



## Wyoming Legislative Service Office

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### Program Evaluation Scoping Memorandum

**Date:** December 15, 2015

**To:** Senator Bruce Burns, Chairman  
Representative David Miller, Vice-Chairman  
Management Audit Committee Members

**From:** Elizabeth Martineau, Associate Program Evaluator  
Marla Smith, Associate Program Evaluator

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### The Department of Enterprise Technology Services

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During its July 2015 meeting, the Management Audit Committee (Committee) directed the Legislative Service Office (LSO) Program Evaluation to conduct a scoping review on the Department of Enterprise Technology Services (ETS or the department). As ETS has only been operational since March 2012, and the Committee last reviewed State information technology (IT) services and consolidation in 2011, the Chairman and Vice-Chairman elected to have a summary memorandum presented at the January 2016 meeting. The Committee's interests include the current status of ETS' capacity to coordinate and manage IT services and associated fiscal conditions, to include exception requests, derived since the department was established in March 2012.

### Background

The ETS was created through 2012 Laws, Ch. 30 (2012 Senate File 33 – SF33), sponsored by the Committee, and is currently codified as W.S. 9-2-2901 through 9-2-2907. As of March 2012, all Department of Administration and Information (A&I), Information Technology Division (ITD) positions, personnel, appropriations, property, equipment, and authority, as well as the Office of the Chief Information Officer (OCIO), are included within ETS.

The department was created to provide the Governor with "a more coordinated and responsive system of information technology management" for the executive branch.<sup>1</sup> To accomplish this objective, statute directs ETS to focus on coordination and management functions as they relate to IT, such as policy development and serving as the State's central provider of common services and oversight.

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<sup>1</sup> Both the Judiciary and Legislature were directed to cooperate with ETS and permitted to use its services and assistance to "achieve economy in government." However, the Judiciary and Legislature were also directed to determine their own IT related strategy and are not to be bound by promulgated ETS rules and regulations.

Additionally, statute requires ETS to actively engage and communicate with customer entities and state agencies, in assessing the needs, successes, and areas of improvement. The department must also produce customer satisfaction and performance reports.

In addition to fulfilling its statutory obligations, ETS is currently involved in a number of IT and data related initiatives, including:

- **P20W Statewide Longitudinal Data System (SLDS):** Wyoming is continuously pursuing and assessing effective education reform policies and programs. Such pursuits require detailed and specific data spanning early childhood to workforce across multiple years, from multiple agencies and through a wide range of programs.
- **Wyo4Life:** Made available in January 2014, the State's Wyo4Life project allows K-12, community colleges, University of Wyoming, Wyoming alumni and other educational entities the ability to utilize Google and Microsoft Apps for Education free of charge.
- **Wyoming Government Cloud:** The Wyoming Government Cloud (WyoGov Cloud) provides an enterprise-wide solution for server hosting and data storage utilizing the combined resources of the State's two data centers. The WyoGov Cloud provides a service without having to manage server infrastructure and allows agencies to focus on their core functions. The department hopes to see a reduction in capital expenditures.

### **Organization**

The State Chief Information Officer (CIO), who is appointed by the Governor with the advice and consent of the Senate, serves as the Director of ETS and is the executive and administrative leader of the department. Within ETS there are three, statutorily prescribed, divisions:

- **The Office of the Director**, which provides support services and includes Business and Financial Services, Human Resources, and the Office of Enterprise Architecture.
- **The Information Technology Division**, which focuses on providing enterprise information and support services and includes Client Services, Service Delivery, Field Services, and Technology Support.
- **The Information Services Division**, which focuses on enterprise technologies implemented as a core shared infrastructure for the State and includes Business App Solutions, Business App Services, the Unified Network, and Systems.

### **The IT and Data Governance Model**

The department is responsible for implementing and maintaining an IT governance model (see Appendix A). According to ETS, the purpose of the IT and Data Governance Model (Governance Model) is to “formalize and clarify oversight, accountability and decision rights” for managing and implementing State and agency IT solutions.

