

# Florida **PALM**

Planning, Accounting, and Ledger Management



# **EVALUATOR TRAINING**

## **DFS FL PALM ITN 1617-07, SOFTWARE AND SYSTEM INTEGRATOR SERVICES**

1820 BUILDING 1 - DEPT. OF REVENUE  
JANUARY 24, 2017  
9:00 A.M. – 12:00 P.M.



# Agenda

- ▶ ITN Overview
- ▶ Reply Materials
- ▶ Evaluator Guidelines
- ▶ Evaluator Scoring
- ▶ Next Steps
- ▶ Questions



# ITN OVERVIEW



# ITN Overview

- ▶ ITN released on November 1, 2016
- ▶ Addendum 1 posted on December 19, 2016
- ▶ Addendum 2 posted on January 13, 2017
- ▶ Replies due January 24, 2017, 3:00 p.m.
- ▶ Access the Florida PALM ITN and addenda

[http://www.myflorida.com/apps/vbs/vbs\\_www.ad\\_r2.view\\_ad?advertisement\\_key\\_num=129837](http://www.myflorida.com/apps/vbs/vbs_www.ad_r2.view_ad?advertisement_key_num=129837)



# ITN Overview

- ▶ ITN Document
- ▶ Attachment A – Overview of the Current Program
- ▶ Attachment B – Project Specifications
- ▶ Attachment C – Cost Reply Workbook
- ▶ Attachment D – Technical Reply Instructions
- ▶ Attachment E – DD2 Instructions
- ▶ Attachment F – Reference Form
- ▶ Attachment G – SSI Contract
- ▶ Attachment H – Definitions



# ITN Overview

ITN Document (Last revised 1/13/2017)

- ▶ Project Background
- ▶ Mandatory Minimum Qualifications
- ▶ Timeline
- ▶ Procurement Process
  - Review of Mandatory Minimum Requirements
  - Financial Review
  - Evaluation Scoring
  - Negotiation
  - Award



# ITN Overview

## Attachment A – Overview of the Current Program (Last revised 12/19/2016)

- ▶ Describes the functions of FLAIR and CMS, including their roles as FFMIS systems and in meeting the CFO's responsibilities including:
  - Details on key financial functions
  - Diagrams of the relationships between systems
  - High-level technical architecture of FLAIR and CMS
  - Statistical information regarding key processes, data elements, and support activities





# ITN Overview

## Attachment B – Project Specifications

- ▶ Software
- ▶ Project Facilities
- ▶ Project Staffing
- ▶ Implementation Considerations
- ▶ Implementation Services



# ITN Overview

## Attachment B – Project Specifications (*Implementation Considerations*)

- ▶ Phased approach sub-organized in sequenced stages
- ▶ Service validation through Solution Deliverables, Project Deliverables, and Work Products
- ▶ Extensive parallel testing
- ▶ Proof of concept prior to waved rollout
- ▶ One system of record



# ITN Overview

## Attachment B – Project Specifications (Implementation Services)

- Project Management, Governance, and Oversight
- Organizational Readiness and Communications
- Technical Architecture
- Solution Analysis and Design
- Application Configuration, Development, and Maintenance
- Interfaces and Integration
- Data Conversion and Data Migration
- Data Architecture
- System Infrastructure
- Security and Technical Compliance
- Testing
- Knowledge Transfer
- Training
- Florida PALM Help Desk
- Deployment and Post Implementation Support
- Transition



# ITN Overview

Attachment C – Cost Reply Workbook (Last revised 12/19/2016)



# ITN Overview

Attachment D – Technical Reply Instructions (Last revised 12/19/2016)

- ▶ Instructions for Respondent replies



# ITN Overview

- ▶ Business Requirements – requested system capabilities of the financial management solution organized by type
  - Functional
  - Technical
- ▶ Access the full list of Approved Business Requirements, Category and Sub-Category Definitions:  
<https://www.myfloridacfo.com/floridapalm/resources/business-requirements/>



# ITN Overview

## Functional Categories

Accounts Payable	General Ledger
Accounts Receivable and Billing	Grants
Asset Management	Payroll
Budget Management	Projects
Cash Management	Treasury Management
Contracts	

