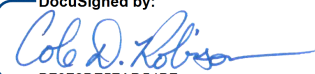
Dear Mr. Selaya:

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 DeAnna Villarreal an Accessibility Statement for the 3rd Data Center 2022 Project for review in compliance with this process.

This statement indicates that the equipment will be located in maintenance spaces and only accessed by service personnel, such that it meets the general exception of Section 7.3.4 of ITEC Policy 1210. As such, no further exception is required pertaining to ITEC Policy 1210. It should be noted that this exception does not relieve the University of Kansas Medical Center of any obligations or requirements mandated by any other applicable regulation, law, or statute, including, but not limited to, the Americans with Disabilities Act and the Kansas Act Against Discrimination.

The Accessibility Statement for the 3rd Data Center 2022 Project detailed plan is approved. A copy of this letter should be included with the submittal of the 3rd Data Center 2022 Project detailed plan for Branch CITO approval.

Sincerely,

DocuSigned by:

B7372BF57AD54B7...

Cole D. Robison
Director of IT Accessibility

cc: Anthony Fadale, State Americans with Disabilities Act Coordinator
Chris Harper, The University of Kansas Medical Center
Sara Spinks, Director, Kansas Information Technology Office
DeAnna Villarreal, The University of Kansas Medical Center

May 12, 2023

RE: 3rd Data Center 2022 Project - IT Infrastructure project for the Kansas University Medical Center (KUMC)

This project will add a 3rd Data Center for disaster recovery for critical IT infrastructure at the University of Kansas Medical Center. The 3rd Data Center will be at the Lawrence Campus, Price Data Center.

Architectural Statement

KUMC complies with ITEC Policy 4010 and 9500 found at <https://ebit.ks.gov/itec/resources/policies/itec-policy-4010> and <https://ebit.ks.gov/itec/resources/policies/itec-policy-9500>

The 3rd Data Center 2022 Project is in compliance with the Kansas Information Technology Architecture version 12.0. Data Center equipment is being procured from established State of Kansas contracts and meets the State of Kansas Architecture standards.

Ownership of Software Code and Related Intellectual Property Statement

KUMC complies with ITEC Policy 1500 as found at https://ebit.ks.gov/docs/default-source/itec/itec_policy_1500.pdf?sfvrsn=3d7ae02b_2.

This is a networking infrastructure project; any software is propriety to Cisco, Nutanix and Ciena hardware.

Privacy Statement (Privacy Act 1974, Health Insurance Portability & Accountability Act 1996-HIPAA)

The 3rd Data Center 2022 project is a networking infrastructure project and data falling under the Privacy Act is not captured/retained.

1. What information is collected that identifies individuals, organizations, or computers?

No data is being collected.

2. Why is the information collected?

N/A

3. How will the information be used?

N/A

4. Opportunities for individuals or organizations to have all or part of their attributes excluded from the database?

N/A

5. How the privacy provision included in this project help implement the 1974 Privacy Act as interpreted for information technology by the General Accounting Office.

N/A

6. If your state entity is subject to other requirements, such as HIPAA, what are the items you are required to comply with?

N/A

7. Estimate of total cost of addressing privacy issues in the project?

N/A

Security Statement (ITEC Policies 7230, 9500, 7300)

The KUMC – 3rd Data Center 2022 project is an infrastructure project that complies with the following ITEC Policies:

7230 [Enterprise Security Policy](#) - KUMC will comply with ITEC Security Policy 7230.

7300 [Security Council Charter](#) - KUMC is an explicit member of this council.

9500 [Wireless LANs Policy](#) – KUMC 3rd Data Center 2022 project is in compliance with the ITEC Security Policy 9500.

Accessibility Statement

Per ITEC 1210 7.3.4 this equipment is in maintenance spaces and only accessed by service personnel.

Electronic Record Retention Statement

This is a networking infrastructure project and there are no records being retained or replaced.

Risk Assessment Analysis (RAM)

See attached

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: 10/28/2022

Prepared by: DeAnna Villarreal

<i>Category</i>	<i>Prob</i>	<i>Imp</i>	<i>Risk</i>	<i>Mitigation Approaches</i>
Resources	Low	Low	Limited staff availability may prevent installations from being completed in a timely fashion.	Shift the schedule to accommodate staff schedules.
Financial	Low	Medium	Delay in project resulting in increased costs of the hardware	Submit high level project plan ASAP and order the equipment as soon as approved.
Time	Low	Medium	Shifting priorities of staff due to other projects that must be completed.	Project staff are included in strategic planning to ensure project completion.
Time	Low	Medium	Overly optimistic deadlines for completion/implementation.	Built in additional duration to account for shifting deadlines.
Operational	Low	High	Hardware does not function as expected.	Work with vendor to acquire replacement hardware. Fall back to existing hardware while waiting for replacement equipment.

Legend

Prob = Probability of Occurrence

Imp = Impact

RISK ASSESSMENT MODEL
Detailed Plan - Summary Report
Ver. 1.0

Agency Name: The University of Kansas Medical Center

Project Name: 3rd Data Center 2022 Project

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
1.6	LOW	Strategic Risk
1.0	LOW	Financial Risk
1.8	LOW	Project Management Risk
1.1	LOW	Technology Risk
2.0	MEDIUM	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.

DeAnna Villarreal

Project Director

RISK ASSESSMENT - Summary Report
Detailed Plan - List of Comments
(Expand Row Height to Show all Text)

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