At the top of the model is the Governor, who provides oversight for IT and data in the State. Next is the State CIO, who adopts policies and standard and ensures agencies' compliance. There are also several other entities (e.g. boards, committees, and working groups) that participate in the Governance Model and focus on broad or specific goals and objectives. According to ETS, agencies that participate in the IT Governance Model, the Information

Technology Policy Council (ITPC), and Information Technology Coordination Committee (ITCC), has substantial input to all IT initiatives.<sup>2 3</sup>

## **Funding**

Under W.S. 9-2-2907, ETS is not supposed to use the traditional standard budget, base budget, or exception budget format. Instead, ETS' budget is termed to be completely an exception request and must work from the previous biennium's appropriation level, initiated by A&I, to develop an estimated budget for the next biennium. The department must consider areas where increased efficiency may impact the budget and itemize and explain changes to the estimated budget that is provided by A&I. While not officially a zero-based budget, this process appears to meet the Legislature's intent to receive detailed information and justification for IT spending increases, which the position and service consolidation was intended to better regulate.

Funding for ETS comes from different sources depending on the program or initiative and related service. For example, education IT programs or initiatives are funded using School Foundation Program funds, whereas staffing and support costs are funded using General Funds. Additionally, ETS is identified in the FY2015 Statewide Cost Allocation Plan (SWCAP) as one of the twelve Section I, or central services, and one of three Section II, or billable services.<sup>4</sup>

Discussed below, and shown in Appendix B, is a brief funding history for ETS since inception.

### **BFY2013-2014**

As consolidation occurred in the middle of the biennial budget cycle, the BFY2013-2014 fiscal year was budgeted under A&I-ITD and OCIO. The budget included 122 positions (120 FTE and 2 AWEC) and just over \$61.5 million appropriated for the biennium.

Most of the IT consolidation took place through the 2013 Supplemental Budget. The newly created ETS cited total IT consolidations costs, which included positions transferred to ETS, as \$15.98 million. The department also requested a supplemental appropriation for a net total of \$1.4 million, which included budget reductions proposed by ETS. ETS received a total appropriation of \$78.87 million for the biennium.

### **BFY2015-2016**

The first full biennium budget request under ETS was BFY2015-2016. Since many positions and responsibilities were consolidated in ETS, the department received authorization for 290 positions (284 FTE, 1 part time, and 5 AWEC) and was appropriated over \$129.1 million.

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<sup>2</sup> The Information Technology Policy Council (ITPC), established in May 2005, provides advice and counsel to the CIO and Governor in the "setting of general direction and application of IT resources within the Executive Branch."

<sup>3</sup> The Information Technology Coordination Committee (ITCC), started in 1994, brings together a representative cross-section of IT policy makers and others together, including representatives from every agency, board and commission, to identify, discuss, and propose solutions to IT-related problems and challenges and address the needs, standards, and architecture of the executive branch.

<sup>4</sup> According to the A&I Budget Division, the SWCAP, authorized by W.S. 9-2-1004(c), is "the mechanism by which the State identifies, summarizes, and allocates indirect costs in a logical and systematic manner. The SWCAP is required for the State to obtain reimbursement from the federal government. Section I of the SWCAP is the central service allowable costs provided to all State agencies. Section II of the SWCAP identifies and reports the internal service funds information and costs that are billed to user agencies."

## **BFY2017-2018**

The second full biennium for ETS will be BFY2017-2018. For the upcoming biennium, ETS has requested 278 positions (274 FTE, 1 part time, and 3 AWEC) and approximately \$115.9 million.

Within the BFY2017-2018 budget request, the Governor recommends reducing the ETS budget request, per agency recommendations, by approximately \$1.98 million to come from Enterprise Operations and Enterprise Core Services. According to the budget narrative, Enterprise Operations (1001 IT Services) and Enterprise Core Services (2001 Core Services) “are used to identify the generally funded core services for ETS.”

