

Florida **PALM**

Planning, Accounting, and Ledger Management



Executive Steering Committee Meeting

Department of Revenue
Building 1, Room 1220/1221
September 14, 2016



Roll Call and Opening Remarks

Facilitator: Robert (Budd) Kneip, Chair



Review of August 2016 Meeting Minutes

Facilitator: Melissa Turner



Florida PALM Project Update

Facilitators: Danielle Kosberg,
Angie Robertson, and Melissa Turner



Florida PALM Project Update

Budget

- ▶ FY 2016-2017 (with data through 08/31/2016)
 - Appropriated: \$8,785,347
 - Release FYTD: \$5,471,247
 - Special Category: \$2,592,882
 - IV&V: \$600,000
 - Business Case: \$300,000
 - Salaries & Benefits: \$2,866,474
 - DMS Transfer: \$8,387
 - Incurred: \$586,123.18
 - Actual: \$457,479.68



Florida PALM Project Update

Scope – Business Requirements

- ▶ Continue to meet with Legislative and Governor's Office partners, focusing on Groups of business requirements
 - ✓ *Group 1 – Budget Management, Cash Management, Treasury Management, General Ledger*
 - Group 2 – Accounts Receivable and Billing
 - Group 3 – Accounts Payable, Contracts, Asset Management
 - Group 4 – Grants, Projects, Payroll



Florida PALM Project Update

Scope – Business Requirements

► Requirements Tied to Policy Items

Requirements Tied to Policy Items				
Number	Category	SubCategory	Requirement	Priority
BUD3137	Budget Management	Budget Monitoring & Control	Provide ability to automatically require specific FCO project ID information on all FCO appropriations throughout the fiscal year.	2
P2P3025	Accounts Payable	Data Integration	Provide ability to include 1099 information from interfaced agency business systems for consolidated reporting.	2
TRM3219	Treasury Management	Investing	Provide ability for agencies to enter, review and edit investment/disinvestment transactions up to an established time each day.	1
TRM3220	Treasury Management	Investing	Provide ability for all investment/disinvestment transactions entered after the established time each day be processed the next business day.	1



Florida PALM Project Update

Scope – Business Requirements

► Various uses of the term “core”

'Core' Reference	Reference Definition	Where / when used
Current State	Used to describe the functional areas and specific functionality performed today in FLAIR and CMS	As a point of reference for current functions and to identify functional areas (e.g. AP) in the FLAIR Study
Future State	Used to reference the functionality that would be referenced under a specific term (e.g. AP) to include current functions performed within FLAIR and CMS in addition to manual activities, processes, and work-arounds performed within DFS or the agencies related to the basic processing of these transactions	In reference to recommendations and other future state planning, such as what functions should be included in Phase 1 vs. future Phases
ERP Modules	The functions and capabilities that are specific to a module of an individual ERP provider. These generally align with the FLAIR references (e.g. AP, AR), but may differ, and specific functionality/capabilities within each module will likely differ between software providers.	During completion of the negotiations, a mapping will be made of specific requirements to the selected ERP modules, and likely going forward the State will modify the reference to the functions to correspond with the modules from the selected ERP solution.



Florida PALM Project Update

Scope – Business Requirements

- ▶ Completed Group 1 and posted updated requirements on Florida PALM website on 08/30/2016

Summary of Changes to Groups 1 and 2

Category	New	Priority Change	Cat/Sub Cat Change	Delete	Rewrite	Total
Budget Management		21				21
Cash Management		1				1
General Ledger		6				6
Treasury Management						0
Total	0	28	0	0	0	28



Florida PALM Project Update

Scope – Business Requirements

- ▶ The updated spreadsheet includes:
 - Original information – Information delivered in Parts 1 and 2
 - Last Modified Date – Date Parts 1 and 2 were delivered if no change or the date the Group was delivered if a change is recommended
 - Source – ESC Member, Project Team, or Review with Stakeholder
 - Updated information – Reflects changes to information provided in Parts 1 or 2 (*changes only*)
 - Comment – Explanation for the change or reference to a standard comment number



