

<b>Date</b>	11/03/2015	<b>Time</b>	9:00 a.m. – 12:00 p.m.
<b>Location</b>	Dept. of Revenue - Bldg. 1 (Room 1220 & 1221)		
<b>Objective</b>	Requirements Review Workgroup – Procurement to Payment (P2P) Part 2		
<b>Attendees</b>	<p>Afua DeWindt (SC), Alison Crozier (FSDB), Becky Devlin (DACS), Bob Roller (DJJ), Brenda Goddis (DOEA), Chris Lee (DEO), Cindy Cooley (DCF), Cindy Grammas (DCF), Danita Gallmon-Johnson (DMS), Diana Trahan (FDLE), Dianne Screws (FDOC), Dina Kamen (JAC), Eric Thiele (DBPR), Evelyn Jacobs (DJJ), Grace Sumpter (DOR), Jason Adank (FDOT), Jean Morris (APD), Jeanell Moore (DOR), Jim Lane (FDOT), Joanne Lane (DOH), Karen Belcher (PSC), Kedra Lewis (DJJ), Kelly Sowell (FDOT), Kim Veldink (DOR), Lillie Harrison (DOE), Linda Love (DMS), Lisa Punausuia (DOR), Lisa Simpson (DEO), Lori Morgan (EOG-DEM), Lucy Swain (DJJ), Lynn Robinson (DOH), Michael Gordon (AST), Michelle Faircloth (FDLE), Michelle Harvey (DEO), Michelle Kelley (EOG-DEM), Mike Soto (FDOT), Mike Wolfe (DCF), Nancy Quaney (DOH), Nona McCall (AHCA), Pam Griffin (DMS), Pam Swiger (DACS), Patricia Kenyon (DJJ), Paul Yu (DOH), Raquel Revells (PSC), Rhonda Reed (DCF), Robin Holley (DOR), Ron VunKannon (DOR), Ronda Pearson (AST), Roxann Foreman (FDVA), Salena Yarbrough (DACS), Scott Gerke (FDVA), Sonja German (DOH), Stephanie Dupree (DOL), Steven Radford (DEO), Sue Taylor (APD), Talaimoana Melendez (DOE), Terri Mulkey (DOE), Theral Mackey (FSDB), Thomas Poucher (DACS), Todd Watkins (DOE), Tony Kenon (DCF), and Vicki Nichols (JAC).</p> <p>Florida PALM Project Team:                  Allyson Adolphson (DFS), Angie Robertson (DFS), Deana Metcalf (DFS), Deb Gries (DFS), Janice Jackson (DFS), Julian Gotreaux (DFS), Manpreet Singh (DFS), Mark Fairbank (DFS), Robert Bolton (DFS), Robert Hicks (DFS), Sean Cooley (DFS), and Stanton Beazley (DFS)</p>		
<b>Attachments/ Related Documents</b>			

Topic	Facilitator
Welcome	Julian Gotreaux
<b>Notes:</b> • Julian welcomed everyone for Part 2 of the P2P Requirements Workgroup. No introductions were made since this was the second meeting of this group.	
Requirements Questions & Discussion	Deb Gries
<b>Notes:</b> <b>Vicki Nichols (JAC)</b> submitted requirements questions prior to the workgroup and these questions started the discussion.	