According to ETS, in total, there are five budgeted divisions:

- **Enterprise Operations (1000):** The core message for an Information Technology (IT) service agency should focus on the enterprise. In this context the enterprise focus means solutions that serve well across agencies, perhaps by looking at the best solutions across the State and considering how those solutions might better serve the larger IT community.
- **Enterprise Core Services (2000):** Provides basic utility services to State agencies including network services and technical support through a centralized call center. Technical support ranges from desktop support to equipment repair.
- **IT Enhanced Services (3000):** Provides numerous enhanced services that an agency to subscribe to and utilize. By offering these enhanced services/solutions for State agencies, we are encouraging consolidation and continue to develop, build and maintain enterprise technology solutions for all customers.
- **Depreciation Reserve (4000):** Depreciating all equipment over \$5,000 is purchased with internal service funded monies.
- **Wyoming Unified Network (WUN) Infrastructure (5000):** Provides the network infrastructure required to facilitate educational data collection and reporting. The WUN, begun during the BFY2015-2016 biennium, is also the means for a standard state student numbering system and provides for other state and local entities to purchase connectivity at a substantially reduced rate.

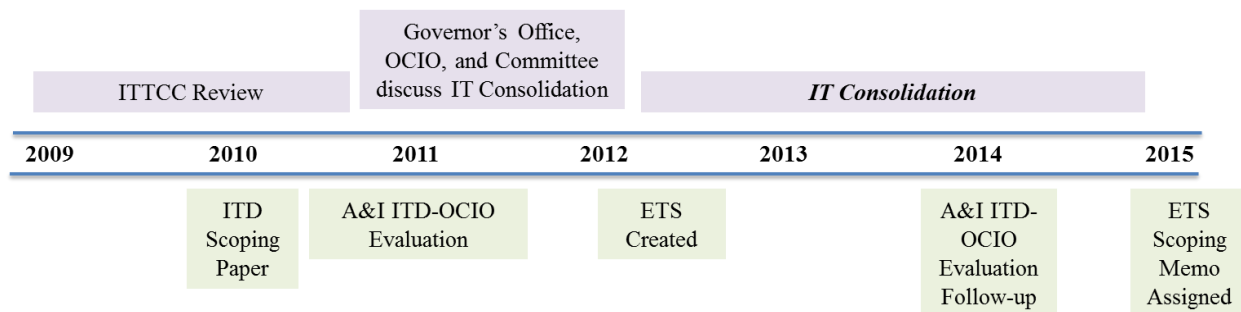
The BFY2017-2018 request also includes “All Department ETS Exception Requests,” which includes “aggregated exception requests associated with the delivery of IT enhanced services.” There are twenty-four requests for a total of \$997,554 from thirteen agencies. According to ETS, these amounts are located in the 0430 object code, which was created specifically to reflect the requested funding amounts for this aggregated exception request. For the BFY2017-2018, all executive branch agencies as defined in W.S. 9-2-2904(a)(i) were required to make IT budget exception requests, based on the following criteria:

- “Any combination of IT-related hardware, software, professional services and maintenance including telecommunications and video over \$200,000.000 requires a business case.
- IT-related hardware, software, professional services and maintenance including telecommunications and video under \$200,000.00 requires an IT budget exception request.
- IT staff position change requests, FTEs and AWECs, require an IT budget exception request.”

## Statewide IT Consolidation

According to ETS, “consolidation of common and shared IT services has been completed” and took place between 2012 and 2015. A review of IT consolidation, shown in Figure 1, is discussed in detail below.

**Figure 1**  
**Approximate Chronology of ETS Creation and Consolidation**



Source: Legislative Service Office illustration.

Note: ITTCC = IT Transition and Coordination Committee.

Statewide IT and data consolidation discussions began as early as October 2009 when the Information Technology Transition Consolidation Committee (ITTCC) was created to review and report on consolidation options in the State. At the time, consolidation appeared to be focused on six shared services and five supporting services:

**Shared Services:** 1) IT Network Service; 2) E-mail Service; 3) IT Storage Service; 4) x86 Server Compute Service; 5) Data Center Service; and 6) Security Service.

**Supporting Services:** 1) Enterprise Architecture (Technology Architecture); 2) Information Lifecycle Management for Storage; 3) Solution Deployment (Change, Configuration and Release Management); 4) Service Support (Service Desk, Incident and Problem Management); 5) Service Delivery (Service Level, Capacity, Availability and Service Continuity).

In July 2010 and October 2010, the ITTCC published its Phase I and Final Report, respectively.

Starting in October of 2011, the Governor directed the review of all vacant IT positions within the executive branch, excluding the University of Wyoming and the community colleges, with the goal to identify positions and roles not absolutely specific to the agency's enterprise.

