

DATE: January 3, 2017

**REQUEST FOR TECHNOLOGY, INNOVATION AND PERFORMANCE
IMPROVEMENT COMMITTEE ACTION**

File Number: 2017-0002

Orig. Department: Village Clerk

File Name: Approval of the December 5, 2016 Technology, Innovation and Performance
Improvement Committee Minutes

BACKGROUND:

BUDGET IMPACT:

REQUESTED ACTION:

I move to approve the Minutes of the Regular Meeting of the Technology, Innovation and Performance Improvement Committee December 5, 2016.

DATE: January 3, 2017

**REQUEST FOR TECHNOLOGY, INNOVATION AND PERFORMANCE
IMPROVEMENT COMMITTEE ACTION**

File Number: **2017-0004**
Orig. Department: **Department of Business Information Systems**
File Name: **Apple iPad Upgrades and Redeployment**

BACKGROUND:

In 2011, Apple iPads (Gen 1) were introduced to Village of Orland Park Officials and Staff in an effort to go paperless and digitalize whenever possible. The successful deployment effort and now six years later, as part of the High Performance Organizations initiative, this equipment has become less effective for the users. Today's technology advancements and demands (VPN, Email, Mobile Tethering for field workers) on the processor and memory of these old devices has exceeded the capability of these older tablets. The Apple iPad Pro tablets will provide upgraded processors and sufficient memory space for users.

The older Apple iPads (Gen 1) will be repurposed for lighter duty applications and web based activities, such as calendar schedule displays for conference rooms, entry level devices and training purposes for some staff, and access to web based internal and external Village ticketing services from Wi-Fi hotspots across Village facilities.

BUDGET IMPACT:

Funds have been allocated in the FY2017 budget.

REQUESTED ACTION:

I move to recommend to the Village Board to approve the purchase of fourteen (14) Apple iPad Pro tablets from CDW Government in an amount not to exceed \$8,134.56.

DATE: January 3, 2017

**REQUEST FOR TECHNOLOGY, INNOVATION AND PERFORMANCE
IMPROVEMENT COMMITTEE ACTION**

File Number: **2017-0012**
Orig. Department: **Department of Business Information Systems**
File Name: **Freedom of Information Management System**

BACKGROUND:

The Village PIO has been using WebQA, Inc's, GovQA a web based application since 2016. The application has improved the staff's ability to monitor, track, and reporting FOIA requests.

The application has improved the response time as noted below and allows for more complete, consistent and accurate reporting results.

There have been a total of 1,389 requests received since January 1, 2016. Of those requests, 1,326 have been processed using the WebQA/GovQA FOIA web based application service. The remaining 63 requested were processed manually before the application was in use in 2016.

WebQa/GovQa FOIA service metrics:

- A total of 147 Commercial requests have been received with the average close time of 16.04 days. (21 business days is allowed)
- A total of 1,179 Non-Commercial requests have been received with the average close time of 2.15 days. (5 business days is allowed)

BUDGET IMPACT:

The annual subscription costs for FY 2017 is \$7,500 and funds are available in the FY 2017 budget.

REQUESTED ACTION:

I move to recommend to the Village Board to approve the funding of the FOIA application GovQA Invoice Number 1134-161201, out of Woodridge, IL in an amount not to exceed \$7,500.
