

Date	07/28/2015	Time	8:30 – 9:30 a.m.
Location	DMS - 4050 Esplanade Way, Room 315K		
Objective	Project update meeting with MyFloridaMarketPlace (MFMP) Team and Florida PALM Project Team.		
Attendees	Melissa Turner (DFS), Charles Ghini (DFS), Christina Smith (DFS), Danielle Kosberg (DFS), Angie Robertson (DFS), Eric Adair (DFS), Roz Ingram (DMS), Linda Allbritton (DMS), LeighAnne Payne (DMS), Judson Freeman (DMS), Kelly McMullen (DMS), and Joanne Kriberg-Wolin (AST).		
Attachments/ Related Documents			
Action Items	<ul style="list-style-type: none"> • Christina Smith and Roz Ingram – Meet to discuss high level process flows • Danielle Kosberg – Set recurring monthly MFMP and Florida PALM collaboration meeting • Charles Ghini – follow-up with MFMP (LeighAnne Payne, Judson Freeman, and Linda Allbritton) about their definition of a data management plan, federated data and maintaining control of the data and how we share it 		

- **Overview of the Florida PALM Project: Facilitated by Melissa Turner (DFS)**
 - The Project is in the Pre-Design, Development, and Implementation (Pre-DDI or planning) phase with the goal of issuing a procurement for Software and System Integrator (SSI), who will assist the State in replacing FLAIR and CMS.
 - MFMP is the only real-time interface with FLAIR today. There will be impacts to MFMP in the future.
 - A goal of the Project Team is to make sure all FFMIS partners are engaged throughout the Project. Currently developing the Invitation to Negotiate (ITN).
- **Florida PALM Track Updates: Facilitated by Melissa Turner (DFS)**
 - The Project is organized by project management - People, Process and Technology
 - Representatives from DMS have been involved in helping defining the core financial processes since October 2014. A smaller group of agencies participated in Level 1 and the Project expanded participation to a larger group of agencies for Level 2. Level 1 process flows and narratives are high-level, end-to-end documents and Level 2 provide more detail including more integration points, reports, and process steps.
- **Requirements: Facilitated by Melissa Turner (DFS)**
 - In October 2014, teams started to gather requirements. In February 2015, the support consultants and the state team began reviewing requirements from other state financial enterprise resource planning (ERP) systems.
 - In June 2015, all agency workshops were conducted to share materials and ask for feedback.
 - It was an important message in all meetings with agencies that the Florida PALM Project Team is answering the *what* the solution will do not *how* the solution will work as the *how* will be determined after we have selected the SSI.

- **Timeline for the Procurement: Facilitated by Melissa Turner (DFS)**
 - Vendor Forum scheduled for August 4, 2015. This is a pre-bid type conference with the intent is to share information about where vendors can find information about the Florida PALM Project, what vendors can expect to see in the procurement, and what will be expected for a response.
 - The go-live date will not be known until a contract is awarded but the FLAIR Study which describes a five year DDI phase (comprised of two years of design and build, one year of pilot, and two years of agency rollout) can be used as reference.
 - While DFS and DMS will be coordinating on the timeline of implementation, the following will be considered:
 - 2017 is the current MFMP contract end date.
 - DMS has the right to renew for 3 years (which would extend to 2021).
 - A new contract would have to be solicited for MFMP services beyond 2021.
- **Process Flows: Facilitated by Melissa Turner (DFS)**
 - With new technology, the State is looking at moving from a cash basis to an accrual basis.
 - The Process Flows are intended to show the long-term vision but will be modified as the Project progresses.
 - The DFS team (Angie and Christina) can come back to show the potential flows including integration points and reporting with DMS leadership (Roz).
- **Other Discussion Items: Facilitated by Melissa Turner (DFS)**
 - The State will be looking for additional opportunities related to receipting and encumbering (DMS wants be able to fold in where needed in their solicitations).
 - The Project intends to move away from batch-based integration towards to transaction-based. It will be important to consider reporting in terms of planning not just transaction based.
 - Proviso this year requires the Project to complete a Data Management Plan (DMP). Due to the timing, it will be more of a strategic plan. Data integrity and reports are key to measuring success.
 - The Legislature approved a temporary reduction of the 1% MFMP Transaction Fee until June 2016. The focus for MFMP right now is implementing this change.