

Florida **PALM**

Planning, Accounting, and Ledger Management



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

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- ▶ 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



FloridaPALM
Planning, Accounting, and Ledger Management

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 Proviso



Florida PALM Project Update

Risks and Issues

- ▶ 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

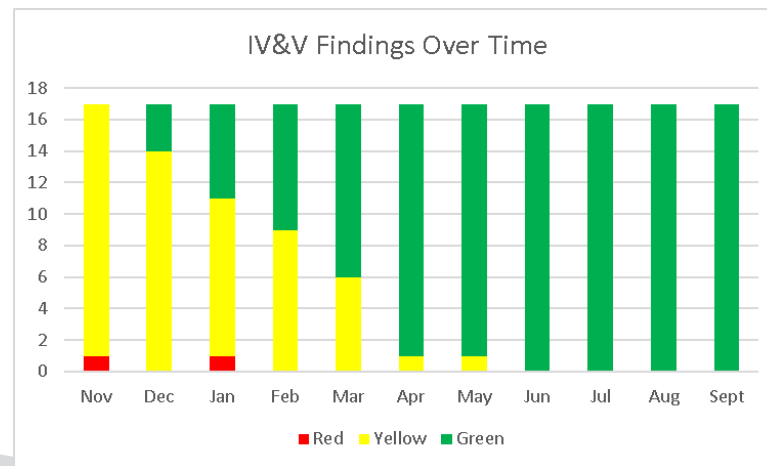
Facilitator: Brian Eppig



IV&V Assessment

Results – September 2016

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



IV&V 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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