## Technical Categories

Business Intelligence and Analytics	Operations Management
Data Management	Reporting
Enterprise Security	Support
General System	Transaction System
Integration Architecture	Workflow and User Interface



# ITN Overview

Priority indicates the importance of each requirement

Priority	Definition
1	A requirement for functionality to replace FLAIR/CMS or technology necessary to support the new standard business processes for Florida PALM
2	A requirement for functionality to improve the business process from current FLAIR/CMS functionality or enhance the supporting technology
3	A requirement for functionality or technology that will either increase the performance or value of Florida PALM





# ITN Overview

## Functional Business Requirements

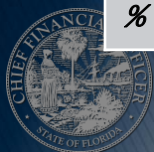
Category	Priority 1	Priority 2	Priority 3	Total
Accounts Payable	352	157	18	527
Accounts Receivable and Billing	122	286	9	417
Asset Management	212	138	0	350
Budget Management	190	77	9	276
Cash Management	46	37	0	83
Contracts	93	12	22	127
General Ledger	210	88	2	300
Grants	207	79	55	341
Payroll	100	63	5	168
Projects	147	116	0	263
Treasury Management	241	40	10	291
<b>Total</b>	<b>1,920</b>	<b>1,093</b>	<b>130</b>	<b>3,143</b>
<b>% of Total</b>	<b>61.09%</b>	<b>34.77%</b>	<b>4.14%</b>	<b>100%</b>



# ITN Overview

## Technical Business Requirements

Category	Priority 1	Priority 2	Priority 3	Total
BI and Analytics	20	9	0	29
Data Management	52	3	1	56
Enterprise Security	80	4	0	84
General System	64	5	1	70
Integration Architecture	31	0	0	31
Operations Management	54	4	0	58
Reporting	48	10	2	60
Support	25	0	1	26
Transaction System	41	2	0	43
Workflow and UI	43	1	20	64
<b>Total</b>	<b>458</b>	<b>38</b>	<b>25</b>	<b>521</b>
<b>% of Total</b>	<b>87.91%</b>	<b>7.29%</b>	<b>4.80%</b>	<b>100%</b>



**PALM**

Planning, Accounting, and Ledger Management

# ITN Overview

- ▶ Attachment E – DD2 Instructions (Last revised 12/19/2016)
- ▶ Outlines instructions for Respondent Replies within DD2
- ▶ Respondents complete four fields for each Business Requirement
  - Support - How requirement is met
  - Data Available - When solution is available
  - Source - What part of the solution will satisfy the requirement
  - Narrative - Additional comments
- ▶ Definitions for standard values



# ITN Overview

- ▶ Attachment F – Reference Form
  - Information for a reference to complete prior to submission of the Reply
  
- ▶ Attachment G – SSI Contract
  - Contractual elements for the Respondent
  
- ▶ Attachment H – Definitions (Last revised 12/19/2016)
  - List of all defined terms in the ITN document and Contract



# REPLY MATERIALS



# Reply Materials

Materials to support the evaluation include:

- ▶ Evaluator Training
- ▶ Responsive Technical Replies
  - Binder(s)/Electronic Copy
  - Business Requirements Reply Report
- ▶ Software Demonstration and Team Presentation (including standard agenda and script)

Evaluators will receive a scoresheet for each Reply



# Reply Materials

- ▶ Evaluator Training
  - PowerPoint provided in Public Meeting
  - Electronic version will be emailed to the team
- ▶ Technical Reply
  - Binder(s) from each Respondent
  - Electronic version of the Reply (contained within the binder)
  - Binders should be organized in 13 Reply Tabs and 4 Appendices
  - Reference Attachment D – Table of Contents



# Reply Materials

## Business Requirements Reply Report

- ▶ Respondents Reply to the State's Business Requirements
- ▶ Evaluators will have access to this information in an Excel workbook with multiple tabs including:
  - Business Requirements Reply data
  - Pivot table reports
  - Data element descriptions
- ▶ Evaluators can also create their own pivot tables, sort, and filter the data to support their review of the technical Reply





