

National Association of State Chief Information Officers

Nomination for 2003 Recognition Awards for Outstanding Achievement
in the Field of Information Technology

1. Nomination Form

Title of Nomination: **Online Declaration of Surplus Property**

Project/System Manager: Keith Johnson

Title: State Controller

Agency: Secretary, Board of Examiners

Department **Board of Examiners**

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Category of Judging: Innovative Use of Technology

Person Nominating: Kathy Ewert

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2. Executive Summary

By law the Board of Examiners must manage the disposal of surplus state-owned personal property. The Board encourages other agencies, city, county, school districts or any other public entity to acquire any of this surplus property.

To notify others about available surplus property in the past, agencies submitted 90 copies of a declaration to the Board where upon the Board distributed this as a notice to most state agencies. Unfortunately, the declaration process commonly took over three weeks, required multiple handlings to distribute the declarations, was extremely cumbersome to find select items of interest, and omitted a vast audience of potential users of surplus goods both in and out of state government.

In December 2001, the Board launched a paperless, on-line interactive form to declare surplus property. This form immediately posted electronic notices on the Internet for anyone to view. The new process is not only more efficient and economical, saving taxpayer dollars, but it maximizes the audience who may utilize state surplus personal property.

3. Written Justification (A through D)

a) Description of project, including length of time in operation:

The Board of Examiners is required by Idaho statute to manage the disposal of state-owned personal property that is of no further use to the state or to the holding agency. The statute encourages agencies to sell or transfer surplus property to any city, county, school district or any other public agency whenever it is in the best public interest.

Historically the Board of Examiners required each agency to mail 90 printed copies of a form declaring property to be surplus to the Secretary of the Board of Examiners at the State Controller's Office (SCO). Then these pages were distributed by mail only to state agencies. (Limited funding blocked wider distribution by the Board.) This distribution time added days to the minimum fourteen-day posting time required for interested agencies to investigate and to acquire the property before disposal or offering the property for sale at public auction.

Further, this declaration process failed to notify a large number of public and non-profit agencies that could benefit from acquiring these economical goods. In addition, when looking for a select item to acquire from the available surplus property declarations, this process made finding and identifying goods most cumbersome.

Since December 14, 2001, the Board of Examiners launched an automatic, paperless on-line interactive process to declare and post surplus state personal property. For several months, authorized state agents voluntarily declared property over the Internet by logging onto the secure State Controller's Website and selecting "Declare State Surplus Property." The simple interactive form with self-help guides and automatic populated fields allowed quick declaration and posted available surplus property on the Internet in "real time" as a read-only public document. Assessing the voluntary participation of nine agencies over four months, the Board suggested that the State Controller's Office implement on-line frequently asked questions, a use counter and minor site adjustments to satisfy user feedback. On April 24, 2002 the Board announced that all state agencies with Internet access are required to use the on-line declaration and available surplus property notices. As of July 31, 2002 over 5,205 visitors have viewed Idaho's new surplus property Website.

Operationally, the on-line declaration process employs a form built in Lotus Notes / Domino. As such this application provides several advantages:

- Rapid application development
- Implicit modular security plus explicit configured security controls
- Flexible, dynamic "real time" translations onto the Web
- Pop-up self-help windows
- Controlled posting of views through data-entry identified dates
- Uniquely configured sortable views as single or clustered records from multiple-item submittals
- Automatic electronic archiving
- Easily adaptable application to accommodate user feedback and meet future needs

b) Significance to the improvement of the operation of government:

This on-line surplus property process, developed by the State Controller’s Office for the Board of Examiners, is reducing expenditures while enhancing services to Idaho Citizens and their government. This new process reduces people time to distribute declarations, shortens the wait between declaration and disposal, eliminates photocopy and mail charges, and minimizes storage and handling expenses related to surplus personal property. It also provides an electronic audit record of declarations, enhances potential markets and expands awareness of available state surplus personal property for sale, transfer or recycling.

c) Benefits realized by service recipients, taxpayers, agency or state:

Now, agencies can declare surplus property instantly instead of waiting up to a week for declarations to be delivered and another two weeks before they could dispose of property. This shortens storage time and handling expenses. The State Controller’s Office and state mail service no longer handle bulky bundles of declarations on a daily basis freeing employees’ time for other functions. This alone saves nearly \$5,300 annually.