Topic	Facilitator
<p>1099 Processing</p> <p>Q. <b>Vicki Nichols (JAC):</b> P2P003 – Not sure what this means? Will this affect agency users or is this primarily a DFS requirement?</p> <p>A. <b>Florida PALM Project:</b> The number the vendor has registered with would be the Tax Identification Number (TIN), and the outside bank accounts would be an agency’s revolving fund. If the agencies want us to issue 1099s for them, this is where that information would come in.</p> <p>Q. <b>Vicki Nichols (JAC):</b> P2P0027 – Please provide clarification of the requirement. Will this affect agencies or just DFS?</p> <p>A. <b>Florida PALM Project:</b> This requirement will be modified to remove the language “that have issued a separate 1099”. If Florida PALM did not originally issue the 1099, we would not revise.</p> <p>Q. <b>Lisa Simpson (DEO):</b> Is it our intention to allow agencies to continue issuing 1099s?</p> <p>A. <b>Florida PALM Project:</b> DFS is not mandating that Florida PALM issue all 1099s at this point but we are building an integration so that we can consolidate and issue for the agencies if they choose. The TIN of the agency issuing would need to be considered. If the agency is issuing under a separate TIN from DFS, the agency may need to continue issuing the 1099 or Florida PALM may need to be able to issue their 1099 under the DFS TIN on that agency’s behalf.</p>	
<p>Inquiry and Reporting</p> <p>Q. <b>Vicki Nichols (JAC):</b> P2P0092 – Please clarify this requirement. What is a beneficial vendor?</p> <p>A. <b>Florida PALM Project:</b> A beneficial vendor could be the Internal Revenue Services (IRS). The funds are still attributed to the original vendor even though the funds are directed to another vendor.</p> <p>Q. <b>Vicki Nichols (JAC):</b> P2P0113 – Please clarify what recurring events would be. Perhaps this is more than one requirement? Could it be multiple users are notified?</p> <p>A. <b>Florida PALM Project:</b> The intent is to alert a user of recurring payments they created in the system such as leases and rent. In our Part 1 P2P Requirements Workgroup Meeting last week, Christina Smith (DFS A&amp;A) indicated she did not want P2P to issue invoices on behalf of vendors. Therefore, this requirement will be deleted.</p> <p>Q. <b>Vicki Nichols (JAC):</b> What if we pay the same type invoice every month? Is there going to be a template we can use to copy and paste into?</p> <p>A. <b>Florida PALM Project:</b> More than likely there will be the ability to copy an invoice you previously created. You would update the dates and submit.</p>	
<p>Vendor Maintenance</p> <p>Q. <b>Vicki Nichols (JAC):</b> P2P0619 – What is a “sound like” search?</p> <p>A. <b>Florida PALM Project:</b> This is used when only part of information is known and you need to do a search. An example is only the last name of the vendor company and the city is known. You would enter only those fields and be able to conduct the “abbreviated” search. The requirement language will be modified to make it clearer.</p>	

Requirements questions, listed by subcategory, presented during the workgroup:

Contracts

Contract Administration

Q. **Afua DeWindt (SC)**: P2P0668 – Which number is this referring to? Is this the agency's contract ID or FLAIR contract ID number?

A. **Florida PALM Project**: We believe the entry of two contract ID numbers is due to a FLAIR restriction of only being able to accept a total of five characters. However, we will research to see if only one contract number field is needed and will require it to have at least 25 characters.

Q. **Lisa Simpson (DEO)**: P2P0688 – What is meant by political subdivision?

A. **Florida PALM Project**: It is a legal term designating a level of constitutional subdivision of a government organization. We will research to determine if the language is appropriate or if it should be amended or removed.

Q. **Lisa Simpson (DEO)**: P2P1012 – Will you please explain the multiple fiscal years?

A. **Florida PALM Project**: When establishing the contract, the desire is to enter in every fiscal year's information. We have a requirement that, on 7/1 each year, the system will generate work flow to establish the encumbrance for that fiscal year.

Requirements questions, listed by subcategory, presented during the workgroup:

Travel

Employee Reimbursement

Q. **Joanne Lane (DOH)**: P2P0826 – Can we change the language in this requirement from “travel category” to “travel type”?

A. **Florida PALM Project**: Agreed that “travel type” would make more sense, and we will change the language. Will also review other requirements for travel category language and modify as appropriate.

