

State of Iowa
Executive Department

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF IOWA

EXECUTIVE ORDER NUMBER TWENTY-SIX

WHEREAS, the December 2009 Iowa Efficiency Review Report identified 90 recommendations for improving the cost effectiveness and efficiency of delivering state government services; and

WHEREAS, Executive Order 20 incorporated the vast majority of these efficiency recommendations and created an implementation process to capture cost savings for taxpayers as soon as possible; and

WHEREAS, the Iowa Efficiency Report included a specific recommendation on the consolidation of Information Technology (IT) planning and operations; and

WHEREAS, the Legislature responded to the Iowa Efficiency Review Report by passing an early retirement bill and Senate File 2088 to accelerate the implementation of cost savings measures and government reorganization measures; and

WHEREAS, the Departments of Management and Administrative Services reported to the Governor on June 30, 2010 that the implementation of Executive Order 20, the early retirement bill and SF 2088 had already identified nearly \$298.8 million in cost savings that will benefit Iowa's taxpayers; and

WHEREAS, SF 2088, Division 1, Section 8 established the position of Chief Information Officer, appointed by and serving at the pleasure of the Governor and attached to the Department of Management; and

WHEREAS, the implementation of IT consolidation across state Departments will capture additional efficiencies and cost savings while improving the performance of the IT enterprise and improve the level of services provided to the public, and

WHEREAS, certain functions, duties and responsibilities currently assigned to other state departments can be more effectively carried out by a new Chief Information Officer; and

WHEREAS, reorganizing information technology management functions under the direction of the cabinet-level position of Chief Information Officer will promote a more unified approach to information technology management for executive branch agencies; and

WHEREAS, the creation of the Chief Information Officer position will strengthen the central policy making and decision making in all areas of information technology and will bring about improved information management and data standardization, will facilitate the use of improved project management practices and strategic technology infrastructure planning; and

WHEREAS, these improvements in the use of information technology will provide customers of the state of Iowa – be they citizens, businesses or employees – with improved delivery of state services and programs; and

WHEREAS, the Department of Administrative Services' Information Technology Enterprise has already been moving forward expeditiously with several Information Technology reforms and innovations, including the consolidation of email services for state agencies; and

WHEREAS, in order to achieve additional cost savings and in the interests of efficient administration and good government to effect these changes in the organization of the Executive Branch of state government;

NOW, THEREFORE, I, Chester J. Culver, Governor of the State of Iowa, pursuant to the powers vested in me by the Constitution and statutes of the State of Iowa, do hereby issue this Executive Order to become effective immediately.

I. CURRENT PROGRESS ON INFORMATION TECHNOLOGY CONSOLIDATION

- A. The Department of Administrative Services' Information Technology Enterprise (DAS/ITE) shall continue to move forward with the significant progress it has achieved with the information technology consolidation initiatives implemented under Executive Order 20 and SF 2088 by expanding into other technology infrastructure areas, data security and enterprise applications. DAS/ITE has been and shall continue to be the lead for the operational aspects of information technology consolidation.
- B. DAS/ITE shall continue to gather information from all Departments under Executive authority on their information technology assets and operations to support the strategic planning and implementation for further IT consolidation efforts for the state of Iowa.
- C. DAS/ITE shall continue to implement the consolidation of email services and build on the impressive results achieved to date. Already DAS/ITE has helped move more than 6,000 inboxes for 35 government organizations into a consolidated enterprise. DAS/ITE shall seek to achieve a goal of moving 15,000 inboxes into the consolidated email operations by December 31, 2010. With the remaining Executive Branch email systems by June 30, 2011.
- D. DAS/ITE shall continue its efforts on Desktop Virtualization and shall make a final recommendation to the Governor's Office on the best path forward by October 30, 2010.
- E. Agencies will work with DAS/ITE to continue with the consolidation of data centers and moving services into one of the two DAS/ITE data centers in support of SF2088 and EO 20.
- F. DAS/ITE shall continue to develop enterprise applications to support transparency into the state's processes and financial management programs, including the deployment of one-stop shop licensing portal for government services.

II. AUTHORITY OF THE POSITION OF CHIEF INFORMATION OFFICER

- A. The Chief Information Officer shall coordinate the development of a unified executive branch strategic information technology plan, identify best practices from executive branch agencies and other public and private sector entities, and develop and implement processes to replicate information technology best practices and standards throughout the executive branch. The CIO will take the lead on the development of all policy related to information technology consolidation.
- B. The Chief Information Officer in coordination with DAS/ITE shall oversee the development of service-level agreements with executive branch departments and agencies to ensure quality products are delivered on schedule and within budget.
- C. The Chief Information Officer in coordination with DAS/ITE shall develop standards for application development including, but not limited to, a standard methodology and cost-benefit analysis that all executive branch departments and agencies shall utilize for application development activities.
- D. The Chief Information Officer shall have the full cooperation of executive branch departments and agencies in developing and implementing the sharing of data and information throughout the executive branch. The Chief Information Officer shall determine and implement statewide efforts to standardize data elements and shall determine data ownership assignments among executive branch departments and agencies.
- E. The Chief Information Officer in coordination with DAS/ITE shall develop systems and methodologies to review, evaluate and prioritize existing information technology projects within the executive branch and shall report to the Governor the status of information technology projects on a semi-annual basis.
- F. The Chief Information Officer will assist the Department of Management with the development of information technology budgets for each agency within the executive

branch. All information technology budget requests from the executive branch will be submitted to the Department of Management and the Chief Information Officer. The Department of Management and the Chief Information Officer will jointly review and recommend for funding consideration only those proposals that fit into the overall strategic information technology management plan of the state and that provide a reasonable return on investment.