Florida PALM Project Update

Scope – Business Requirements

- ▶ Completed compilation of the changes based on ESC review
- ▶ ESC members provided 172 lines of feedback, which included:
 - Proposed Revisions
 - Proposed Deletions
 - Clarification Requested
 - Suggested New
 - Question / Comment
- ▶ Feedback resulted in 99 changes to business requirements



Functional Business Requirements Summary of Resolution Based on ESC Feedback

Category	New	Priority Change	Cat/Sub Cat Change	Delete	Rewrite	Total
Accounts Payable	1	10	1	7	30	49
Accounts Receivable and Billing	1	1	1	2	1	6
Asset Management					4	4
Budget Management				1		1
Cash Management					2	2
Contracts					4	4
General Ledger					2	2
Grants					1	1
Payroll				2	7	9
Travel						0
Treasury Management	1				1	2
Total	3	11	2	12	52	80
% of Total	3.7%	13.6%	2.5%	16%	64.2%	100%



Technical Business Requirements Summary of Resolution Based on ESC Feedback

Category	New	Priority Change	Cat/Sub Cat Change	Delete	Rewrite	Total
BI and Analytics		1			1	2
Data Management					2	2
Enterprise Security		4			5	9
General System						0
Operations Management	1					1
Reporting					1	1
Support					2	2
Transaction System					2	2
Total	1	5	0	0	13	19
% of Total	5.3%	26.3%	0.0%	0.0%	68.4%	100%



Florida PALM Project Update

Scope – Business Requirements

- ▶ Over the next two weeks:
 - Continue to meet with our Legislative and Governor's Office partners to complete Groups 2 - 4 and discuss Technical Requirements, if desired
 - As complete, provide updated spreadsheet for Groups 2 - 4
- ▶ During the September 24th ESC meeting:
 - Discuss any questions regarding any changes to business requirements
 - Request acceptance of the updated business requirements



Florida PALM Project Update

Schedule – Business Requirements

Activity	Timeframe	Status
Draft Completed and Reviewed with DFS Divisions (Cycle 1)	October 7, 2015	Complete
All Agencies Review and Updates Incorporated (Cycle 2)	April 28, 2016	Complete
Create Payroll and Amend Budget Requirements (Draft Cycle 3)	June 15, 2016	Complete
All Agencies Review and Updates Incorporated (Cycle 3)	July 20, 2016	Complete
ESC Review of Part 1 (Cycle 2)	Beginning July 14	In Progress
ESC Review of Part 2 (Cycle 3)	Beginning July 21	In Progress
Business Requirements updates based on feedback	August - September 2016	In Progress
ESC Approval Business Requirements	During September 28, 2016 ESC Meeting	Not Started



Florida PALM Project Update

Scope – Invitation to Negotiate (ITN)

ITN Process Overview

- ▶ ITN Posting
- ▶ Written Questions and Answers
- ▶ Replies
- ▶ Evaluation
- ▶ Negotiation
- ▶ Award



Florida PALM Project Overview

Scope: Invitation to Negotiate (ITN)

- ▶ ITN Document
- ▶ Attachment A – Overview of the current Program
- ▶ Attachment B – Project Specifications
- ▶ Attachment C – Cost Reply Workbook
- ▶ Attachment D – Technical Reply Instructions
- ▶ Attachment E – DD2 Instructions
- ▶ Attachment F – Reference Form
- ▶ Attachment G – Draft SSI Contract
- ▶ Attachment H – Definitions



Florida PALM Project Overview

Scope: Invitation to Negotiate (ITN)

▶ ITN Document

(approximately 40 pages)

- Project Background
- Mandatory Minimum Qualifications
- Timeline
- Procurement Process
 - Administrative Review
 - Evaluation
 - Negotiation
 - Award
- Disclosure of Reply Contents
- Response Format (Binders + Electronic)



Florida PALM Project Overview

Scope: Invitation to Negotiate (ITN)

- ▶ Attachment A – Overview of the Current Program
(*approximately 50 pages*)
 - Describes the functions of FLAIR and CMS, including their roles as FFMIS systems and in meeting the CFO's responsibilities including:
 - Details on key financial functions
 - Diagrams of the relationships between systems
 - High-level technical architecture of FLAIR and CMS
 - Statistical information regarding key processes, data elements, and support activities



