Executive Steering Committee Meeting

Department of Revenue
Building 2, Room 1220/1221
October 26, 2016
Roll Call and Opening Remarks
Facilitator: Robert (Budd) Kneip, Chair
Florida PALM Project Overview

- ITN Document
- Attachment A – Overview of the Current Program
- Attachment B – Project Specifications
- Attachment C – Cost Reply Workbook
- Attachment D – Technical Reply Instructions
- Attachment E – DD2 Instructions
- Attachment F – Reference Form
- Attachment G – Draft SSI Contract
- Attachment H – Definitions
Review of October 12, 2016 Meeting Minutes
Facilitator: Melissa Turner
Florida PALM Project Update

Facilitators: Danielle Kosberg and Melissa Turner
Florida PALM Project Update

Budget

- Initial release of $5,471,247 included:
  - $2,592,882 in Special Category with a detailed breakdown by sub-category (Project Administration and contracts)
  - $2,866,474 in Salaries & Benefits
  - $8,387 in DMS Transfer
  - $3,504 in Risk Management Insurance

- Incurred amounts of sub-categories are approaching the expected amounts identified as part the initial release (one sub-category has incurred more than 85% of the initial release through end of September)

- Budget Amendment for the ESC approved Business Requirements was placed into consultation on October 19
Florida PALM Project Update

Schedule

- October 14:
  - Business Requirements were loaded in DD2 and Project is reviewing summary report for acceptance

- October 16:
  - Contractor provided components of draft Business Case (full draft Business Case was scheduled to be submitted on 10/13/2016)

- November 1:
  - Business Case for Maintaining Agency Business Systems is scheduled to be submitted per Provisio
Three risks (Risks 135, 137, and 138) were closed in September
Risk 152 was created for the late submission of the draft Business Case by CAI impacting the review period
Issue 15 was created as a result of Risk 152 not being mitigated
- The full draft Business case was submitted on 10/25/2016 for DFS review
- DFS is modifying the review schedule for all DFS reviewers to achieve the delivery per Proviso
Florida PALM Project Overview

Scope: Invitation to Negotiate (ITN)

- Review and discuss proposed edits
  - ITN Document
  - Attachment A – Overview of the Current Program
  - Attachment B – Project Specifications
  - Attachment C – Cost Reply Workbook
  - Attachment D – Technical Reply Instructions
  - Attachment E – DD2 Instructions
  - Attachment F – Reference Form
  - Attachment H – Definitions
Voting Actions

- Approval of Solicitation-Related Documents for ITN and Attachments A-F, H
Florida PALM Project Overview

Scope: Invitation to Negotiate (ITN)

- Discuss any feedback or proposed edits for Attachment G – Draft SSI Contract
Voting Actions

- Approval of Solicitation-Related Documents for Attachment G
Independent Verification & Validation (IV&V) Assessment

Facilitator: Brian Eppig
IV&V Assessment
Results – September 2016

- Focus on project execution
  - ITN Completion
  - Business Case
- Monitoring stakeholder involvement
  - ESC
  - Other Key Influencers

![IV&V Findings Over Time Graph]
IV&V Assessment

Upcoming Focus

- ITN Release
- ITN Evaluation and Negotiation Planning
  - Finalizing Evaluation Strategy
  - Beginning Negotiation Strategy
  - Developing strawman schedule for evaluation and negotiation
- Begin to Focus on Implementation Planning (Q3)
  - Expected Activities
  - Planning for Resources and Ramp-up
  - Involvement of Stakeholders
  - Managing Uncertainty
Upcoming Activities

Facilitator: Melissa Turner
Upcoming Activities

- Submit Business Case for Maintaining Agency Business Systems
- Post ITN on VBS and support the procurement process following ESC approval of solicitation related documents
- Complete execution of the procurement process for the SDS Integration Architect Support Services RFQ
- Review the Strategic Plan for Pre-SSI OCM Activities
New Business & Open Discussion

Facilitator: Melissa Turner
Next Meeting

To Be Confirmed By ESC
Contact Information

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