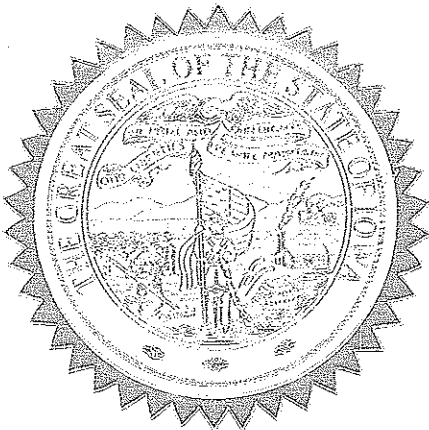
- G. The Chief Information Officer shall have the authority to negotiate software licensing agreements with vendors on behalf of Departments. This centralized authority shall enable the state to negotiate fewer software licensing agreements, improve services and save taxpayer money at the same time. Effective immediately, Departments shall be required to submit software licensing agreements and renewals to DAS/ITE and the Department of Management for review and approval.
- H. The Chief Information Officer shall develop no later than May 31, 2011, an executive branch Strategic Information Technology Plan to include consolidation of all remaining systems within the scope of SF2088 and EO20 and any other IT functions deemed appropriate. However, a high-level outline must be developed no later than March 15, 2011. The planning process shall include input from all affected agencies and consideration of best practices from within and outside of Iowa State government, and integration of those best practices as appropriate.
- I. The Chief Information Officer shall lead, whenever possible, a consensus driven effort to re-engineer the state's information technology infrastructure with the goal of achieving the use of common technology across the executive branch.

III. INFORMATION TECHNOLOGY FUNCTIONS AND PERSONNEL

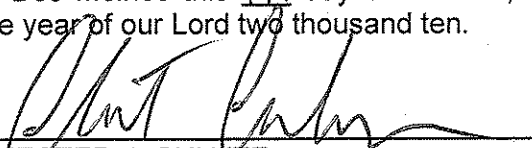
- A. The Chief Information Officer shall have the authority to direct the work of all Information technology staff assigned to Executive Branch departments, including those assigned to ITE in the Department of Administrative Services, in developing and implementing the executive branch's strategic information technology consolidation plan. The CIO will work closely with the Directors of the Departments of Administrative Services and Management to achieve the goal of supervising the implementation of IT consolidation.
- B. The CIO shall develop and submit a statewide Strategic Plan for IT Consolidation that addresses recommendations for staffing and organizational structure.
- C. The Chief Information Officer shall serve as the Governor's representative on the Iowa Technology Advisory Council and shall provide the Governor advice on information technology issues generally, and IT consolidation recommendations specifically.
- D. This Executive Order creates the Office of Information Technology to be housed at the Department of Management. This Office and the Chief Information Officer will coordinate with the State Chief Information Security Office to make certain that Iowa's information technology enterprise becomes more secure and resistant to security threats as the IT consolidation process moves forward.
- E. Executive Branch agency Directors shall appoint a Departmental Chief Information Officer contact within each of their agencies to work with the Chief Information Officer and the Office of Technology on the development of a Strategic Plan for implementing IT Consolidation.
- F. The Chief Information Officer shall coordinate with the Directors of all state departments affected by this Order to further develop an inventory of state IT assets, develop memoranda of records identifying any pending settlements, issues of compliance with applicable federal and state laws and regulations, or other obligations to be resolved related to ongoing process of IT consolidation. This inventory shall be completed by December 31, 2010 and shall be informed by the DAS/ITE initial inventory described in Section I (B) above.
- G. DAS/ITE shall work with the Department of Management and the CIO to develop methodologies to baseline the costs of information technologies in all Departments and Agencies. These cost calculations should include all costs related to staffing, benefits, overhead as well as the costs of software, servers and systems related to information technology and related services. The development of this baseline will help inform the a

Strategic Plan for further IT consolidation efforts for the state of Iowa as well as document the ongoing cost savings and efficiencies that are being created by IT consolidation. The methodology for the establishment of this cost baseline for information technologies shall be developed by December 31, 2010.

- H. The Chief Information Officer shall administer the assigned functions transferred by this Order in such ways as to promote efficient administration and shall make internal organizational changes as may be administratively necessary to complete the realignment of responsibilities prescribed by this Order. The Chief Information Officer in conjunction with DAS/ITE should take steps to develop a baseline of state IT spending to allow the Office of Technology to report on future cost savings produced by IT consolidation.
- I. The Chief Information Officer may hire or retain such contractors, sub-contractors, advisors, consultants and agents as the director may deem advisable and necessary, in accordance with the relevant Iowa procedures, statutes, rules and regulations and may make and enter into contracts necessary or incidental to the exercise of the powers and performance of the duties of the department and the director. Under this provision, the Chief Information Officer may specifically hire or retain such contractors, sub-contractors, advisors, consultants and agents as the director may deem advisable and necessary to provide legal advice or legal services, to provide for research and development activity, and/or to provide strategic planning services.
- J. All rules, orders, contracts, grants and agreements relating to the functions transferred to the Office of Information Technology by this Order lawfully adopted prior to the effective date of this Order by the responsible state agency shall continue to be effective until revised, amended or rescinded.
- K. Any suit, action or other proceeding lawfully commenced by, against or before any entity affected by this Order shall not abate by reason of the taking effect of this Order.
- L. The invalidity of any portion of this Order shall not affect the validity of the remainder thereof.



IN TESTIMONY WHEREOF, I have hereunto subscribed my name and caused the Great Seal of Iowa to be affixed. Done at Des Moines this 14th day of October, in the year of our Lord two thousand ten.


CHESTER J. CULVER
GOVERNOR

ATTEST:


MICHAEL A. MAURO
SECRETARY OF STATE