

Date	05/10/2016	Time	1 – 3 p.m.
Location	Department of Revenue Building 2, Room 1250 2450 Shumard Oak Boulevard Tallahassee, Florida 32399		
Objective	May 2016 Florida PALM Executive Steering Committee Meeting		
Attendees	<p>Executive Steering Committee (ESC) Members*: Robert (Budd) Kneip (DFS), Chair; Tanner Collins (DFS); David DiSalvo (DMS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Mike Jones (EOG); Cynthia Kelly (EOG); Robin Kinsey (DFS); Rachael Lieblick (DFS); Angie Martin (DFS); Kimberly McMurray (DCF); Robin Naitove (FDOT); Jennifer Reeves Foster (DFS); Danta White (DFS); Bob Wilson (DEP)</p> <p>Invited Speakers: Chasity O’Steen (DFS); Melissa Turner (DFS)</p> <p><i>*Members who were unable to attend are reflected with strikethrough text.</i></p>		
Attachments/ Related Documents	<ul style="list-style-type: none"> • Presentation for May 2016 Executive Steering Committee Meeting • Decision Request Form 88 - Major Project Deliverable Definition • Project Change Request 21 - Data Management Plan Acceptance Date 		
Action Items	<ul style="list-style-type: none"> • ESC members are required to complete the required financial disclosure forms with the Commission of Ethics by 06/30/2016. • The Project will share the Decision Log and PCR Log with the ESC prior to the next meeting on 06/08/2016. 		

Roll Call and Committee Member Introductions: Facilitated by Robert (Budd) Kneip, Chair
 Chair Kneip called the meeting to order at 1 p.m. starting with an introduction/roll call of the committee members and their agencies, as well as Project sponsors and the Department of Financial Services (DFS) staff that were present. Thirteen of the 15 members were present.

Welcome Remarks: Facilitated by Robert (Budd) Kneip, Chair
 This is the first ESC meeting under the new governance structure established by [HB 5003 \(2016\)](#). DFS is delighted at the quality of talent that has agreed to serve on the Committee and is looking for active involvement from this Committee; it is not intended to be a rubber stamp. All members should offer insight to the work performed for and by the Project.

There has been much interest in the Project. DFS is thankful for partners in the Executive Office of the Governor, the Legislature, and the vendor community. Two well-attended vendor forums were held in January 2015 and August 2015. Vendors are seen as repositories of information and data, and their involvement is important.

As was mentioned in the two vendor forums, the Project is subject to [Chapter 287, Florida Statute \(F.S.\)](#) which has rigid strictures on procurement related communications. Any attempt to influence the Project or Legislative staff is prohibited. DFS promises to provide a fair and open procurement process committed to transparency.

Every member of the ESC has been appointed. As such, DFS discourages the use of designees or alternative representatives. It will be important for all members to share in a continual narrative. The Project Team is a resource for the Committee. Our Project Director, Melissa Turner, will serve as the main point of contact for the Project.

Minutes will be produced after each meeting. They will be reviewed for accuracy at the following meeting. The minutes will be posted on the website upon approval.

Sunshine Law Overview: Facilitated by Chasity O'Steen, DFS

There are three basic requirements of public meetings:

1. Meetings of public committees must be open to the public; and
2. Reasonable notice of the meetings must be given; and
3. Meeting minutes must be taken and promptly recorded.

These requirements apply to any gathering of two or more members of the same committee to discuss a matter that will foreseeably come before that committee for action.

Consequences of violating Sunshine Law include criminal penalties, removal from office, non-criminal infractions, attorney fees, civil actions, damages, bad public relations and loss of public trust.

Staff cannot be used as a conduit for anything other than factual information. If a single member is delegated to exercise any decision-making authority in which the member is acting on behalf of the committee, meetings are subject to Sunshine Law except when information gathering. Committee members cannot use electronic means (e.g., email, text message) to communicate with each other about matters to come before the committee.

Public records are:

1. All materials made or received by an agency; and
2. Used in connection with official business; and
3. Used to perpetuate, communicate, or formalize knowledge.

