Roll Call and Opening Remarks
Facilitator: Robert (Budd) Kneip, Chair
Review of October 12, 2016 Meeting Minutes
Facilitator: Melissa Turner
Florida PALM Project Update
Facilitators: Danielle Kosberg and Melissa Turner
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
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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