OKLAHOMA
Secretary of State
Administrative Rules

RULES.OK.GOV

MODERNIZATION

TRANSPARENCY

ACCOUNTABILITY

BACKGROUND

The current filing and publishing system is aging, with architecture dating from 1992.

Components of this system are approaching end-of-life and represent difficult to maintain technologies.

Heavy reliance on paper and printing, requiring substantial printing budget each fiscal year.

Inefficient work processes, requiring the same task to be completed multiple times.

Multiple conversion phases lead to numerous errors. Antiquated applications fail to interact with agency software.

Inability to publish transparent, user-friendly website for citizens, which restricts citizen participation in the rulemaking process.

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OUR VISION

Elected officials and citizens have called for reform and increased openness to the rulemaking process. Many find the current system difficult to navigate and dated.

Public participation in the rulemaking process currently requires an archaic approach that is the antithesis of today's technology.

Our vision is to modernize the filing and publishing of administrative rules while increasing transparency and accountability.

Shift the rulemaking culture by embracing a citizen centric focus that maximizes transparency, accountability, and efficiency.

Develop an innovative, web-based filing and publishing system that will become a standard bearer for states across the country.

Establish a one-stop, rules portal at rules.ok.gov that citizens, agencies, and elected officials access for all steps of the rulemaking process.

Request amendments to Administrative Procedures Act, allowing official, electronic publication of the *Administrative Code* and *Register.*

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OUR VISION

MODERNIZATION

CURRENT

- Paper-based filings. Agencies prepare proposed rules using in-house rather than official versions, requiring extensive OAR review.

- Agencies draft rules using Microsoft Word that does not automatically add strikeouts and underscoring.

- Official version of *Administrative Code* is in print format only. Substantial printing expenses.

- Outdated administrative rules website that is not user-friendly.

FUTURE

- Electronic-based filings. Agencies prepare proposed rules using official, online version, ensuring accuracy without OAR intervention.

- Agencies draft rules using web-based text editor that automatically adds strikeouts and underscoring.

- Official version of *Administrative Code* is in electronic or print format.

- Modernized administrative rules website that encourages public involvement.

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OUR VISION

TRANSPARENCY

CURRENT

- Amendments sometimes drafted and approved without strikeouts or underscoring.

- Notice of Fee Increases not published in centralized location for public viewing.

- Limited print access to historical versions of official administrative rules.

- Rulemaking record housed within agency office and only accessible by request.

FUTURE

- Amendments drafted and approved will show every change in multiple formats.

- All Notice of Fee Increases publicly posted at rules.ok.gov.

- Versioning allows public to click on history note and review previous versions online.

- Rulemaking record published and archived through rules.ok.gov.

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OUR VISION

ACCOUNTABILITY

CURRENT

- No automated system available for tracking agency rulemaking actions.

- Most citizens unaware administrative rules exist and do not participate in the rulemaking process.

- Citizens unable to send comments on current or proposed rules through OAR website to Governor, Legislature, and state agencies.

- Access to proposed rules based on 1990s model.

FUTURE

- From draft to promulgation, citizens able to track and be notified of each agency action.

- Educate citizens on administrative rules process and provide a platform that encourages citizen involvement.

- Citizens able to instantaneously comment on current and proposed rules through OAR website to Governor, Legislature, and state agencies.

- Proposed rules immediately accessible online when Notice published in Register.

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REQUEST FOR PROPOSAL

On June 7, 2019, OMES posted Secretary of State solicitation and began accepting bids from potential vendors.

The RFP's scope requested technological standards that have never been implemented.

Allow subscription notifications for citizens to be aware of and involved in any-and-all rulemaking filings.

Comment component, allowing citizens to comment on proposed and effective rules directly to Governor, Legislature, and promulgating agency.

Publicly accessible electronic rulemaking record that contains all retention documents required by the Administrative Procedures Act.

Petitioning component, empowering citizens to submit petitions to agencies to engage in additions, amendments, or revocations of administrative rules.

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REQUEST FOR PROPOSAL Cont'd

On June 7, 2019, OMES posted Secretary of State solicitation and began accepting bids from potential vendors.

The RFP's scope requested technological standards that have never been implemented.

Automatic versioning technology, allowing citizens and elected officials to view effective version of rules at specific periods of time.

Publication of agency fee increase notifications via rules.ok.gov portal, allowing citizens to be informed of any fee increase that may affect their personal life or business.

Eliminate redundancy in filing via paper, email, and website to OAR, Governor, and Legislature. All parties notified electronically as agencies file documents via rules.ok.gov portal.

Every step in process tracked and made publicly available. System ensures agencies work from official version of Code, comply with APA, and follow all formatting requirements.

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PROJECT LAUNCH

Following the solicitation process, the Secretary of State's office selected Tecuity, Inc. to develop the system.

Website: www.tecuity.com

Project Kickoff meeting took place October 16, 2019.

Obeserved Secretary of State staff to gain a better understanding of division workflow.

Carried out gap analysis to identify complete scope of project.

Extracted data from current database to start process of moving *Administrative Code* to state portal.

Launched bi-weekly meetings to discuss progress and test product as development process takes place.

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PROJECT COMPLETION

Project tentatively scheduled to be completed Fall 2020.

Website: www.rules.ok.gov (not live)

Title	Start Date	Delivery Date	Status
Data conversion transforming and loading	8/26/2020	9/4/2020	In progress
Filing Forms UI:	8/26/2020	10/2/2020	
Permanent Filing Form	8/26/2020	9/4/2020	In progress
Executive Orders Filing Form	9/4/2020	9/11/2020	Has not started
Emergency Filing Form	9/9/2020	9/16/2020	In Progress
Preemptive Filing Form	9/12/2020	9/18/2020	Has not started
Miscellaneous Filing Form	9/17/2020	9/24/2020	Has not started
Notices Filing Forms	9/23/2020	9/30/2020	Has not started
Rulemaking Record Filing Form	9/25/2020	10/2/2020	Has not started
Subscriptions Services Front End	8/26/2020	9/4/2020	In Progress
Rule Section Hierarchy in the In-App Editor	8/31/2020	9/11/2020	Ready for next build
Reports:	8/26/2020	9/28/2020	
Register Report	8/26/2020	9/11/2020	In progress
System Metric Reports	9/3/2020	9/21/2020	Has not started
Code Report	9/12/2020	9/28/2020	In progress
Notifications and Email	9/5/2020	9/22/2020	In progress

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LEGISLATURE BENEFITS

New system ensures accuracy of adopted text submitted by agencies for legislative review.

No rules will be approved that do not match official Code or show required amendments.

Increased public participation equals better rulemaking for by agencies. Every step is public.

Notice of Fee Increases will now be posted for public viewing.

Current and historical rulemaking records and effective rules will be available for viewing by Legislature.

Official, electronic versions of the Code enables Legislature to access the official version online, instead of using paper copies for review.

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