General Questions

Q. **Mike Wolfe (DCF)**: When will the requirements file be updated and available for the agencies to review?

A. **Florida PALM Project**: The requirements will not be modified and sent back out to the agencies to review prior to the completion of the agency requirement review period ending November 23, 2015. The feedback provided by the agencies in these workgroups and entered in the DecisionDirector tool will be incorporated to finalize requirements for the Invitation to Negotiate (ITN). The final requirements should be available for general consumption sometime in February. There are no plans to receive agency comments outside of the current requirements review process.

Q. **Eric Thiele (DBPR)**: Does that mean if we are asking for clarification we will not hear back from the team?

A. **Florida PALM Project**: The dialogue in these workgroups was intended to provide the opportunity for the agencies to receive clarification on the requirements. If there are further questions, they can be sent to [FloridaPALM@myfloridacfo.com](mailto:FloridaPALM@myfloridacfo.com) prior to completing the review on November 23. Requests for clarification or suggestions for rewrite entered directly into DecisionDirector should be very clear as to what specifically needs clarifying on rewriting because we will not have time to follow-up with each agency directly. We will review all agency comments provided during these workgroups, questions sent to the Florida PALM email address, or those requests for clarification or suggested edits entered into DecisionDirector to finalize the requirements.

Topic	Facilitator
<p>Q. <b>Afua DeWindt (SC)</b>: Is there a requirement for the correction process for 1099s after the vendor has been given a refund?</p> <p>A. <b>Florida PALM Project</b>: Yes, P2P0001 allows the ability to create 1099 forms and P2P0026 gives the ability to correct the 1099.</p> <p>Q. <b>Afua DeWindt (SC)</b>: How will Florida PALM handle the correcting entry for an expenditure refund?</p> <p>A. <b>Florida PALM Project</b>: As long as the refund is attributed to the original expenditure transaction, the system will self-correct.</p> <p>Q. <b>Michelle Harvey (DEO)</b>: Will Florida PALM be the official record for all documents since we will be able to attach documents in the system, or will the agencies still retain that responsibility?</p> <p>A. <b>Florida PALM Project</b>: We cannot make that decision currently. We hope that Florida PALM can be, but this is a decision that will be made during the Design, Development, and Integration (DDI) Phase of the Project.</p> <p>Q. <b>Michelle Harvey (DEO)</b>: Will there be real-time updating of the system from FACTS?</p> <p>A. <b>Florida PALM Project</b>: The data entry portion of FACTS will no longer exist. Contract information will be directly entered into Florida PALM. Our hope is to interface with MFMP real-time, but that may be a nightly interface. The Project does not anticipate any changes to the FACTS Transparency Portal as we know it today.</p> <p>Q. <b>Afua DeWindt (SC)</b>: Will agencies still be able to upload contract information?</p> <p>A. <b>Florida PALM Project</b>: Yes, there is an interface to allow contract data from an agency's business system to come into Florida PALM.</p> <p>Q. <b>Nona McCall (AHCA)</b>: Is there a flag for duplicate invoice?</p> <p>A. <b>Florida PALM Project</b>: Yes, requirement P2P0384 provides this.</p> <p>Q. <b>Afua DeWindt (SC)</b>: Will be able to use the same invoice number if we need to re-enter a rejected invoice?</p> <p>A. <b>Florida PALM Project</b>: At this point, we don't believe so as the system should flag this as a duplicate invoice. The invoice could be re-entered with a dash B (-B) or dash 2 (-2) after the invoice number to avoid the system identifying it as a duplicate invoice number. However, the actual process will depend on the software selected.</p> <p>The audience was asked to submit any questions to <a href="mailto:FloridaPALM@myfloridacfo.com">FloridaPALM@myfloridacfo.com</a> soon if they would like a response prior to completing their review in DecisionDirector.</p>	
Meeting Closeout	Julian Gotreaux
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Julian thanked the group for coming. He also ensured the group that we would be evaluating and considering all comments and feedback provided to the Florida PALM Project Team.</li> <li>Julian asked the group to complete the survey they would receive through Survey Monkey in the next day or so.</li> </ul>	