

Date	10/26/2016	Time	1 p.m.
Location	Department of Revenue Building 2, Room 1220/1221 2450 Shumard Oak Boulevard Tallahassee, Florida, 32399		
Objective	October 26, 2016 Executive Steering Committee (ESC) Meeting		
Attendees	<p>ESC Members*: Robert (Budd) Kneip (DFS), Chair; Tanner Collins (DFS); David DiSalvo (DMS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Michael (Mike) Jones (EOG); Cynthia Kelly (EOG); Robin Kinsey (DFS); Rachael Lieblick (DFS); Angie Martin (DFS); Kimberly McMurray (DCF); Robin Naitove (FDOT); Jennifer Reeves Foster (DFS); Danta White (DFS); Bob Wilson (DEP)</p> <p>Invited Speakers: Danielle Kosberg (DFS), Melissa Turner (DFS)</p> <p><i>*Members who were unable to attend are denoted by strikethrough text.</i></p>		
Attachments/ Related Documents	<ul style="list-style-type: none"> • October 12, 2016 ESC Meeting Minutes • October 26, 2016 ESC Meeting PowerPoint Presentation 		
Action Items	N/A		

Roll Call and Opening Remarks: Facilitated by Robert (Budd) Kneip, DFS, Chair

Chair Robert (Budd) Kneip called the meeting to order at 1 p.m. starting with an introduction/roll call of the ESC members. Fourteen of the 15 ESC members were present.

Chair Kneip asked the ESC about their preference for reviewing and approving the solicitation documents. The ESC agreed to review and vote on the solicitation documents in two parts. The first part would include the ITN document and Attachments A-F and H. The second part would include the contract document (Attachment G).

Review of October 12, 2016 Meeting Minutes: Facilitated by Melissa Turner, DFS

The ESC was provided the [October 12, 2016 ESC Meeting Minutes](#). There were no revisions or objections. The ESC was informed the meeting minutes would be posted on the Florida PALM Project website following the meeting.

Florida PALM Project Update: Facilitated by Danielle Kosberg, DFS, and Melissa Turner, DFS

Ms. Melissa Turner began the Project update with introductions of Project Team members and Department of Financial Services (DFS) staff present at the meeting who would be able to provide additional information about the solicitation documents if needed. Next, Ms. Turner provided an

update of the current budget release and delivered an update on selected schedule items. Finally, Ms. Turner identified three risks closed out during September and explained that Risk 152 was related to the Business Case. That Risk has subsequently become Issue 15 and is being mitigated.

Ms. Danielle Kosberg initiated part one of the review of the solicitation documents (ITN and ITN Attachments A-F and H) by stating that the majority of the updates made to the solicitation documents were for clarification and language clean-up. This was done to make the intent of the solicitation documents more evident, and to make them more readable. There were no conflicts among the feedback received from ESC members.

Moving forward, Ms. Kosberg talked through the updates to the ITN document, describing each in detail. Ms. Kosberg indicated that there were minor updates including clarifying statutory and rule references, as well as internal document references. Ms. Kosberg leveraged the “Track Changes” review feature in Microsoft Word to display all the changes in the documents.

Ms. Rosalyn (Roz) Ingram asked if the formula and procedure for financial review was included in the ITN. Ms. Kosberg replied that the document lists the minimum areas used during the review and who will perform the review. Ms. Kosberg then proceeded to discuss the attachments to the ITN in alphabetical order.

Ms. Jenifer Reeves Foster posed a question about the specificity provided in Attachment A, Section 2.10 related to the potential of limiting the Project to one method of depreciation. Ms. Naitove and Ms. Smith also added their thoughts on depreciation. The committee decided to modify the language to “primary” to allow for more flexibility.

Ms. Kosberg continued providing a summary of updates to Attachments B, C, D, E, F, and H until all the track changes were reviewed.

Voting Actions: Approval of Solicitation-Related Documents: Facilitated by Melissa Turner, DFS

At Chair Kneip’s request, Mr. Brian Eppig provided a summary of the Independent Validation and Verification’s (IV&V’s) review of the solicitation documentation development process. IV&V’s overall finding was that the process was very thorough.

Chair Kneip stated that no requests for public comment had been submitted and provided an additional opportunity for the public to speak but no public comments were made. Chair Kneip inquired if there were any final questions or comments from the ESC and there were none. He proposed that the ESC take a vote on approving the solicitation documents that had been reviewed, giving the Project authority to make formatting and section reference updates prior to releasing. The ESC voted unanimously to approve these solicitation documents with the updates discussed. Ms. Turner indicated that all track changes to the documents will be accepted, formatting and section references will be confirmed and/or updated appropriately, and the draft watermark will be removed prior to distribution.

Following the first vote, Ms. Kosberg presented Attachment G by providing a section-by-section description of the content. During this discussion, several ESC members provided additional feedback to and requested clarification on items within Attachment G. Agreed-upon updates were incorporated during the meeting.

Chair Kneip inquired if there were any final questions or comments from the ESC and there were none. He proposed that the ESC take a vote on approving Attachment G giving the Project authority to make formatting and section reference updates prior to releasing. The ESC voted unanimously to approve Attachment G with the updates discussed.

Independent Verification and Validation (IV&V) Assessment: Facilitated by Brian Eppig, Grant Thornton

Mr. Eppig provided a summary of the September assessment. Mr. Eppig also identified IV&V's upcoming activities and focus.

Upcoming Activities: Facilitated by Melissa Turner, DFS

Ms. Turner presented upcoming Project activities including submitting the Business Case to the Executive Office of the Governor and Legislature, posting the ITN to the Vendor Bid System (VBS), and the forthcoming Data Management Plan that will need ESC approval.

New Business/Open Discussion: Facilitated by Melissa Turner, DFS

No new business was presented by meeting attendees.

Next Meeting

There is no meeting scheduled during November to accommodate the Thanksgiving holiday. The next ESC Meeting is scheduled for Wednesday, December 14, 2016 at 2 p.m.

Meeting adjourned at 3:00 p.m.