

Date	12/14/2016	Time	2 p.m.
Location	Department of Revenue Building 2, Room 1250 2450 Shumard Oak Boulevard Tallahassee, Florida 32399		
Objective	December 14, 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: Brian Eppig (DFS), 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 26, 2016 ESC Meeting Minutes • December 14, 2016 ESC Meeting PowerPoint Presentation • Project Change Request 25 Data Management Plan Schedule 		
Action Items	<ul style="list-style-type: none"> • The Project will share information about Organizational Change Management (OCM) activities and start dates with ESC member Ms. Rachael Lieblick. 		

Roll Call and Opening Remarks: Facilitated by Robert (Budd) Kneip, DFS, Chair
 Chair Robert (Budd) Kneip called the meeting to order at 2 p.m. starting with an introduction/roll call of the ESC members. Fourteen of the 15 ESC members were present.

Review of October 26, 2016 Meeting Minutes: Facilitated by Melissa Turner, DFS
 The ESC was provided the [October 26, 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 by updating the ESC on Project Risks that were closed since the October 26, 2016 ESC Meeting. She went on to provide an overview of the budget and explained that the Project is in the process of re-baselining the Spend Plan to show revised projections for January-June, 2017.

Next, Ms. Turner presented information about the [Business Case for Maintaining Agency Business Systems](#). In compliance with Proviso, the Project contracted with a third-party consulting firm, Computer Aid, Inc. (CAI) that began on July 1, 2016. Attachment 2 of the FLAIR Study identified 424 financial management related agency systems that interface with FLAIR. An additional 60 systems were identified and analyzed during the development of the Business Case, resulting in a total of 484 systems. Of those systems, CAI labelled the functionality of 151 systems planned for inclusion in Florida PALM, 171 not planned for inclusion in Florida PALM, and 71 with partial functionality planned for inclusion in Florida PALM. CAI further recommended the State should wait for Software and System Integrator (SSI) selection to continue overlap analysis. In addition, the State should expect to see agencies submit funding requests to transition to Florida PALM.

Ms. Turner concluded by explaining that for the remainder of the Pre-Design, Development, and Implementation (Pre-DDI) phase, the Team will be focused on executing the SSI Invitation to Negotiate (ITN) and continuing DDI readiness activities across all Tracks.

The presentation transitioned to Ms. Danielle Kosberg who discussed solicitation activities. The ITN was posted on Florida's Vendor Bid System (VBS) on November 1, 2016 and vendor questions were due on November 28, 2016. The Project received a total of 386 questions, approximately 80% of which related to a clarification of Business Requirements and/or seeking information on the current functionality of FLAIR and CMS. A few questions related to section references and corrections that will be made in an addendum and published to VBS. At this time, it does not appear that changes to scope, process, functional requirements, or technical requirements are needed. Ms. Kosberg further noted that the Project is also finalizing the roles and responsibilities for the evaluation process, including creating an evaluation template, scoring materials, appointing evaluators, and training the evaluators. Vendor responses are due on January 24, 2017.

Moving forward, Ms. Turner described the DDI readiness activities for each Track. Ms. Rachael Lieblich requested to see the Organizational Change Management (OCM) activities. Ms. Turner assured Ms. Lieblich that OCM activities would be presented at upcoming ESC meetings and also offered to meet with her individually.

Ms. Turner presented Project Change Request (PCR) 25 regarding the Data Management Plan (DMP) schedule for ESC consideration. The proposed schedule changes would move the ESC approval date of the DMP to May 31, 2017, allowing for the incorporation of updates suggested by a Data Architect Support Services Contractor, as well as time to collaborate with other stakeholders. There is no cost associated with this proposed change.

**Approval of Project Change Request (PCR) 25 (Data Management Plan Schedule):
Facilitated by Melissa Turner, DFS**

Chair Kneip stated that no comment cards had been submitted by the public, and asked if there were any other questions. Ms. Maria Johnson asked what had caused the Project to consider moving the ESC approval of the DMP to May 31 and if extending the DMP approval date created a risk. Ms. Turner responded that the previous timeline had been planned to align with initial budget release expectations. The Project did not spend as much money as expected in the first half of the fiscal year which has allowed more flexibility with the schedule. Ms. Turner further explained that the PCR would help proactively mitigate a risk of not being able to incorporate and review content supplied by the Project's Data Architecture Support Services Contractor with

targeted stakeholders. Ms. Lieblick further inquired if the DMP being unavailable to negotiators created a risk. Ms. Kosberg replied that negotiations are not expected to begin until June and DMP approval would occur prior to that. The ESC voted unanimously to approve PCR 25 with no revisions.

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

Mr. Brian Eppig provided a summary of the October and November assessments. Mr. Eppig added that contributions provided by contractors has been valuable to the Project. He further noted that IV&V will be monitoring the risks and impact of ITN questions and answers.

Upcoming Activities: Facilitated by Melissa Turner, DFS

Ms. Turner identified the Project's upcoming activities of continuing to support the SSI ITN and execute DDI readiness activities across Tracks.

In reference to previous slides 10-11, Mr. David DiSalvo asked if the Business Case had been submitted by the November 1, 2016 deadline. Ms. Turner answered that the deliverable had been submitted on time and was now complete. Mr. DiSalvo then asked if the Business Case recommendations had been built into Project scope. Ms. Turner explained that the recommendations had been included in the procurement by asking Respondents to provide a response to the Business Case related to their proposed solution.

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

No new business was presented by meeting attendees.

Next Meeting

The December 28, 2016 meeting will be cancelled to accommodate the holidays. In 2017, the ESC will resume meeting on the fourth Wednesday of each month. The next meeting is scheduled for Wednesday, January 25, 2017 at 2 p.m.

The meeting adjourned at 2:40 pm.