Meeting Overview

- Opening Remarks and Introductions
- January Vendor Forum Summary
- Project Status Update
- Software and System Integrator (SSI) Procurement Scope
- SSI Procurement Response
January Vendor Forum Summary
January Vendor Forum Summary

- Project Phases
- Project Organization
- Anticipated Procurements (*including estimated timeline*)
- Meeting materials are available at: [http://www.myfloridacfo.com/floridapalm/meetings.htm](http://www.myfloridacfo.com/floridapalm/meetings.htm)
Project Status Update
Project Status Update

- Project Scope
- Project Budget
- Project Schedule
Project Status Update
Commonly Used Acronyms

- ERP: Enterprise Resource Planning
- FFMIS: Florida Financial Management Information Systems
- Pre-DDI: Pre-Design, Development, and Implementation
- Project Tracks:
  - BPS: Business Process Standardization
  - OCM: Organizational Change Management
  - PMO: Project Management Office
  - SDS: System and Data Strategy
- SME: Subject Matter Expert
- SSI: Software and System Integrator
Project Status Update

Project Branding

- The Florida Accounting Information Resource (FLAIR) and Cash Management System (CMS) Replacement (FCR) Project was rebranded as Florida PALM.
- Website: http://www.myfloridacfo.com/FloridaPALM/
The project team was given 25 state FTEs for FY2015-16.
Project Status Update
Track Accomplishments

- Project Management Office (PMO)
  - Released seven procurements for Pre-DDI support
  - Outside Counsel Support retained
  - Quotes received for Pre-SSI Independent Verification & Validation (IV&V)
  - Project Charter completed
  - Project Management Plan completed
Project Status Update
Track Accomplishments

- Organizational Change Management (OCM)
  - Established Project name and logo as part of branding
  - Initiated collaboration with other government entities with Enterprise Resource Planning (ERP) experience
  - Initiated collaboration with Florida Financial Management Information Systems (FFMIS) entities
  - Provided training support for Project team and facilitation for agency meetings
Project Status Update
Track Accomplishments

- Business Process Standardization (BPS)
  - Started developing future state process flows across 10 financial process areas:
    - Agency Subject Matter Expert Workgroups (Level 1 and 2)
      - 27 agencies, 60 meetings
    - All Agency Workshops & Process Questionnaires (Level 2)
      - All agencies invited, 8 meetings
  - Started developing draft functional requirements
Project Status Update
Track Accomplishments

- System and Data Strategy (SDS)
  - Started developing draft technical requirements
  - Started drafting Data Management Plan
  - Began working with the Division of Information Systems (DIS) to confirm existing integration points with FLAIR and CMS
Project Status Update

Procurements

Pre-DDI

- Vendors are responsible for preparing requirements and/or drafting components of solicitation
- Vendor is responsible for project oversight
- Project Management Office (PMO)

DDI

- Vendor is responsible for independent project review
- Independent Verification & Validation (IV&V)

Florida PALM

Vendors are eligible for 1 or a combination of above 4 Florida PALM procurements

Vendor is not eligible for any other Florida PALM procurements

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SSI Procurement Scope

The following information is subject to change. Final decisions have not been made. Final scope will be included in the solicitation documentation once released.
SSI Procurement Scope

- Reference to FLAIR functionality on Accounting & Auditing (A&A) website
- 2015 General Appropriations Act (GAA) Proviso
- Procurement approach
  - Invitation to Negotiate (ITN)
  - Phasing
  - Scope philosophy
SSI Procurement Scope

- Anticipated in Scope for ITN
  - License(s) or subscription(s), including warranty, annual maintenance for all proposed software
  - Hardware and technology support products, including maintenance
  - Phased implementation services focused on core functionality initially
  - Integration services with defined existing systems (including FFMIS and FLAIR Payroll Sub-System)
  - Organizational change management
SSI Procurement Scope