From November 2011 through September 2013, agency positions and staff reviews took place in every executive branch entity to work towards IT consolidation and eventual staff transitions. Consolidation recommendations were reviewed by the ITCP.

Starting February 2012, specific Client Services/Business Analyst teams were created to serve as a “direct resource to agencies to provide day to day guidance and assistance around IT products, solutions, and practices ensuring our agencies are able to leverage the best solutions for their business needs.” Phase 1 of consolidation began in March 2012 with the passage of 2012 SF33, which included creating an inventory of positions, reviewing all IT positions by function, then meeting with agency directors to discuss the appropriate, most effective, action to be taken regarding each position.

Phase 2 was the physical consolidation, which was managed by the IT Governance Team, created by the State CIO within the ETS. Multiple meetings were held with each employee and a recommendation was then made to the ETS Leadership Team for position placements. Subsequently, each person was then transitioned into the ETS.

Consolidation continued from 2013 through 2014 with the transitioning of responsibilities to the newly created, staffed, and trained ETS teams. In total, approximately 170 positions were consolidated from 22 different departments into the ETS.

## **Legislative Oversight**

Parallel to the ongoing review and discussions in the executive branch, there was also legislative interest in statewide IT management and consolidation.

### **Management Audit Committee**

Starting in 2010, the Management Audit Committee directed LSO Program Evaluation to review IT services in the State. In May 2010 the A&I-ITD scoping paper was presented and an evaluation was conducted thereafter with a final report to the Committee in June 2011 (the report was published July 13, 2011). In response to the findings and recommendations in the 2011 evaluation, the Committee decided to sponsor legislation to address IT consolidation. According to ETS, through September 2011, “efforts and conversations around IT consolidation planning were taking place between the Governor’s Office, the Office of the Chief Information Office and Management Audit Committee.”

During the 2012 Budget Session, the Committee sponsored 2012 SF33, which was adopted and created the ETS, effective March 8, 2012. In July 2014, the ETS updated the Committee as a part of the mandatory follow-up process to the 2011 evaluation. At the time of the follow-up, the ETS informed the Committee that consolidation was nearing completion. See Appendix C for the 2011 evaluation recommendations and the follow-up responses provided by ETS to the Committee in 2014.

### **Other Legislative Reports and Topics of Interest**

In addition to the work performed by the Committee, during the creation of ETS and throughout statewide IT consolidation, other legislative interim committees have also been actively engaged in the process. The department has reported at least once a year since 2012 to the Legislature’s Joint Appropriations and Joint Education Committees. It has also presented information to the Joint Corporations, Elections & Political Subdivisions Committee, the Task Force on Digital Information Privacy, the Select Committee on Legislative Technology and Process, and the State Building Commission. A list of reports ETS has submitted to different legislative committees can be found in Appendix D.

## **Conclusion:**

According to the State CIO, ETS consolidation is now complete and all agencies have access to the “best” technicians the State has to offer. The department states it is a continuous improvement agency, and works closely with Governor’s Office and executive branch agencies to enhance services and guide technology initiatives. Before, during, and after consolidation the Legislature, Governor’s Office, CIO, and state agencies have taken an active interest in the steps and processes that resulted in what ETS is today.

## Committee Action

After the Committee reviews and discusses the information in this memorandum it may wish to consider the following actions:

- Proceed with a full scoping paper;
- Postpone the scoping paper until after the BFY2017-2018 biennium to ensure that ETS has more than one biennium experience to complete analysis of budget trends and mature department management operations (including the complete consolidation transition).