Agencies are required to respond to public records requests within a "reasonable time." The expectation of "reasonable" depends upon the scope of the request. Agencies are not required to release exempt records. Agencies are not required to create records to fulfill a request. DFS staff is available to discuss any public records questions the ESC may have related to the Project.

ESC members are required to submit a financial disclosure form to the Florida Commission on Ethics. Members without a disclosure form on file should submit one within 30 days of appointment or as soon as possible. Members with a disclosure form on file should submit their 2015 form by June 30, 2016. Financial disclosure forms for 2015 may be downloaded from the [Commission on Ethics website](#) and returned directly to Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709.

For more information, please see the [full presentation](#) posted on the Project website, or contact Chasity O'Steen at Chasity.O'Steen@myfloridacfo.com.

Florida PALM Project Overview: Facilitated by Melissa Turner, DFS

The Project vision is to implement a statewide financial management system that enforces standardization, acts as a scalable foundation to evolve as business needs change, and positions Florida for future innovation as it considers true enterprise-wide solution. There are four Project goals:

1. Reduce the State's risk exposure by harnessing modern financial management technology built on the premises of scalability, flexibility, and maintainability.
2. Improve State and agency-specific decision-making by capturing a consistent and expandable set of data.
3. Improve the State's financial management capabilities to enable more accurate oversight of budget and cash demands today and in the future.
4. Improve productivity, reduce operational complexity, and increase internal controls by enabling standardization and automation of business processes within and between DFS agencies.

The Project intends to accomplish these goals by implementing a financial management solution with the assistance of a Software and System Integrator (SSI).

There are four Project Tracks: Business Process Standardization (BPS), Project Management Office (PMO), Systems and Data Strategy (SDS), and Organizational Change Management (OCM). The Agency for State Technology (AST) and an Independent Verification and Validation (IV&V) contractor provide oversight to the Project.

There are 25 State Full Time Equivalent (FTE) positions allocated for the Project and 20 are currently filled. Contract staff are anticipated for each Track.

The Project was appropriated \$11,328,570 for Fiscal Year (FY) 2015-2016; however, the Project anticipates only receiving \$8,441,580 for release. The Project creates an annual spend plan and maintains it monthly. The Project is preparing a spend plan for FY 2016-2017 that will reflect the appropriation of \$8,777,123.

This is a multi-year project currently in the Pre-Design, Development and Implementation (Pre-DDI) phase. A Procurement period will occur with an objective to award a contract for an SSI (which will transition the Project to the next phase). The Project will use an Invitation to Negotiate (ITN) process to evaluate, negotiate, and arrive at contract. Multiple DDI phases are expected. The initial phase will focus on core functionality, such as select functions performed by the Cash Management System (CMS), Central FLAIR, Departmental FLAIR, and reporting. Future phases will include payroll, projects, grants, and other areas.

It is difficult to predict the exact date of the ITN release, but it is planned to be released during a date range between November 1, 2016 and January 17, 2017. Evaluation and negotiation is expected to extend through February 2018. Actual timing is dependent on multiple factors during the procurement process.

For each year of the Project thus far, the General Appropriations Act (GAA) has required the Florida PALM Project to perform specific activities. In 2014, these activities included contracting with a third party consulting firm to review and provide recommendations based on the FLAIR

Study and submission of written quarterly Project status report. In 2015, these activities were submission of a Project Management Plan (PMP); validation and approval of all business requirements; submission of a Data Management Plan (DMP); contracting with an independent third party consulting firm to provide IV&V services, and submission of written quarterly Project status reports. In 2016, the GAA (HB 5001) requires the following:

- Support of IV&V services provided by a third party consulting firm**,
- Business case study conducted by a third party consulting firm of systems identified in Attachment 2 of the [FLAIR Study](#) with distribution by November 1, 2016,
- Validation and approval of all business requirements**,
- Submission of a DMP**,
- Release of the SSI ITN no earlier than November 1, 2016, and
- Distribution of monthly Project status reports.

