

<b>Date</b>	05/10/2017	<b>Time</b>	1 p.m.
<b>Location</b>	Department of Revenue Building 2, Room 1250 2450 Shumard Oak Boulevard Tallahassee, Florida 32399		
<b>Objective</b>	May 10, 2017 Executive Steering Committee (ESC) Meeting		
<b>Attendees</b>	<p><b>ESC Members*:</b>                      Robert (Budd) Kneip (DFS), Chair; <del>Tanner Collins (DFS)</del>; David DiSalvo (DMS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Michael (Mike) Jones (EOG); <del>Cynthia Kelly (EOG)</del>; Robin Kinsey (DFS); Rachael Lieblick (DFS); Angie Martin (DFS); Kimberly McMurray (DCF); Robin Naitove (FDOT); Jennifer Reeves Foster (DFS); Danta White (DFS); <del>Bob Wilson (DEP)</del></p> <p><b>Invited Speakers:</b>                      Chasity O'Steen (DFS); Melissa Turner (DFS); Craig Wolff (Pillsbury, Winthrop, Shaw, Pittman Law Firm)</p> <p><i>*Members who were unable to attend are denoted by strikethrough text.</i></p>		
<b>Attachments/ Related Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">May 10, 2017 ESC Meeting PowerPoint Presentation</a></li> </ul>		
<b>Action Items</b>	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. with an introduction/roll call of the ESC members. Twelve of the 15 ESC members were present.

Chair Kneip began by reminding the ESC that two law firms have been engaged to guide the State through the Software and Systems Integrator (SSI) Invitation to Negotiate (ITN) process. Radey Law Firm is based in Tallahassee and specializes in Florida statutes. Pillsbury, Winthrop, Shaw, Pittman (Pillsbury), based in Washington, D.C., have expertise with large, long-term business transformation projects and the contracts associated with selection. He further explained that Craig Wolff, a partner at Pillsbury, would be presenting during the meeting.

**Florida PALM Project Update: Facilitated by Chasity O'Steen (DFS) and Craig Wolff (Pillsbury, Winthrop, Shaw, Pittman Law Firm)**

Chasity O'Steen, DFS General Counsel, was the first presenter in the Project update. Ms. O'Steen discussed Florida's ITN process and what to expect, including:

- Activities that will occur during the negotiation process

- Composition and responsibilities of the negotiation team
- Roles and responsibilities of those supporting the negotiation team (e.g., administrative support, subject matter experts (SMEs))
- Sunshine law, public records, and confidential information

Ms. O'Steen concluded by introducing Mr. Craig Wolff, a partner at Pillsbury. Mr. Wolff spoke about the complexities of commercial off-the-shelf (COTS) software implementations, including:

- Correcting common COTS misperceptions
- Licensing considerations
- Customer business needs
- Implementation considerations

*For more information about the Florida PALM Project update, please see the [PowerPoint presentation](#) posted on the [Florida PALM Project website](#).*

### **Next Meeting**

The next meeting is scheduled for Wednesday, May 24, 2017 at 2 p.m. During the next meeting, the ESC will review the 02/22/2017 ESC Meeting Minutes, 05/10/2017 Meeting Minutes, and hold a vote on approval of the Data Management Plan.

The meeting adjourned at 2:30 p.m.