

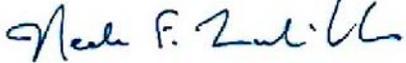


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*Neale F. Lunderville, Secretary*

## MEMORANDUM

**TO:** Secretaries, Commissioners, Deputies, and Exempt Department Heads  
**FROM:** Neale F. Lunderville   
**RE:** DII Server Consolidation  
**DATE:** June 10, 2010

This year's budget bill authorizes the Commissioner of Information and Innovation to undertake a server consolidation project and requires that *"All units of the executive branch shall participate in this initiative. Any proposal for the purchases and implementation of servers shall be approved by the commissioner to ensure that projects are aligned. The commissioner of finance and management is authorized to capture savings of departments related to this project of \$1,636,574 [for FY2011]."* \$3 million of investment funds have been appropriated for the purpose of this project although we hope NOT to spend this full amount.

This initiative is an important piece of our continuing efforts to make state government more efficient and a vital component of our Challenges for Change rollout. The Governor strongly supports these efforts to make better and more reliable use of IT resources at considerably less cost than if we were to continue with the current disaggregated arrangement of different server resources for different agencies and departments.

Here are the first steps in implementation of this project:

1. Effective immediately, no department other than DII may purchase or authorize purchase of any server hardware or software or server hardware upgrades for any purpose whatsoever. Finance & Management may authorize limited exceptions for completing purchases where a legal commitment exists. Any other exceptions must be approved in advance by the Secretary of Administration on recommendation from DII; it is not anticipated that there will be significant exceptions.
2. Effective immediately, any department requiring additional server capability of any kind shall make a request to Mike Morey at DII specifying the type and quantity of resource required, whether this is a new use of servers (for example, a new application) the expansion of an existing use, or a replacement of existing servers, along with the funding available to support the requirement. DII will promptly respond with a plan to provide the required capacity at a consolidated facility. DII's role is to determine how best to meet departmental requirements; the departments remain responsible for determining their requirements and priorities. Funding that

would otherwise have been expended on server resources remains the responsibility of the department or agency making the request and any purchases made will be billed back to the respective department or agency.

3. Consolidation of existing systems will begin with email servers. Under a separate cover, DII will distribute more information on this consolidation.
4. On a schedule which will shortly be announced, SharePoint and other file sharing servers, print servers, and application servers will also be consolidated. As previously stated in other communications, SharePoint is an enterprise application and no additional development of other SharePoint resources outside of the enterprise solution that is already available through DII may continue.
5. As part of Challenges for Change, the portal *myVermont.gov* has been established as part of Vermont.gov. You can see the logon for this at the top right of Vermont.gov and get more details at <http://cto.vermont.gov/blogs/personal>. All new online interactions between the state, its citizens, businesses, property owners, and visitors must be developed with *myVermont.gov* capability, both to make life easier for those who do business with the state and to minimize development expense and time. *myVermont.gov* applications can usually be developed in a matter of weeks. Contact Harry Bell at DII for guidance in incorporating this capability in new and existing applications.
6. As part of the server consolidation and in order to provide resources for the consolidation process itself, people who have been maintaining departmental servers may be transferred to a taskforce headed by DII as authorized in the Challenges bill. More details on this transfer will be available shortly from DII and HR.

This is an important project essential to making state government more effective in a time of limited resources. Thank you for giving this initiative your full attention and cooperation.