***Similar to activities requested in 2015.*

The 2016 implementing bill (HB 5003) also stated that Florida PALM must include replacement of Central FLAIR, Departmental FLAIR, Payroll, Information Warehouse, and select components of the CMS. Florida PALM shall not include duplication of core functionality provided by other information systems in the Florida Financial Management Information System (FFMIS). In addition, the implementing bill expanded the Project's governance structure to a 15-member ESC which has been proactively assembled as a result of today's meeting.

The Project has achieved many accomplishments in the areas of: Project support; procurements; BPS and requirements; and collaboration and communication. Track strategies were developed by priority beginning with BPS and PMO.

A Project Charter, Governance Charter, master Project schedule, and PMP have all been created and are maintained at appropriate intervals. Each section of the PMP will be operationalized and rolled out. Furthermore, a Continuous Improvement Plan was created to track oversight observations and actions the Project can perform to address those observations.

Tracking logs are kept for Action Items, Decisions, Issues, Lessons Learned, Project Change Requests (PCRs), and Risks. The full Decision Log and PCR Log will be shared with the ESC to determine if any previous Decisions or PCRs need to be re-visited. All other logs are available upon request. The Project has accepted 27 deliverables to date.

The Project has executed eight contracts for support services: BPS (1), IV&V (1), Outside Legal Counsel (2), PMO (2), SDS Enterprise Architecture (1), and SSI Procurement (1). With the assistance of the SSI Procurement Support services, an initial draft of the SSI ITN was created. A Request for Quotation (RFQ) for the Business Case for Maintaining Agency Business Systems was released in April 2016 and responses are due in May 2016 so work can begin as early as possible in July 2016. The Business Case must be distributed by November 1, 2016. The Project is preparing a solicitation for OCM support services.

There are over 3,800 drafted functional and technical Business Requirements. Cycle 1 and Cycle 2 Business Requirements are posted on the Project website. Requirements related to payroll and budget which have been deferred to Cycle 3.

In the area of collaboration and communications, the Project has met with several other states, including Alabama, Georgia, Mississippi, South Carolina, Texas, and Virginia. One lesson learned

from other states with similar projects is that waiting to standardize business processes makes change management more difficult. The Project has conducted over 230 collaboration events that have included over 400 State agency staff to create Project awareness and discuss future business processes. The Project has accepted a Pre-DDI Communications Plan and published over 110 documents on the Project website: www.myfloridacfo.com/FloridaPALM.

For more information, please see the [full presentation](#) posted on the Project website, or contact FloridaPALM@myfloridacfo.com.

Vote on Decision #88 Major Project Deliverable Definition: Facilitated by Robert (Budd) Kneip, Chair

Implementing bill HB 5003 (2016) introduced a new requirement for the ESC to “approve all major Project deliverables.” Decision #88 proposes a definition for Major Project Deliverable. For FY 2016-2017, the Project recommends identifying the following as Major Project Deliverables:

- Business requirements
- Data management plan
- Solicitation-related documents associated with the SSI ITN

Decision #88 was approved without revision or objection.

Vote on Project Change Request #21 Data Management Plan Acceptance Date: Facilitated by Robert (Budd) Kneip, Chair

This PCR is a request to move the acceptance date of the Data Management Plan to accommodate additional time for the review with FFMIS and ESC to satisfy the requirements of the HB 5003 that all major Project deliverables and solicitation-related documents are approved by the ESC. The current Project schedule reflects this deliverable as being accepted at the end of May 2016. There is no contract impact and therefore no costs associated to this PCR.

PCR 21 was approved without revision or objection.

New Business/Open Discussion: Facilitated by Robert (Budd) Kneip, Chair

No new business was presented by meeting participants.

Next Meeting

The next ESC Meeting is scheduled for June 8, 2016 from 1 – 3 p.m. at the Department of Revenue, Building 2, Room 1250, 2450 Shumard Oak Boulevard, Tallahassee, Florida 32399.

The meeting was adjourned at 2:25 p.m.