Information Governance Initiative

Progress Report as of February 12, 2015

Below is an update on the Information Governance Initiative, broken down by team.

**Principles and Governance Group**

The purpose of this group is to help agencies overcome the cultural and operational barriers to implementing their own Information Governance initiatives, and provide a roadmap for implementation.

The team developed a set of upbeat and humorous “Myth Busters” to address the most common misconceptions that impede Information Governance progress. Developed by our state’s leading records managers, public disclosure officers, and attorneys, these will be a great resource to agencies.

The team is also working on a statewide Information Governance website to serve as a focal point for this initiative and to provide related documents. More deliverables are planned that provide a roadmap for agencies to proceed with their own initiatives.

**Enterprise Content Management (ECM) Selection Team**

The Request for Proposal (RFP) was issued December 19, 2014. Prior to issuance, the requirements and evaluation process were reviewed and approved by agency CIOs, records managers, and Gartner Group.

Key RFP dates include:

Vendor question and answer period closed: February 10.

Bids are due: March 10

Announce Round 1 Finalists: April 6

Round 2 vendor demonstrations: April 20 - 29

Announce Apparent Successful Bidders: May 1

Contract negotiations begin: Week of May 11

During the vendor question period the team modified the pricing model to ensure that contracts aggregate the purchasing power of state and local government. The schedule was extended 2 ½ weeks to allow vendors adequate time to adjust their pricing proposal.

A multi-agency, multi-disciplinary evaluation team will select 3 – 5 successful vendors. There is high agency demand to observe the vendor demonstrations, but in order to preserve the competitive process, vendor fairs in eastern and western Washington will be organized when contracts are in place. In addition to state agencies, numerous local government entities are following this acquisition with a high degree of interest. Oklahoma and North Dakota are following this initiative as well.

Special thanks goes to Wendy Walker, our RFP Coordinator, for pushing this sizable procurement through with class and tireless perseverance.

**Consultant Selection Team**

Through DES, this team will establish ITPS contracts for consultants to help agencies implement ECM systems. The team chose to hold on this acquisition until the ECM RFP is completed since that RFP will include professional services.

**Proof of Concept Team**

An ECM proof of concept project is going through contract review at the Department of Financial Institutions.

**Communications Team**

The purpose of this team is to create awareness for the initiative and foster buy-in on information governance principles and guidance.

Upcoming communications events include:

* The Deputies February Monthly meeting: Show how and ECM can support agency responses to public disclosure requests
* Records Management training sessions in March in Whatcom County and Everett
* The Association of City and County Information Services annual meeting in April
* Numerous state and local government forums visited by staff from the Secretary of State’s Office
* Plans are underway to feature the initiative in two sessions at the Information Processing Managers Association Forum in May.