### **Potential Areas for Further Consideration**

Base on the lack of experience for ETS as a State-level department and its consistent reporting to multiple Legislative committees, potential areas for further consideration by the Committee include:

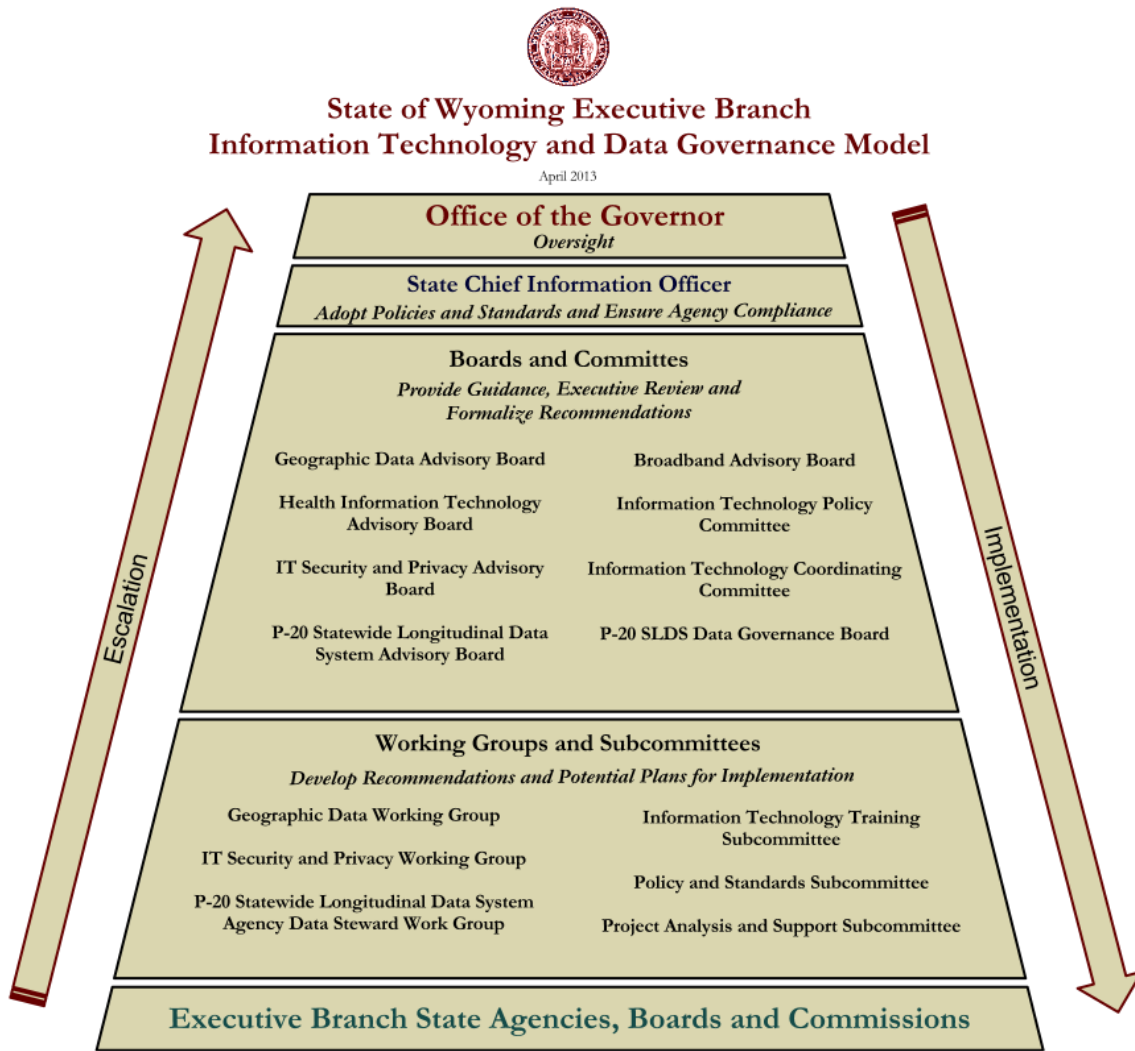
- **Governance Model.** The Governance Model is a way for agencies and departments to provide feedback and, therefore, it may be important to engage these entities and observe their proceedings to determine whether these entities are effective and are functioning as originally envisioned.
- **Shift to Free or Low Cost Solutions.** Another area of interest is the apparent shift in IT services from paid services to “free” or “low-cost” solutions. The Committee could attempt to determine cost savings from pre-consolidation, if any, as compared to the services currently provided post-consolidation.
- **Use of private or consulting services.** The comparative assessment of ETS capabilities versus customer entity needs may be important. Such a comparison might provide some additional clarity as to what services ETS can or must offer versus what may need to be provided by private sector consultants/contractors.
- **Funding and resources allocation.** Given that ETS receives General Fund appropriations, can bills for services, and is a Section I Statewide Cost Allocation central agency, it would be important to better understand what funds are being used for what services (e.g. central services versus enhanced or “extra” services). It may also be important to determine what the resource allocation is for those central and common services versus special initiatives.
- **A Customer Service Agency.** Gathering input from the participating agencies and departments would be important in determining if ETS is meeting the IT-related expectations (perceived and/or real) of its customer entities. Part of this research may be covered under the Governance Model considerations, but day-to-day customer service would also be important to consider. Specifically, understanding the concerns participating agencies and departments have with consolidation and its outcomes could provide a better understanding as to whether all consolidation elements could be deemed “successful.”

