



Concept Paper # _____

Presented to the Department of Administrative Services (DAS)

Date Prepared: 1/26/2011

Name of document to be reviewed: **DPS- Electrical/Electrician/Fire Marshall Licensing and Certification**

(Please check one item listed in the following two sections)

Document for review and approval:

- Request for Proposal (RFP)
- Request for Service (RFS)
- Request for Quote (RFQ)
- Invitation to Qualify

- Sole Source Procurement
- Statement of Work
- Staff Augmentation
- Master Agreement Purchase

*NOTE: Sole source procurements will also need authorization from DAS Procurement for this type of purchase. Please also contact DAS Procurement at this location:
<http://das.gse.iowa.gov/procurement/solesource%202010.pdf>*

Document for review only:

Master Agreement

Request for Information (RFI)

Agency: **Public Safety, Electrical Examining Board and State Fire Marshal**

RFP Reference #:

Release Date:

This project is requesting IOWAccess funds: Yes No

NOTE: IOWAccess concept papers are to be sent to Malcolm Huston (Malcolm.Huston@iowa.gov) for an internal DAS review.

Expansion of existing project? Yes No

Projected cost over \$50,000? Yes No

Projected agency staff hours over 750? Yes No

Integration into common licensing portal allows for common administrative support, reducing training costs; configuring off the shelf product versus custom product now being used reduces staff support requirements. Online fire marshal system allows for local sheriffs to receive compliance assignments and submit results and receive payment through one common system with little need for DPS involvement.

How will service to your customers be enhanced as a result of this purchase? Exposure to a common Enterprise licensing portal, refinement of workflow based on recent software development lessons learned.

Testing and Acceptance: At various stages by DPS staff and Electrical Examining Board.

Some of the Interested Parties: Electrical Examining Board, electricians, contractors, sheriffs, citizens concerned with safe construction.

Standards: Compliance with State website standards including security standards.

Business Continuity / Disaster Recovery: Hosted within ITE and therefore supported by ITE backup and disaster recovery systems.

Recommendations from Joint Chief Information Officers/DAS IT Procurement Review Committee members:

NOTE: Where applicable, all DAS GSE Procurement and IA Administrative Code 11-105 and 11-106 requirements and procedures are to be followed. Reference: <http://das.gse.iowa.gov/procurement/>, specifically: <http://das.gse.iowa.gov/procurement/adminrules/>.

Duplication recommendation from the JCIO to DAS (from 0 of 11 JCIO members):

- a) Is there duplication within Government? (Please identify duplication within your agency, as well as within the enterprise)
- b) Can an existing program be modified to address a new need?
- c) Do you have any similar program in existence?
- d) Have you sought IT procurements for similar programs in the past?
- e) Do you have purchasing documents for similar programs?
- f) Do you have similar purchasing documents that could be used as a starting point for this program?
- g) Is there anything you could provide that could assist the agency with this IT procurement?
- h) Are there alternatives available to the agencies?

Recommendation of the JCIO to the DAS IT Procurement Review Committee:

Authorize this IT procurement Yes ___ No ___
Alternatives suggested by the JCIO Yes ___ No ___
(see comments below)

Additional comments from JCIO members:

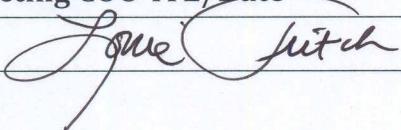
Recommendation of the DAS IT Procurement Review Committee to the DAS Director:

Authorize this IT procurement Yes ___ No ___
Alternatives suggested by the committee Yes ___ No ___
(see comments below)

Additional comments from committee members:

Recommendation of the Acting ITE Chief Operating Officer to the DAS Director:

Authorize this IT procurement Yes ___ No ___
Alternatives suggested (see comments below) Yes ___ No ___

Acting COO-ITE/Date	Director, DAS/Date
 James Hitch 2/4/11	 Matt Lawell 2/7/11