Florida PALM
Planning, Accounting, and Ledger Management
Roll Call and Opening Remarks

Facilitator: Robert (Budd) Kneip, Chair
Review of
September 28, 2016 Meeting Minutes
Facilitator: Melissa Turner
Florida PALM Project Update

Facilitators: Danielle Kosberg and Melissa Turner
Florida PALM Project Update

Budget

- FY 2016-2017 (with data through 09/30/2016)
  - Appropriated: $8,785,347
  - Release FYTD: $5,471,247
    - Special Category: $2,592,882
      - IV&V: $600,000
      - Business Case: $300,000
    - Salaries & Benefits: $2,886,474
    - DMS Transfer: $8,387
  - Incurred: $1,012,445.90
  - Actual: $829,372.65
Florida PALM Project Update

Schedule

- **September 29:**
  - Submitted Budget Amendment for the ESC approved Business Requirements *(as of 10/11/2016, budget amendment has not yet been released)*

- **October 26:**
  - Business Requirements are loaded in DD2

- **November 1:**
  - Business Case for Maintaining Agency Business Systems is submitted
Florida PALM Project Overview

Scope: Invitation to Negotiate (ITN)

- General Observations
- ITN Document
  - Correct typos and formatting errors
  - Avoid duplication of content when possible
  - Clarify terminology and consistency
  - Consider how Supporting Information is provided
Florida PALM Project Overview
Scope: Invitation to Negotiate (ITN)

- Attachment A – Overview of the Current Program
  - Include additional statutory references
  - Provide clarification about the processes we do today

- Attachment B – Project Specifications
  - Clarify SSI expectations with Agencies and DFS

- Attachment C – Cost Reply Workbook
  - Check “total” formulas
Florida PALM Project Overview
Scope: Invitation to Negotiate (ITN)

- Attachment D – Technical Reply Instructions
  - Correct minor formatting and consider word choice

- Attachment E – DD2 Instructions
  - Update with new DD2 screen shots (initiated by Project team)

- Attachment F – Reference Form
  - Request to update the wording of the overall satisfaction questions
Florida PALM Project Overview
Scope: Invitation to Negotiate (ITN)

- Attachment G – Draft SSI Contract
  - Completed the review of 12 of the 25 sections
  - Review sessions scheduled with outside counsel for remaining sections

- Attachment H – Definitions
  - Include new terms (suggested by Pillsbury to compliment the contract review)
Upcoming Activities
Facilitator: Melissa Turner
Upcoming Activities

- Continue supporting ESC review of ITN documentation (including one on one meetings)
- Update ITN documentation based on ESC feedback
- Provide revised ITN documentation including (Attachment G – SSI Contract) to ESC
  - Majority of feedback is being addressed
  - We are continuing to follow the DFS Procurement Style guidelines
- Confirm Business Requirements have been successfully loaded in DD2
New Business &
Open Discussion

Facilitator: Melissa Turner
Next Meeting

October 26, 2016
Department of Revenue
Building 2, Room 1220/1221
Contact Information

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