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# Appendix A

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## Information Technology and Data Governance Model



Source: The Department of Enterprise Technology Services.



# Appendix B

## Funding Summary

A summary of ETS budget and supplemental requests as well as appropriations for BFY2013-2014 and BFY2015-2016 can be found below.

### ETS Budget and Supplemental Request and Appropriations Summary

| Year                  | 2013-2014 <sup>1</sup>    | 2013 Supp. <sup>2</sup>   | 2015-2016             | 2015 Supp. <sup>2</sup>      |
|-----------------------|---------------------------|---------------------------|-----------------------|------------------------------|
| Entity                | A&I-OCIO/ITD              | ETS                       | ETS                   | ETS                          |
| Agency Request        | \$61,570,978              | \$81,502,412 <sup>3</sup> | \$131,096,938         | \$131,711,890                |
| Governor Change       | None                      | None                      | \$32,200 <sup>4</sup> | None                         |
| Appropriated          | \$61,517,366 <sup>5</sup> | \$78,874,502              | \$129,129,138         | \$128,940,388 <sup>6,7</sup> |
| Funding Sources       | GF, IS                    | GF, IS, SF                | GF, IS, SF, SIPA      | Other <sup>6</sup>           |
| FTE <sup>8</sup> Full | 120                       | 280                       | 284                   | 282                          |
| Part                  | 0                         | 1                         | 1                     | 1                            |
| AWEC                  | 2                         | 5                         | 5                     | 5                            |
| Total                 | 122                       | 286 <sup>9</sup>          | 290                   | 288                          |

Source: Legislative Service Office review of budget requests, supplemental requests, and appropriations from BFY2013-2014 through BFY2015-2016.

Note: GF = General Fund; IS = Internal Services; SF = School Foundation, and SIPA = Strategic Investment and Projects Account.

<sup>1</sup> This request was submitted under A&I and only aggregate data is available in 2012 Laws, ch. 26.

<sup>2</sup> Agency request is the *Revised Appropriation* amount including the supplemental request.

<sup>3</sup> This revised request was calculated, by ETS, as follows: BFY2013-2014 appropriation {\$64,115,620} + Total IT Consolidation {\$15,982,524} + 2013 supplemental request {\$1,404,268}.

<sup>4</sup> This recommendation was for the funding and maintenance of email accounts for all boards and commissions.

<sup>5</sup> Appropriations for BFY2013-2014 was actually \$64,115,620. The additional \$2,598,254 was not included in ETS agency appropriations, but is located in 2012 Laws, ch. 26, Section 326 [Education Accountability Data Systems].

<sup>6</sup> The supplemental request for \$1,082,752 to be used for the Herschler Data Center relocation was funded as Priority 9 from Contingent Appropriations from Investment Earnings Derived in FY2015, 2015 Laws, Ch. 142, Section 345.

<sup>7</sup> Further clarification is necessary, but the \$188,750 difference between the BFY2015-2016 appropriations and the 2015 revision appears to be due to two positions being transferred to A&I from ETS.

<sup>8</sup> Counts are based on the respective budget or supplemental requests, and include At-Will Employee Contract (AWEC) positions not shown in the respective Budget and Supplemental Budget Bills.

<sup>9</sup> The difference in total FTE between the BFY2013-2014 and the 2013 supplement is 164 positions and attributed to the creation of ETS and position consolidation.