# Reply Materials

## Business Requirements Reply Report (Tab 1 – Data Elements)

Data Elements	Data Elements
Respondent (Company Name)	Statement Text (Requirement Text)
Requirement Type (Functional /Technical)	Support
Category	Date Available
Subcategory	Source
Priority	Source Description
DD2 Statement ID (unique DD2 ID)	Source Category
Florida PALM Requirement Number	Narrative



# Reply Materials

## Business Requirements Reply Report (Tab 2 – Report Data)

- ▶ Evaluators will receive actual data from DD2
- ▶ Report data will be protected to prevent modification
- ▶ Report data can still be filtered and sorted



# Reply Materials

## Business Requirements Reply Report

- ▶ Summary Pivot Table (Tab 3)
  - Requirement Type
  - Category
  - Date Available
  - Support
  - Source
  
- ▶ Date Available Pivot Table (Tab 4)
  - Requirement Type
  - Category
  - Date Available
  - Priority
  
- ▶ Customization Pivot Table (Tab 5)
  - Requirement Type
  - Category
  - Support



# Reply Materials

- ▶ Software Demonstrations and Team Presentations
  - Standard Agenda
  - Standard Scripts
  - Questions
    - Optional
    - Do not copy and paste any information from a Reply into the question form
    - When submitting the question form to the Program Lead, include the words “ITN1617-07 Unredacted” in the subject line



# EVALUATOR GUIDELINES



# Evaluator Guidelines

- ▶ Participate in the Evaluator Training
- ▶ Review the ITN in its entirety, including all attachments and addenda
- ▶ Sign an Attestation of No Conflict form before receiving the Reply materials



# Evaluator Guidelines

- ▶ Read all responsive Respondent Replies
- ▶ Attend all Respondent demonstrations/presentations
- ▶ Independently score the Replies using only the criteria established by the ITN, if an evaluator
- ▶ Return Reply Materials and any notes to the Program Lead by the given deadline
- ▶ Return the evaluation scoresheets to the Program Lead by the given deadline, if an evaluator



# Evaluator Guidelines

- ▶ Only speak with the Program Lead (or the Purchasing Agent in his absence).
- ▶ Do not talk with anyone else about the evaluation
- ▶ Provide questions for Respondent Demonstrations to the Program Lead
- ▶ Notify the Program Lead If you cannot attend a demonstration/ presentation





# Evaluator Guidelines

- ▶ Do not make copies of Reply materials
- ▶ Exercise due diligence to keep confidential the Replies, Reply evaluation scoresheets, and all other Respondent information



# Evaluator Guidelines

- ▶ All materials, including notes, must be submitted to the Program Lead
- ▶ Any notations made on the scoresheets, or elsewhere, are subject to public record requirements (Section 119.07(1), F.S)
- ▶ Notes should be relevant and support evaluation



# EVALUATOR SCORING



# Evaluator Scoring

- ▶ Evaluators will assign points (0-5) to individual evaluation questions; this will determine the Respondent's score for that question
- ▶ Points are based on Assessment Descriptions in ITN Section 4.2.2
- ▶ Each item in the assessment description must be met in order to receive the score, or number of points assigned, for that question



# Evaluator Scoring

- ▶ The evaluation questions and instructions for each section are reproduced from ITN Section 4.2.3 in the scoresheet to be used by evaluators to record their scores
- ▶ A scoresheet will be provided to each evaluator for each Reply at the beginning of the Respondent's respective demonstration and presentation



# Evaluator Scoring

## Crosswalk – Software

Reply Section	Probable Sources of Information per ITN
Software Functional Capabilities	<ul style="list-style-type: none"> <li>• Technical Reply Tab 4 - Financial Management Solution, Sections 1.8.1 Proposed Financial Management Software and 1.8.2 Module Summaries</li> <li>• Technical Reply Appendix 4: Product Roadmap</li> <li>• Business Requirements Reply Report</li> <li>• Demonstrations and Presentations</li> </ul>
Software Customizations	<ul style="list-style-type: none"> <li>• Technical Reply Tab 4 - Financial Management Solution, Section 1.8.3 Customizations</li> <li>• Business Requirements Reply Report</li> <li>• Demonstrations and Presentations</li> </ul>
Software Technical Capabilities	<ul style="list-style-type: none"> <li>• Technical Reply Tab 4 - Financial Management Solution, Section 1.8.4 Software Technical Capabilities</li> <li>• Business Requirements Reply Report</li> <li>• Demonstrations and Presentations</li> </ul>

