

Florida **PALM**

Planning, Accounting, and Ledger Management



Executive Steering Committee Meeting

Department of Revenue
Building 1, Room 1820
October 12, 2016



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



FloridaPALM
Planning, Accounting, and Ledger Management

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

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- ▶ 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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