## Appendix C

### 2014 ETS Progress on 2011 Evaluation Recommendations

| 2011<br>Rec. No. | Recommendation Summary                                                                                                                                                                                                                                                                                                | 2014 Follow-up Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                | The OCIO and ITD, should develop a clear and consistent inventorying process for state executive branch agencies; a comprehensive inventory should be conducted at least once each biennium to help assist in biennial budget preparations and in the development of the Wyoming State Biennial Technology Plan.      | ETS stated it captures counts of desktop computers, laptops and monitors through the IT Budget Exception requests ensuring alignment with Agency FTE counts. ETS references this count each year during the budget cycle to best inform recommendations to the Governor and Legislature.                                                                                                                                                                                                                            |
| 2                | ITD should establish rates at the levels recommended from the CRIS software. If rates need adjustment because of unplanned factors, ITD should document the reasons and update customer agencies accordingly. Updates can be provided during the biennial rate-setting process and throughout the biennium if needed. | Due to the consolidation of common and shared IT services, rates were adjusted accordingly. ETS created an updated service catalog and held meetings with agencies to review services provided and assisted agencies with budget requirements. ETS continues to use calculations from the CRIS software models. The Enhanced Service Catalog is only made available to executive branch agencies. Moving forward, ETS stated it would include low cost or free alternatives to ETS service lines where appropriate. |
| 3                | The Department should work with the State Auditor's Office to discuss possible updates or replacement of existing software to include features fully compatible with the State's accounting system.                                                                                                                   | The Department of A&I completed its evaluation and executed a contract for a new solution, which was to be deployed in August 2014.                                                                                                                                                                                                                                                                                                                                                                                 |
| 4                | The OCIO and ITD should work to develop an anonymous survey to agencies with respect to ITD provided services. In addition, other questions related to customer service should be asked as well (e.g. rate setting, purchasing processes, etc.).                                                                      | ETS stated it continued to use Google Forms to survey for continuous improvement purposes. Agency Directors involved in IT Consolidation and IT Transition were anonymously surveyed to inform the process. The results were posted on the ETS website. ETS said it also surveyed its own staff using an anonymous survey measuring employee engagement.                                                                                                                                                            |
| 5                | The Governor should reappoint members to the State Telecommunications Council or provide information to the Legislature if there is a reason to modify W.S. 9-2-1026.2.                                                                                                                                               | During the creation of ETS, the language designating the telecommunications council was removed from statute. The Governor holds an annual broadband summit and meets regularly                                                                                                                                                                                                                                                                                                                                     |

| 2011<br>Rec. No. | Recommendation Summary                                                                                                                                                                                                                                                                                                                                                                                 | 2014 Follow-up Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6                | If the Governor reappoints members to the State Telecommunications Council, the OCIO and ITD should work with the new Council to ensure statutory responsibilities of W.S. 9-2-1026.2 are carried out.                                                                                                                                                                                                 | with stakeholders throughout the telecommunications industry. ETS stated this approach was working well and was leading conversations in advance of the telecommunications statute rewrite for 2015.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 7                | The OCIO should promulgate rules with respect to the structure and activities of the Governance Model. Rules should clearly articulate the processes involved with its activities.                                                                                                                                                                                                                     | ETS emphasized that it was organized to provide quality customer service and a review of the IT Governance Model was completed based on statutory mandates. It had reviewed rules and repeal and updated where appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 8                | The OCIO should modify purchasing policy and allow agencies to make IT-related purchases under \$500 without OCIO approval.                                                                                                                                                                                                                                                                            | ETS stated it continues to collect spreadsheets submitted by agency for technology purchases at or below \$500. ETS also deployed a new system, ETS Request, to streamline the process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 9                | The OCIO and the Governor's Office should reevaluate efforts to move Wyoming towards IT consolidation and ensure that efforts are transparent and that agencies are able to provide communication related to the process. In addition, proposals related to statewide consolidation should be supported by sufficient financial and other information via a business case plan.                        | The proposed recommendations were accepted by the Governor's Office and the Legislature gave final approval of centralizing common and shared IT services effective March 8, 2012. Under the FY2015-16 Budget, ETS operates as a consolidated IT enterprise, serving all agencies identified in the executive branch. Under the idea of continuous improvement, ETS noted that it reevaluated consolidated positions and identified a team that fit better within the subject matter expert designation, Wyoming Department of Transportation; this team was assigned back to WYDOT. ETS continues to assess consolidation and address challenges or opportunities as they arise. |
| 10               | The OCIO should work with the University of Wyoming, Wyoming Business Council, the Wyoming Technology Business Center, and Department of Workforce Services to develop a plan to reinvigorate earlier efforts by the Legislature to encourage diversification of Wyoming's IT industry and infrastructure. Such a plan should be drafted and presented to the Legislature prior to additional funding. | ETS started a joint intern program with the University of Wyoming and community colleges. It had four interns as of July 2014 and hired one into a full-time position within State government. ETS also addressed this through the Governor's Policy Group dedicated to Job and Workforce. ETS said it would continue to have representation on the policy group.                                                                                                                                                                                                                                                                                                                 |

