

Minutes of the Telephonic Meeting of the
Arizona Game and Fish Commission
Thursday, July 3, 2008
Arizona Game and Fish Department
5000 W. Carefree Highway
Phoenix, Arizona 85086

PRESENT: (Commission)

(Director's Staff)

In person:
Commissioner Norman W. Freeman

In person:
Director Larry D. Voyles

Via telephone:
Chairman William H. McLean
Commissioner Robert D. Hernbrode
Commissioner Jennifer L. Martin
Commissioner Robert R. Woodhouse

Via telephone:
Assistant Attorney General Jim Odenkirk

Director Voyles conducted roll call. Commissioner Freeman was present in person and all other Commissioners were present via telephone. Several Department staff members were present. There were no members of the public present. Chairman McLean called the meeting to order at 2:06 p.m. This meeting followed an agenda dated July 2, 2008.

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1. E-Commerce Request For Proposal (RFP)

Presenter: Harry Seck, Assistant Director, Special Services Division

Mr. Seck provided the Commission with information regarding e-commerce options in the 2008 timeframe for an implementation schedule and processes to procure services for an online hunt permit tag draw system. The Department issued an e-commerce RFP in September 2007 and selected a vendor in April 2008. Unfortunately, the selected vendor was not able to meet all the requirements of that solicitation. The Department is now looking at some other short term and long term options.

For the short term, the Department has developed a fillable PDF application form that will be available on the Department's website. The applicant will be able to key in their data, print the form, and mail it to the Department with the appropriate fees. The Department would like to make this available for the upcoming antelope and elk draw. This would be available for those that choose to use it, but the complete manual process would still be available for hand written applications. Also, the Department is investigating the possibility of having a vendor populate the applicant's demographic information into the Department's sportsmen database for automated population of the form.

For the online watercraft registration renewal contract, which expires in 2008, the Department plans to request a one year extension. Currently about 30-40% of the renewals are online and if this contract expires, it will put a burden on the Department's watercraft area.

For the long term, Department staff has been working with Commissioner Freeman to investigate bringing the online licenses sales and big game draw application processes internal for the Department to manage rather than contracting with a vendor. At some point, this would also include the online watercraft registration. The Department believes this could be cost effective and, with the current technology available to the Department, it is feasible and in the Department's best interest to explore this possibility.

Chairman McLean suggested that the Department start the RFP process concurrently with investigating the possibility of running its own draw.

Commissioner Freeman stated for the record that he supports doing the draw internally. His experience has taught him that an organization needs to have control of its infrastructure and resources and not be at the mercy of a vendor. He would like to see the Commission direct the Department to move forward with this.

Commissioner Freeman and Mr. Seck further briefed the Commission and explained how some of the technology would work and how far some of the possibilities could go, including various marketing possibilities (develop a credit card type of license card that would contain the holder's information and could be renewable online).

The Commission discussed the pros and cons of bringing the draw in-house as opposed to outsourcing. Discussion included potential cost and savings, and the Department's technological capabilities and resources. The Commission also discussed the fillable PDF application form and expressed concerns that this might cause confusion for applicants.

Motion: Hernbrode moved and Woodhouse seconded THAT THE COMMISSION VOTE TO DIRECT THE DEPARTMENT FOR THE SHORT TERM, THAT THE DRAW STAY MANUAL AND THAT AN ONLINE PDF TYPE APPLICATION FORM BE AVAILABLE THAT IS FILLABLE BUT CLEARLY NOTED THAT IT IS NOT SUBMITTED ELECTRONICALLY (MUST BE SUBMITTED MANUALLY WITH APPROPRIATE FEES – CAN ALSO BE PRINTED AND FILLED OUT BY HAND); AND FOR THE LONG TERM THAT THE DEPARTMENT MOVE FORWARD IN DEVELOPING THE CAPABILITY TO BRING ALL ONLINE APPLICATION PROCESSES ONLINE AND IN-HOUSE.

Mr. Seck confirmed with the Commission that the motion included online license sales and watercraft registration renewal.

Motion Amended: Hernbrode moved and Woodhouse seconded THAT THE COMMISSION VOTE TO DIRECT THE DEPARTMENT FOR THE SHORT TERM, THAT THE DRAW STAY MANUAL AND THAT AN ONLINE PDF TYPE APPLICATION FORM BE AVAILABLE THAT IS FILLABLE BUT CLEARLY NOTED THAT IT IS NOT SUBMITTED ELECTRONICALLY (MUST BE SUBMITTED MANUALLY WITH APPROPRIATE FEES – CAN ALSO BE PRINTED AND FILLED OUT BY HAND); AND FOR THE LONG TERM THAT THE DEPARTMENT MOVE FORWARD IN DEVELOPING THE CAPABILITY TO BRING ALL ONLINE APPLICATION PROCESSES ONLINE AND IN-HOUSE (TO INCLUDE ONLINE LICENSE SALES AND WATERCRAFT REGISTRATION RENEWAL).

Commissioner Martin clarified with Mr. Seck that the Department would still be looking to get a one year extension to the current vendor contract for online watercraft registration until the Department could work that into the in-house solution.

Vote: Unanimous

The Commission further discussed that the fillable online application would be presented to the public in September along with the spring hunt information.

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2. Call to the Public

No members of the public were present.

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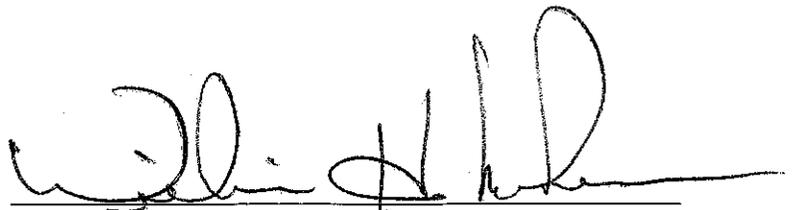
Motion: Martin moved and Freeman seconded THAT THE COMMISSION VOTE TO ADJOURN THIS MEETING.

Vote: Unanimous

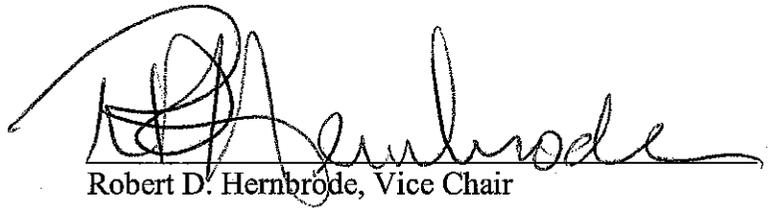
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Meeting adjourned at 3:03 p.m.

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William H. McLean, Chair



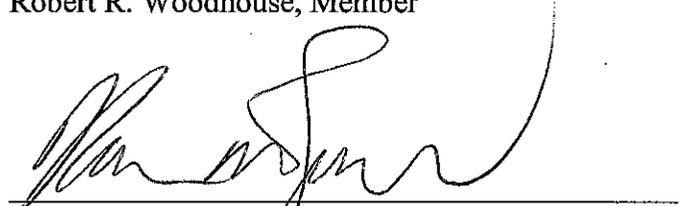
Robert D. Hernbrode, Vice Chair



Jennifer L. Martin, Member



Robert R. Woodhouse, Member



Norman W. Freeman, Member

ATTEST:



Larry D. Voyles
Secretary and Director