

Pilot specs

All participants in the pilots must recognize that they will have to commit both time and resources to the effort. This will involve people both in and out of your department, particularly people in the IT department of your organization. Along with the time devoted to preparation, there will be probably three months spent running the pilot, perhaps for a total of six months in all. In that entire period, staff must be available to work with the Task Force, the consultants and vendors.

Document Purpose

The purpose of this document is to be a “filter” by which to evaluate counties and identify potential candidates for pilot scenarios. This listing is only a first pass and further review is required prior to any further actions.

Counties

Item: Technical architecture

Purpose: Conformance with state guidelines, compatibility with other units of government

Specifications: See <http://www.ot.state.mn.us/architecture>

Item: Server

Purpose: Sufficient operational capacity and secure storage and backup

Specifications: Server with dual 800 Mhz Pentium III Xion class processors, 512 Mb RAM, Raid 5 configured SCSI hard drives allowing approximately 30 GB of storage to allow for ample storage, backup and restoration of databases.

- Windows Server 2000
- Microsoft IIS 5.0 (comes with Windows Server 2000)
- Database Management System – Microsoft SQL 2000
- PCAnywhere v10

Item: Workstations

Purpose: Minimal performance and interoperability standards

Specifications: Workstation with Pentium-class processor with minimum 1GB of free disk space, 64 MB of RAM, Standard CD-ROM and floppy drives, mouse, keyboard, monitor, etc.

Item: Connectivity

Purpose: Provision of access to applications and systems by vendors and records creators

Specifications: ISDN or T1 access to the Internet

- Port 80, 443 – Internet and SSL Connection for access to application server for testing
- Port 389 – LDAP access for Certificate Revocation List from Digital Signature Trust
- County Specific VPN Port – Allow VPN access into the application server for testing purposes
- Port 21 (Optional) – FTP access to the server
- 1433 (Optimal) – SQL Server direct access
- 5631 & 5632 (Optimal) – PC Anywhere to allow for remote administration of application

Item: Software

Purpose: Applications and standards to promote interoperability and compatibility

Specifications:

- Windows workstation OS: MS Windows 95, 98, NT4.0, sp6, Windows 2000 Professional (all system must have 128 bit security encryption installed)
- Database - SQL Server 7 or 2000, Oracle
- Web browser – Internet Explorer 5.5 with 128-bit encryption required
- Digital signature - legally recognized certificate authority (if not already provided by the e-recording or back office application vendor(s))
- Back office application

Item: Staffing

Purpose: Sufficient number of committed personnel to manage the project; provide guidance to vendors and consultants, and to integrate the pilot application into the organization's system and network. Both the IT and the business operations will be involved. This will also demand representatives of back office applications.

Specifications: Skills

- Ability to design fee payment system (if not already provided by the e-recording or back office application vendor(s))
- Ability to integrate pilot applications with county network security and storage systems
- Ability to write integration components to back office technology (if not already provided by the e-recording or back office application vendor(s))
- Ability to evaluate and apply business analysis models and products
- Some familiarity with XML

Specifications: Tasks

- Review the progress made during the course of the entire Electronic Recording Project
- Coordinate the involvement of other participants in the County
- Receive periodic updates from vendor and other team members
- Make final decisions regarding issues that arise during the course of the project
- Ensure proper interface with the back-end systems
- Oversee the work performed by the County Team
- Implement fee payment system
- Interface directly with the vendor Team
- Coordinate the delivery of the requested information and assistance from the County
- Coordinate, as needed, with other county offices, departments, and personnel
- Assist in setting and maintaining the project schedule
- Act as the direct contact with the management of the County Record's Division, providing periodic briefings as requested

Private sector

Item: Workstations

Purpose: Minimal performance and interoperability standards

Specifications: Workstation with Pentium-class processor with minimum 1GB of free disk space, 64 MB of RAM, Standard CD-ROM and floppy drives, mouse, keyboard, monitor, etc.

Item: Software

Purpose: Applications and standards to promote interoperability and compatibility among pilot participants

Specifications:

- Windows workstation OS: MS Windows 95, 98, NT4.0, sp6, Windows 2000 Professional (all system must have 128 bit security encryption installed)
- Database - SQL Server 7 or 2000, Oracle
- Web browser – Internet Explorer 5.5 with 128-bit encryption required
- Digital signature - legally recognized certificate authority
- Back office application

Item: Connectivity

Purpose: Provision of access to applications and systems by vendors and records creators

Specifications: ISDN, xDSL, T1 or faster

[from InGeo but I wonder why any web ISP couldn't do the job of supporting individual transactions. Wouldn't this much connectivity imply a higher volume of transactions and data exchange?]

Item: Staffing

Purpose: Sufficient number of committed personnel to manage the project; provide guidance to vendors and consultants, and to integrate the pilot application into the organization's system and network. Both the IT and the business operations will be involved. This will also demand representatives of back office applications.

Other Necessary Processes to Be In Place

- Ability to identify the type of document received and know the business process that is associated with it
- Identify what information needs to be contained within a specific document type - grantors/grantees, buyers/sellers, tax number or land tracking number, signatures, return address, notary, etc.
- Ability to define how fees are calculated
- Ability to take an electronic payment (either draw down account or straight ACH)
- Ability to specify what goes on a receipt
- Must have an electronic signature to sign the document (ensure security to the submitter on return)
- Must have a place to store document images and a file naming convention for those images
- Indexing rules must exist for what data is indexed and how it is formatted for being indexed

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