## Appendix D

### Reports by ETS

#### ETS and Consolidation Related Reports

| Report                                                                                 | Report Recipient                                             | Authorization                                                   |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------|
| Annual Agency Report                                                                   | Department of A&I                                            | W.S. 9-2-1014(a)                                                |
| Programs FY2014-2017                                                                   | Department of Audit                                          | W.S. 28-1-115(a)(ii)(B)                                         |
| Biennial Report on Federal Programs                                                    | With biennial budget request                                 | W.S. 9-2-2906(o)                                                |
| Annual Report on Concerns and Unfair Competition                                       | Joint Appropriations Committee                               | W.S. 9-2-1036(g)                                                |
| Biennial Report on Quality Management (Performance Excellence)                         | With biennial budget request                                 | W.S. 9-2-2906 (b)(xiv)                                          |
| Quarterly Report on Personal Services Transfers                                        | Joint Appropriations Committee                               | 2013 Wyoming Session Law, Chapter 73, Section 311 (a)(b)        |
| Report on Education Accountability Data Systems Expenditures                           | Joint Education Committee                                    | 2012 Wyoming Session Law, Chapter 26, Section 326 (g)           |
| Reports on Enterprise Education Information Technology and Accountability Data Systems | Joint Appropriations Committee and Joint Education Committee | Joint Appropriation and Joint Education Chair requested reports |

Source: Legislative Service Office summary of information available on the Department of Enterprise Technology Services website.

#### ETS and Consolidation Related Meeting Reports

| Committee                      | Date       | Report Topics                                                                                                                                                                                       |
|--------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Joint Appropriations Committee | 7/29/2014  | State Data Centers                                                                                                                                                                                  |
|                                | 1/20/2014  | Unified Network, State Agency Websites, and State Technology Replacement Plan                                                                                                                       |
|                                | 12/10/2013 | FY2015-2016 budget, WEN, ETS 600 and 900 Expenditures, and State Technology Replacement Program                                                                                                     |
|                                | 12/10/2012 | FY2014 Supplemental Budget Request and State E-rate Program                                                                                                                                         |
|                                | 11/9/2012  | IT Consolidation, ETS Supplemental Budget Briefing, IT Modernization Savings, Education IT and Data Systems Report, Video Conferencing, Federal Programs Report, and Performance Excellence Report. |

| <b>Committee</b>                                       | <b>Date</b> | <b>Report Topics</b>                                                                    |
|--------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------|
| Joint Corporations, Elections & Political Subdivisions | 6/4/2014    | Unified Network Phase I and II                                                          |
| Joint Education Committee                              | 6/5/2015    | P20W and Educator Credentialing                                                         |
|                                                        | 6/26/2014   | Update on Data Security Plan                                                            |
|                                                        | 6/24/2013   | P20W, Educator Credentialing, Unified Network, and Enterprise Education IT Expenditures |
| Select Committee on Legislative Technology and Process | 10/29/2013  | Unified Network Phase I and II and Video Conferencing                                   |
| State Building Commission Meeting                      | 11/6/2013   | Data Center Continuity Plan                                                             |
| Task Force on Digital Information Privacy              | 6/16/2015   | P20W and Education Security                                                             |
|                                                        | 9/9/2014    | P20W                                                                                    |

Source: Legislative Service Office summary of information available on the Department of Enterprise Technology Services website.

