

# MAINE STATE LEGISLATURE

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OFFICE OF  
THE GOVERNOR

NO. \_\_\_\_\_ 29 FY 04/05  
DATE \_\_\_\_\_ January 6, 2005

**AN ORDER CONCERNING EFFECTIVE APPLICATION  
OF INFORMATION TECHNOLOGY**

**WHEREAS**, information technology is a vital business enabler for Maine government, business, and economic development; and,

**WHEREAS**, continuing and innovative improvements are necessary in the access and delivery of services for the citizens and customers of the State of Maine, including improvements in the coordination of services between state, federal, and municipal governments; and,

**WHEREAS**, the taxpayers of the State expect their government to operate efficiently, to adopt quality procurement practices, to invest its capital wisely, to achieve economies of scale, and to have mechanisms in place to ensure accountability for the monies that fund information technology investments; and

**WHEREAS**, Maine's information technology for state government should be managed from the perspective of the entire enterprise, thereby ensuring unified vision and meaningful strategic planning, a common technology architecture and infrastructure, effective project management, accountability, and establishment of statewide priorities;

**NOW, THEREFORE**, I, JOHN E. BALDACCI, Governor of the State of Maine, do hereby order and direct the following:

1. The Office of the Chief Information Officer and the Bureau of Information Services in the Department of Administrative and Financial Services will merge into a single office led by the Chief Information Officer. The resulting organization will strengthen the ability of the Chief Information Officer, on behalf of all of state government, to achieve a sharper focus and accelerated outcomes for information technology enterprise strategies and initiatives.
2. The Chief Information Officer shall lead and coordinate statewide information technology outreach efforts to municipalities and other government entities in order to improve

governmental services and foster economic development efforts. Such outreach shall include the private sector in any public-private initiative opportunities.

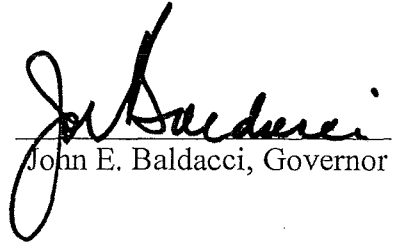
3. The State Budget Officer and the Chief Information Officer will complete a financial study of information technology in state government and report to the Governor's Office recommendations for improvements and funding mechanisms. The report will be submitted by October 1, 2005.
4. The CIO Council shall be formed to advise and assist the Chief Information Officer in the accomplishment of the outcomes identified in this order and in the achievement of other initiatives identified by the Chief Information Officer on behalf of the administration.
  - a. The Chief Information Officer shall establish and maintain a charter for the Council that defines the duties, structure, governance, and process of the work to be performed.
  - b. The Chief Information Officer shall identify the CIO Council membership and appoint the persons to serve. The membership shall include representatives of both large and small executive branch agencies, a representative from a constitutional office, and any other entities deemed appropriate to this purpose by the Chief Information Officer. Representatives of the Legislative Branch and the Judicial Branch shall be invited to participate.
  - c. The Chief Information Officer shall serve as chair of the council.
5. The Chief Information Officer is charged and empowered with the responsibility to undertake the following unified, enterprise information technology initiatives on behalf of the administration.
  - a. Electronic Messaging – The Chief Information Officer shall determine the best method for an enterprise approach to e-mail and other electronic messaging services for Maine State Government. The approach will be implemented by July 1, 2005 unless another date is agreed to by the Chief Information Officer, the Commissioner of the Department of Administrative Services, and the Governor's Office.
  - b. Desktop Devices – The Chief Information Officer shall determine the best method for an enterprise approach to the provisioning and management of information technology desktop devices (e.g., computers, phones) and services for the state government workforce. This will include:
    - i. Devices – An enterprise procurement and provisioning approach will be identified for such devices in order to improve practices, maximize cost effectiveness, improve licensing, and improve equity between departments. This approach will be implemented by July 1, 2005.

- ii. Services and Support – An enterprise approach will be evaluated for the service and support provisioning of these devices, including optimizing the ability for uniform management of the deployment, update, and security of related software. A report with resulting analysis and recommendations will be delivered to the Governor and the Legislature by July 1, 2005 with the intent that any transition be complete by July 1, 2006.
6. The Chief Information Officer and the CIO Council are charged and empowered with the responsibility to evaluate opportunities for unified, enterprise information technology initiatives and, as appropriate, to recommend and implement such initiatives on behalf of the administration. Such evaluation will include the recommendation of appropriate organizational and funding mechanisms. Such initiatives, at a minimum, shall include:
  - a. File, Print, WAN, and LAN Services – The Chief Information Officer and the CIO Council will evaluate the methods to improve the procurement and provisioning of file storage, printing, WAN (Wide Area Network), LAN (Local Area Network), and related services. The Chief Information Officer will provide a recommendation by July 1, 2005.
  - b. E-government Web Services – The Chief Information Officer and the CIO Council are charged with the authority and responsibility for identifying and coordinating one-stop services or similar services that can be provided to clients from a minimum of service points. The Chief Information Officer and InforME will develop accessible web service templates that all departments will utilize to ensure unified and appropriate electronic government services to customers and clients.
7. The Chief Information Officer and CIO Council will explore opportunities for consolidation of information technology infrastructure and services, and aggregation of resources among departments. Such study shall include, but not be limited to, operational and related services of smaller agencies which alone can have difficulty achieving economies of scale. This exploration will recognize, however, the direct responsibility and expertise departments have in support of their core programs and business applications.
8. The Chief Information Officer and the Director of the Bureau of Human Resources will establish and coordinate processes that achieve the following:
  - a. To improve state government information technology service coordination and accountability, each Agency Technology Officer or other most appropriate departmental information technology lead will report jointly to the Commissioner of the Department and the Chief Information Officer.
  - b. The filling of all information technology positions will require the approval of the Chief Information Officer.

9. All State information technology personnel are directed to assist the Chief Information Officer in these efforts.

Effective Date

The Executive Order is effective January 6, 2005.



John E. Baldacci, Governor