Since the available surplus property notices are sortable by category of property or by agency offering them, anyone seeking state surplus property can readily find selected goods quickly. In addition, the notices are automatically archived after fourteen days keeping the lists current and providing efficient, automated information storage for auditing purposes.

Most importantly, the on-line state surplus property notice enables many more people to see what surplus personal property is available for acquisition through transfer or sales. People are no longer expected to “know the system” to learn about available surplus property. Anyone in city and county governments, schools, irrigation districts, quasi-governmental entities, non-profit organizations and the public has unfettered access to the state’s surplus property lists on-line! Simply visit the Board of Examiners’ Website at www.sco.state.id.us or click on “surplus property” under AccessIdaho to view Idaho’s available surplus personal property.

d) Return on investment, short-term/long-term payback

Immediately the on-line declarations freed-up state employees’ time, reduced copy and postage costs, and eliminated record keeping hassles. In less than two years, the new process will more than pay for its development and over a five-year period, it will net the State and taxpayers \$18,721 in savings (see calculations below).

Past Processing Costs per Year

Copy Paper ^a	Postage ^c	Distribution Labor ^b	Record Keeping Labor ^d	Total
\$1,727.00	\$160.00	\$3,120.00	\$292.00	\$5,299.00

^a Estimation based one page/declaration, mean of 39 declarations/month per declarations on file

electronically for 6-month period 2/2001 – 7/2001, 90 copies mailed of each and copy paper at \$13.00/ream – 500 count plus 1.5¢ per photocopy.

^b Assumes \$10.00/hour for all labor charges with time estimates for photocopying, agency and mail center handling, and SCO staff process to agency mailboxes at 40 minutes/declaration.

^c Assumes postage at 34¢ per declaration.

^d Estimation of filing, periodic queries, and storage of declarations using one clerk at \$10.00/hour.

Current Processing Costs per Year

Since the new declaration process is fully automated and incorporated in existing Website technology, there are no measurable ongoing expenses (**\$0.00**).

Developmental Costs

SCO contributed the labor required to develop and implement the on-line declaration form and notices. The services of the development team are valued at approximately **\$7,774.00**. No new equipment or technology costs were incurred.

Schedule of the On-line Declaration Project & Estimated Staff Hours

<i>Dates</i>	<i>Hours</i>		<i>Tasks</i>
	<i>WM</i>	<i>RA</i>	
May, 2001	2	22	Initiate idea for an online declaration form and automated notice list with development team and subcommittee of Board of Examiners
June-July, 2001	21	41	Planning and develop initial layout and concept of online declaration and notices; develop prototype for simulation
August, 2001	11	8	Conduct beta testing of an on-line simulation with Idaho State Police, Endowment Fund Investment Board and Idaho Department of Health & Welfare; implement modifications per test results
September, 2001	8	7	Further simulation testing of access controls and application completed
October - November, 2001	12	3	Create secure authorized user access through Apps Address Book in Lotus Notes and Idaho Paperless On-line Payroll System (IPOPS) log-in; test access
December 14, 2001	5	2	Launched application on-line following Secretary of Board of Examiners guidelines for voluntary use & feedback for 3 months
December, 2001	1	2	Linked with AccessIdaho
March, 2002	5	40	Survey of voluntary users about application (9 agencies used application); Modify application per user feedback; creation of frequently asked questions (FAQ's), self-help changes, counter, & minor adjustments in fields and buttons)
April 24, 2002		24	Board of Examiners announced mandatory use of on-line declarations & notices henceforth
	65	149	

WM = webmaster

RA = research analyst

Technology Used

<i>IT Equipment</i>	<i>Cost</i>
Domino	None – on hand
Lotus Notes	None – on hand