

**Meeting Details**

<b>Meeting Date</b>	Thursday, May 7, 2015	<b>Meeting Time</b>	9:00 am to 12:00 pm
<b>Meeting Location</b>	Betty Easley Conference Center, Room 180		
<b>Meeting Objective</b>	Procurement to Payment (P2P) - Level 2 - Workgroup #3: Review and Discuss Draft Level 2 Flows and Narrative		
<b>Attendees:</b>	<p><u>Level 2 SMEs:</u>                  Darinda McLaughlin (DEP); Kim Holland (DFS); Angie Martin (DFS); Maureen Livings (DMS); Kelly McMullen (DMS); Anne Rabon (DMS-MFMP); Joanne Lane (DOH); Nancy Quancy (DOH); Lee Ann Hebenthal (DOS); Vonda Murray (DOS); Vianka Colin (FDACS); Christy Hutchinson (FDACS); Luke Joyner (FDACS); Debra Owens (FDACS); Thomas Poucher (FDACS); Rachel Bozeman (FWC); Sharon Bussey (FWC); Dewayne Baxley (HSMV); Vicki Nichols (JAC); <del>Masumi Das (JAC); Wayne Mayer (JAC); Dina Kamen (JAC); Barbara Vaughn (HSMV); Roger Twitchell (DOH)</del></p> <p><u>Florida PALM BPS P2P Team:</u>                  Deb Gries, State Lead; Warren Bone, EY Lead; Robin Chichester, EY Process Analyst; Mark Fairbank, Gary Schneider, Angie Robertson, Deana Metcalf, Stanton Beazley, Robert Hicks, Janice Jackson, Tanner Collins, State</p>		
<b>Attachments/ Related Documents</b>	P2P Level 2 Process Flows: <ul style="list-style-type: none"> <li>• Workflow #6: Contracts</li> <li>• Workflow #7: Travel</li> </ul> P2P Level 2 Process Narratives for the above flows - Draft		

**Meeting Topics**

Topic	Presenter	Allotted Time
<ul style="list-style-type: none"> <li>• Introduction and Welcome</li> <li>• General Housekeeping</li> </ul>	Deb Gries	<b>15 min</b> (9:00 am-9:15 am)
<ul style="list-style-type: none"> <li>• Level 2 Overview and Workflow Discussion:                             <ul style="list-style-type: none"> <li>• Workflow #6: Contracts</li> <li>• Workflow #7: Travel</li> </ul> </li> </ul>	Deb Gries	<b>60 min</b> (9:15 pm-10:15 pm)
<p><b>Process Work Flow #6: Contracts</b>                  Deb started the meeting by discussing the movement of FACTS to Florida PALM and introduced the workflow for discussion.</p> <p><b>P2P 6.1</b>  <b>Enter Contract Terms and Conditions</b>                  Agencies requested that the abbreviations of “CFDA and CSFA” be included as additional bullet items to the narrative. We explained that not every item currently in FACTS was copied and included on the narrative but we will ensure this is added to the narrative. However, all items</p>		

currently in FACTS will be reviewed and included as a business requirement to be included in this module

**P2P 6.1, P2P AE 6.2, P2P AE 6.3**

**Set up/Modify Executed Contract**

We envision the agencies to have the ability to plan expenditures by contract, contract amount and funding by fiscal year over the term of the contract period. Florida PALM could auto-allot (after a budget check) the contract/grant at L2 to L5 (based on the agency's discretion) and auto-encumber for each fiscal year.

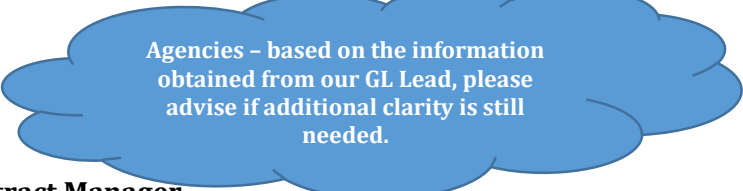
Several agencies have their own contract systems therefore integration points will be needed to obtain the data from the agencies to populate into this module in Florida PALM and perform the aforementioned activities.

There was discussion that FCO budgets and contracts have different requirements than operating appropriations.

**Action Item:**

FCO: Check the ability to establish budgetary need and reserve the budget for future years, but not book in the General Ledger.

**NOTE:** Our General Ledger lead states FCO budget does not revert therefore it needs to remain available for future periods. It will be captured in the GL because it's been appropriated.



Agencies – based on the information obtained from our GL Lead, please advise if additional clarity is still needed.

**P2P CP 6.4**

**Program Review and Assign to Contract Manager**

In discussing this process, most agencies stated that the Contract Manager is assigned before the contract is executed (as this information is included in most contracts) and requested the "Assign to Contract Manager" be moved to an item under P2P 6.1

**Action Item:** Add this to the narrative under P2P 6.1

**Decision leading to P2P 6.4**

**Contract/Grant in excess of \$1 mil?**

The Florida PALM should identify and notify DFS Accounting and Auditing (A&A) of contracts entered that exceed the \$1 mil threshold for audits to be completed. Kim Holland identified that this threshold as stated on the CFO website, Transparency Florida, State Contract Audits [http://www.myfloridacfo.com/aadir/auditing\\_activity.htm](http://www.myfloridacfo.com/aadir/auditing_activity.htm) is not correct and that Comptroller Memorandum 2012-2013, #2 takes precedence.