# Evaluator Scoring

## Crosswalk – Implementation Services

Reply Section	Probable Sources of Information per ITN
<p><i>Project Management Services</i></p> <ul style="list-style-type: none"> <li>• Project Management, Governance, and Oversight</li> <li>• Project Schedule and Work Breakdown Structure</li> </ul>	<ul style="list-style-type: none"> <li>• Technical Reply Tab 9 – Draft Statement of Work – Implementation Services</li> <li>• Technical Reply Appendix 3: Project Schedule and WBS</li> <li>• Demonstrations and Presentations</li> </ul>
<p><i>Application Services</i></p> <ul style="list-style-type: none"> <li>• Project Approach, Methodology, and Phasing</li> <li>• Solution Analysis and Design</li> <li>• Application Configuration, Development, and Maintenance</li> <li>• Interfaces and Integration</li> <li>• Data Conversion and Data Migration</li> <li>• Data Architecture</li> <li>• Testing</li> <li>• Deployment and Post-Implementation Support</li> <li>• Implementation Road Maps</li> </ul>	<ul style="list-style-type: none"> <li>• Technical Reply Tab 8 – Project Approach, Methodology and Phasing</li> <li>• Technical Reply Tab 9 – Draft Statement of Work – Implementation Services</li> <li>• Technical Reply Appendix 2: Implementation Road Maps</li> <li>• Demonstrations and Presentations</li> </ul>



# Evaluator Scoring

## Crosswalk – Implementation Services

Reply Section	Probable Sources of Information per ITN
<p><i>Technical Services</i></p> <ul style="list-style-type: none"> <li>• Financial Management Solution Hardware</li> <li>• Technical Architecture</li> <li>• System Infrastructure</li> <li>• Security and Technical Compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Technical Reply Tab 6 – Financial Management Solution Hardware</li> <li>• Technical Reply Tab 9 – Draft Statement of Work – Implementation Services</li> <li>• Demonstrations and Presentations</li> </ul>
<p><i>Organizational Change Management Services</i></p> <ul style="list-style-type: none"> <li>• Organizational Readiness and Communication</li> <li>• Knowledge Transfer</li> <li>• End-User Training</li> <li>• Florida PALM Help Desk</li> </ul>	<ul style="list-style-type: none"> <li>• Technical Reply Tab 9 – Draft Statement of Work – Implementation Services</li> <li>• Demonstrations and Presentations</li> </ul>





# Evaluator Scoring

## Crosswalk – Qualifications

Reply Section	Probable Sources of Information per ITN
Prior Relevant Experience	<ul style="list-style-type: none"> <li>• Technical Reply Tab 2 – Primary Respondent Profile</li> <li>• Technical Reply Tab 3 – Subcontractor Company Profile(s)</li> <li>• Technical Reply Tab 9 – Draft Statement of Work – Implementation Services</li> <li>• Technical Reply Tab 10 – Proposed Project Staff</li> <li>• Demonstrations and Presentations</li> </ul>



# Next Steps

- ▶ Receive Evaluator Training PowerPoint and Attestation of No Conflict form (*via email*)
- ▶ Return completed Attestation of No Conflict form to the Program Lead
- ▶ Coordinate pickup of Reply binders with the Program Lead
- ▶ Receive scripts for the Demonstrations and Presentations and (optional) Question Form (*via email*)
- ▶ Receive Business Requirements Reply Report (*via email*)



# Next Steps

- ▶ Review Reply materials and, optionally, submit Question Form to Program Lead
- ▶ Attend demonstrations and presentations
- ▶ Complete scoresheets for each Reply, if an evaluator
- ▶ Return all Reply materials and notes to the Program Lead



# QUESTIONS?