Florida PALM Project Overview

Scope: Invitation to Negotiate (ITN)

- ▶ Attachment B – Project Specifications
(approximately 40 pages)
 - Software
 - Project Facilities
 - Project Staffing
 - Implementation Considerations
 - Implementation Services



Florida PALM Project Update

Scope: Invitation to Negotiate (ITN)

- ▶ Attachment B – Project Specifications
(Key Concepts of Implementation Considerations)
 - Phased approach sub-organized in sequenced stages
 - Service validation through Solution Deliverables, Project Deliverables, and Work Products
 - Extensive parallel testing
 - Pilot of concept prior to waved rollout
 - One system of record



Florida PALM Project Update

Scope: Invitation to Negotiate (ITN)

▶ Attachment B – Project Specifications (Implementation Services)

- Project Management, Governance, and Oversight
- Organizational Readiness and Communications
- Technical Architecture
- Solution Analysis and Design
- Application Configuration, Development, and Maintenance
- Interfaces and Integration
- Data Conversion and Data Migration
- Data Architecture
- System Infrastructure
- Security and Technical Compliance
- Testing
- Knowledge Transfer
- Training
- Florida PALM Help Desk
- Deployment and Post Implementation Support
- Transition



Florida PALM Project Overview

Scope: Invitation to Negotiate (ITN)

- ▶ Attachment C – Cost Reply Workbook (*10 tabs*)
 - Instructions
 - Deliverables
 - Software
 - Infrastructure
 - Customizations
 - Facilities
 - Project Team Training
 - Labor Rates
 - Major Risks
 - Alternative Services



Florida PALM Project Overview

Scope: Invitation to Negotiate (ITN)

- ▶ The Reply will be made in two parts:
 - Part 1: Technical and Cost Reply
 - Part 2: Reply to Business Requirements using DD2

- ▶ Attachment D – Technical Reply Instructions
(Approximately 30 Pages)
 - Instructions for vendor replies

- ▶ Attachment E – DD2 Instructions
(Approximately 30 Pages)
 - Outlines instructions for vendor replies within DD2



Florida PALM Project Overview

Scope: Invitation to Negotiate (ITN)

- ▶ Attachment F – Reference Form
(Approximately 2 pages)
 - Information for a reference to complete prior to submission of the Reply

- ▶ Attachment G – Draft SSI Contract
(Approximately 80 pages)
 - Contractual elements for the SSI to consider when responding to the ITN

- ▶ Attachment H – Definitions
(Approximately 20 pages)
 - List of all defined terms in the ITN document and Contract



Florida PALM Project Update

Scope – Procurement Expectations

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.



Florida PALM Project Update

Schedule – SSI ITN Document

Activity	Timeframe	Status
Draft ITN - Part 1 (PROC3)	September 28, 2015	Complete
Draft ITN - Part 2 (PROC13)	November 16, 2015	Complete
Draft ITN – All Parts (PROC5)	March 30, 2016	Complete
Project Team Updates Incorporated	May 31, 2016	Complete
DFS Sponsor Review	June 2016	Complete
DFS Legal/Purchasing Review	July 2016	Complete
Outside Counsel Review	August - September 2016	In Progress
ESC Review of ITN documentation	October 3, 2016	Not Started
ESC Approval of ITN documentation	October 31, 2016	Not Started



Upcoming Activities

Facilitator: Melissa Turner



Upcoming Activities

- ▶ Continue working with OCM Support Services Contractor to develop Pre-SSI OCM Strategy
- ▶ Work with SDS Data Architect Support Services Contractor to incorporate activities for the DMP
- ▶ Continue to distribute updates to Business Requirements to ESC
- ▶ Prepare for ESC approval of Business Requirements



New Business & Open Discussion

Facilitator: Melissa Turner



Next Meeting

September 28, 2016
Department of Revenue
Building 2, Room 1250



Contact Information

FloridaPALM@myfloridacfo.com

myfloridacfo.com/FloridaPALM