**Action Item:** Research conducted and the referenced CM states: "Agencies will submit documentation related to contractual service agreements, grant agreements, and purchase orders, if the value of the agreement is, or has been amended to, \$750,000 or more. Agencies will submit documentation related to contractual service agreements and purchase orders, that are based upon state term contracts, if the value of the agreement is \$500,000 or more."

**Workflow updated and provided during WG #3 and Narrative updated. Additionally the narrative has been updated to not include a dollar (\$) amount but reference the \$ threshold is identified by policy or Florida Statute.**

**P2P 6.5**


**Provide and Finalize Audit Report with Agency**

**Action Item:** DFS A&A conduct their audits and input their findings into their Contract Audit System (CAS). We will build an integration for those findings to populate into the contract module.

**Action Item:** include this integration as a business requirement

**Question Raised regarding a Contractual Summary Form:**

- Will Florida PALM contain the Contractual Summary Form (CSF) to print for the contract managers to complete and submit with their invoice(s)?
  - This led to lots of discussion as to why a form would be needed when we have workflow that can be utilized
  - For payments processed through MFMP that meet the need for the Contractual Summary “statement”, verbiage is added to the comments section of the Invoice Reconciliation (IR) along with the statement of the total previous payments made without the CSF, example below:
    - ❖ I, Deb Gries, certify that I am the Contract Manager and the provided information is true and correct; the goods and services have been satisfactorily received and payment is now due.  
I understand that the office of the State Chief Financial Officer reserves the right to require additional documentation and/or to conduct periodic post-audits of any agreements  
Previous Amount Paid: \$32,707.80
  - Why invoices processed through Florida PALM would be handled differently
  - Some agencies then stated that they did not have their Contract Managers “in” MFMP and may not have them as users in Florida PALM



Agencies – please review the below information carefully and notify us of any concerns

- **Since the workgroup a few possibilities are being suggested:**
  - Have a single page view available in Florida PALM to specific [agency and] DFS A&A staff that provides all the detail from the CSF Form and can be used by A&A for auditing purposes
    - ❖ Since payments are made in Florida PALM, previous payments made and totals are calculated and available

- **NOTE:** this is a viable solution only for agencies that “load” their contracts into FACTS
- A CSF form would not be required for any agency currently utilizing FACTS as the “statement” above included in the comments section of the Florida PALM invoice would be acceptable, and:
  - ❖ The Contract Manager has signed the invoice authorizing the correctness and completeness of the invoice and receipt of services
  - ❖ The Contract Manager is included in the approval flow to approve the invoice (hence providing their electronic signature for authorization purposes)
  - ❖ With the exception of contract managers that may not be able to access the internet (doubtful for most agencies for this level position) thus not entered into Florida PALM as a “user”, their signature on the contract invoice and the invoice either “stamped” with the aforementioned language, or added as an attachment is acceptable as long as the agency entering the invoice includes this information in the comments section
- For those agencies that do not use FACTS, and who would integrate their invoice data into Florida PALM the CSF Form would still be available for access on the DFS internet page and would need to be completed and available for audit as required by DFS

**Action Item: we will include the above request on our Policy Issue Log**

Topic	Presenter	Allotted Time
• Process Workflow #7: Travel	Deb Gries	<b>30 min</b> (10:30 am – 11:50am)

**P2P 7.0 - Travel**

The goal of Florida PALM is to automate all F&A related travel documents and approvals. The workflow and narrative were discussed and the group requested that the following action items be reflected on the workflow and/or narrative

**Action items:**

- Ability to encumber (**Updated and presented during WG #4**)
- Create links to DOT Official travel website, Google Maps, Map Quest
- Auto calculate per diems by start and end date and times of travel
- Add fields to document Mission critical activities
- Field to identify an Executive Order and Executive Order # and affected county (counties) (if applicable)
  - By selecting this field, the Class C meals may be populated, but only if there is specific rule/ policy to allow for this reimbursement
- As with “general” P2P invoices, identify “duplicate” invoice #s for research

<ul style="list-style-type: none"> <li>• <b>Include on the Policy Issue Log:</b> Process travel vouchers under the employee's PF ID only (no SS#)</li> </ul>		
Topic	Presenter	Allotted Time
Close Meeting <ul style="list-style-type: none"> <li>• Next Meeting Date / Time / Location/ Subject</li> </ul>	Deb Gries	<b>10 min</b> (11:50 am-12:00 am)

Wednesday, 5/20/15, 9:00am-12:00 pm, DOR, Building 1 – Room 1220 / 1221

- “Due To/ Due From” Intergovernmental Transfers
- Review of Changes to Contracts and Travel, Validation of Work flows #1 - #3