

Date	12/08/2015	Time	4 – 5 p.m.
Location	Department of Management Services (DMS) 4050 Esplanade Way, Room 360K		
Objective	Monthly update meeting with MyFloridaMarketPlace (MFMP) Team and Florida PALM Project Team.		
Attendees	Eric Adair (DFS), Linda Allbritton (DMS) , Sean Cooley (DFS), Judson Freeman (DMS), Charles Ghini (DFS) , Roz Ingram (DMS), Danielle Kosberg (DFS) , Joanne Kriebert Wolin (AST) , Kelly McMullen (DMS), LeighAnne Payne (DMS), Anne Rabon (DMS), Angie Robertson (DFS), Erin Rock (DMS) , Christina Smith (DFS), Melissa Turner (DFS), and Bob Ward (DMS).		
Attachments/ Related Documents	N/A		
Action Items	<ul style="list-style-type: none"> • LeighAnne Payne will forward request for rental car FLAIR data to Christina Smith for assistance • Judson Freeman (DMS) will coordinate with Rachael Lieblick (DFS) on a separate MFMP/FLAIR meeting • Bob Ward (DMS) will coordinate with Linda Allbritton (DMS) to see if electronic data interchange (EDI) can be discussed at next MFMP/Florida PALM meeting on January 6, 2016 		

- **Introductions & Agenda: Facilitated by Melissa Turner (DFS)**
 - Anne Rabon will be leaving DMS this month and moving to the Department of Corrections
- **Project Status: Facilitated by Melissa Turner (DFS)**
 - The Project Team is focused on activities to prepare for System and Software Integrator (SSI) procurement
 - The Cycle 1 Business Requirements were available for more than six weeks for agency and Florida Financial Management Information System (FFMIS) partner review and feedback
 - The Cycle 1 Business Requirements were developed from previous collaboration with agencies, FFMIS partners, and divisions within DFS through numerous meetings, workshops and workgroups
 - The Project Team is reviewing the feedback received from agencies and FFMIS partners, and there is still a lot of “how” questions
 - The Project accepted *BPS13: Level 2 Standardized Business Process Models (Version 1)* on 11/30/2015. These were also developed with collaboration from agencies, FFMIS partners, and divisions within DFS
 - *BPS13: Level 2 Standardized Business Process Models (Version 1)* is a major accomplishment for the State as it highlights the significant contributions from state agencies. This document is planned to be posted to the website and shared with agencies
 - The Project Team met with the DMS Division of Real Estate Development and Management (REDM) to discuss asset and leasing related requirements
 - The Project’s Systems and Data Strategies (SDS) Team continues to work on the Data Management Plan (DMP); the DMP is not a master data plan (for all statewide data) as it is focused on management of accounting data

- The Project is continuing to work on a corrective action plan in response to the Independent Verifications & Validation (IV&V) assessments (initial assessment was delivered in November and will be provided monthly going forward)
- **Open Discussion/Future Meeting Agenda(s): Facilitated by Melissa Turner (DFS)**
 - The DMS Division of State Purchasing (DSP) would like access to all purchasing data for reporting and monitoring. This would be particularly helpful for situations like DMS is currently experiencing for the rental car contract. The Project Team believes that correct reporting requirements will accomplish this request. Christina offered to assist DMS in accessing current FLAIR data. LeighAnne agreed to forward request to Christina for assistance
 - The DFS Division of Accounting & Auditing (A&A) will be coordinating appropriately with DMS on the purchasing card upgrades; there over 12 deliverables due in the first 45 days
 - A&A is also working on Affordable Care Act (ACA) reporting requirements and integrating with the employee portal. It was discussed that for the future it may be an option to integrate some of the forms DMS collects and provides via the employee portal
 - The current MFMP contract is set to expire February 2017; additional updates will be provided in future meetings as they become available
 - The group discussed the need for MFMP in the future to allow for service commodity codes. DMS confirmed the State does have some service agreement / contracts (e.g., telephone contract, canteen, commissaries, business card sales, and shops in state parks).
 - Next meeting will be January 6, 2016 at 9.a.m.
 - EDI may be discussed at next meeting if appropriate