- Anticipated out of Scope for ITN:
  - Replacement of the Procurement system (MFMP)
  - Replacement of the HRM system (PeopleFirst)
  - Replacement of the Budget System (LAS/PBS)
  - Business Process Outsourcing (BPO) of financial management services
  - Replacement of the FLAIR Payroll Sub-system
  - Replacement of the investment functions with external partners (SPIA) within the Cash Management System (CMS)
  - Remediation of impacted Agency business systems
SSI Procurement Scope

- Implementation Approach
  - DDI Phase 1: Core Financials
  - DDI Phase 2: Expanded Functionality
  - Deployment approach
    - Extensive parallel testing
    - Pilot/proof of concept prior to waved rollout
    - One system of record
  - FFMIS engagement
SSI Procurement Scope

- Project Management
  - Project management considerations
  - Staffing
  - Tools
  - Team facilities
SSI Procurement Scope

- Functional
  - Requirements management
  - Business process design
  - Solution design specification
  - Testing
SSI Procurement Scope

- Technical
  - Architecture and infrastructure approach
  - Configuration and implementation
    - Go-live support
    - Post-implementation support
    - Warranty and maintenance
    - On-going operations
  - Development
  - Testing
  - Security/Disaster recovery
SSI Procurement Scope

- Organizational Change Management
  - Readiness (includes Workforce Transition)
  - Communications
  - Training
  - Post Go-Live Support
  - Knowledge and Skills Transfer
SSI Procurement Response
SSI Procurement Vendor Response

- Several components included in response:
  - Cost Response *including assessment of risks*
  - Technical Response
  - Solution Requirements
## SSI Procurement Vendor Response

### Anticipated Solution Requirement Categories

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<tr>
<th>Functional</th>
<th>Technical</th>
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<tbody>
<tr>
<td>Accounts Payable</td>
<td>General System</td>
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<tr>
<td>Accounts Receivables and Billing</td>
<td>Reporting and Analytics</td>
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<tr>
<td>Cash Management</td>
<td>Support and Operations</td>
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<td>Treasury Management</td>
<td>Transaction System</td>
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<td>Asset Management</td>
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<td>Budget Management</td>
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<td>Contracts</td>
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<td>General Ledger</td>
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<td>Grants</td>
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<td>Projects</td>
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<td>Travel (Expense)</td>
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SSI Procurement Vendor Response

- Requirement Responses in DecisionDirector 2 (DD2)
  - Registration instructions will be provided in the ITN
  - Multiple accounts available for each respondent to facilitate collaboration
  - Four anticipated fields for each requirement
    - How requirement is met
    - When solution is available
    - What part of the solution will satisfy the requirement
    - Additional non-confidential, non-trademarked comments
Procurement Expectations

- All vendor responses will be evaluated in accordance with Chapter 287, Florida Statutes.
- Vendors will be expected to:
  - Demonstrate an in-depth understanding of project needs
  - Understand the criticality of the project and supports the established goals
  - Demonstrate the capability to successfully deliver proposed solutions
  - Have a strategy and the technology to safeguard the State’s data throughout project
  - Be willing to invest their best and brightest talent
  - Offer best value for the requested products/support services
Respondents to DFS’s solicitations or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following DFS posting a Notice of Intended Award, any employee or officer of the executive or legislative branch concerning any aspect of the solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response. See §287.057(23), Florida Statutes.
DFS recognizes the importance of establishing and maintaining good relationships for successful support services. DFS is committed to:

- Defining governance of the project
- Articulating expectations of support services
- Assisting in the development of project strategies
- Supporting execution of defined plans
- Quickly communicating quality concerns for products/services
- Providing timely review of deliverables and work products
Questions

- Please submit any suggestions or questions related to today’s topics by August 18, 2015 to: vendorforum@myfloridacfo.com.

- All meeting materials, recording and responses to questions will be posted to the Florida PALM website: http://www.myfloridacfo.com/floridapalm/meetings.htm.

- Vendors will continue to have the opportunity to submit questions as part of procurements.