


State of Oregon
Department of Environmental Quality

Memorandum

Date: Sept. 7, 2017
To: Environmental Quality Commission
From: Richard Whitman, Director 
Subject: Agenda item J, Informational item: EDMS updates
Sept. 13-14, 2017, EQC meeting

Purpose of item DEQ will present updates on the recent activities and next steps for the EDMS project. This project is a key agency priority for DEQ and is expected to be a focal point of legislative discussion and agency budget requests for the next several years.

Background DEQ is in the midst of a multi-year project to transform some portions of its information technology systems. This project, known as the Electronic Data Management System, will help DEQ streamline and modernize its agency IT operations, including accepting online permit applications, online payments for various programs and other activities, managing complaints, and managing data necessary for core permitting and compliance work.

The EDMS team is working with different programs in the agency to map existing program and related business processes, before building the modules that will reflect the desired future state for these processes. This work is required by the State Chief Information Technology Office before we begin procurement. We are working to secure what is called "Stage Gate 2" approval at the beginning of 2018, as a precondition to seeking funding in the short 2018 legislative session for the next phase of work (Stage Gate 3), where we will begin to document specific procurement requirements.

Recent activity The EDMS team started working with staff from the Materials Management program in August to assess the current business and operational processes of that program. DEQ is using a third-party vendor to do that business analysis assessment.

Since then:

- The EDMS team held a meeting with potential contractors for the eventual EDMS product in advance of the request for proposals related to Materials Management Program needs
- The vendor submittals were reviewed and graded against established criteria, and Research Data Inc. was selected to be the

business analysis assessment vendor

- On August 23, the team led a kickoff for the business analysis assessment and also met with representatives from the State Chief Informational Office to discuss next steps
- Set up nine focus group meetings, with 28 staff from the Materials Management Program, to take place by September 7.

**EQC
involvement**

This item is informational, and no commission action is requested at this time. DEQ will provide regular updates at EQC meetings or by email update as requested by the commission.

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