

Overview

Implementing a "paperless" work environment for the Board of Parole (Board) should proceed in 3 individual and independent phases.

Phase I is the most critical phase. The Board's agency management system (IParole) utilizes a server purchased in June, 2005. Although capacity and performance of the system has never been in doubt the fact remains the infrastructure the system runs on has been used beyond its estimated life and is in critical need of an upgrade. Hardware and software are purchased directly through State of Iowa approved vendors and contracts.

Phase II upgrades the existing IParole software to allow Board members to vote electronically through the software rather than the current paper based system. Electronic voting will dramatically reduce the amount of paper used while providing a more efficient and streamlined process for Board members to perform their primary task while serving as a Board member. Also, existing IParole modules including those for victims, revocations, and risk assessments, and clemencies would be best served by upgrading existing functions to generate paper notification and communication digitally as well.

Phase II would implement the paperless functionality by converting the existing file room to digital format and imported into the existing paperless software. For security and efficiency the scanning of the estimated 1.5 million pages of documentation would be done onsite. Concurrently the IParole application would require additional upgrades to pull documentation produced by the software directly and seamlessly into the paperless software.

Estimated costs:

Phase I (Hardware Upgrade)	\$15,900.00
Phase II (IParole Upgrades)	\$31,500.00
Phase III (Paperless)	\$152,100.00
Total	\$199,500.00



Phase I – Hardware Upgrades (Priority)

Current server purchased June 2005 and needs replacing. Network functions broken out on two different servers for security purposes. All hardware and software purchased through various vendors using State of Iowa contracts.

Server 1 (Domain Controller) • HP ProLiant DL360	\$3,400.00
Server 2 (SQL Server) • HP ProLiant ML350	\$6,100.00
Software • Server OS • SQL Server • Backup	\$4,000.00
Installation	\$2,400.00
Total	\$15,900.00

Phase II – IParole Electronic Voting Upgrades

Upgrade existing IParole application to utilize electronic voting for board members rather than current manual paper voting. Also, convert victim, revocation, and risk assessment, and clemency modules to create documents digitally for distribution to affiliated parties and eventual paperless implementation.

Electronic Voting • Requirements Gathering • Development & Testing • Staff Training • Board Laptops (5)	\$21,900.00
Existing Module Upgrades • Clemency • Revocations • Risk • Victims	\$9,600.00
Total	\$31,500.00



Phase III – Paperless Implementation

The final phase of this project involves converting the file room to digital by scanning all the files and storing the digital files in the EDM software. Also, in tandem upgrading IParole to export out documents created in the software for seamless integration into the EDMS.

File Room Scanning <ul style="list-style-type: none"> • 1.5 million pages @ \$0.08 	\$120,000.00
Expand Existing EDM Software <ul style="list-style-type: none"> • Expand from 5 to 15 users • Workflow Module 	\$12,500.00
Staff Desktop Scanners (5)	\$10,000.00
IParole Upgrades <ul style="list-style-type: none"> • Implement import of paper generated in IParole seamlessly into EDM software 	\$4,800.00
Installation <ul style="list-style-type: none"> • Implementation • Workflow Configuration • Staff Training 	\$4,800.00
Total	\$152,100.00

