

MMRS Steering Committee

A meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 9:00 AM in the 13th Floor Conference Room, Woolfolk State Office Building, Jackson, Mississippi, on Tuesday, August 28, 2012.

A quorum being present, Kevin J. Upchurch, Chairman, called the meeting to order.

The following members attended:

Kevin J. Upchurch, Chairman
Executive Director, Department of Finance and Administration
Deanne Mosley, Vice-Chairman
Executive Director, State Personnel Board
Craig P. Orgeron, Ph.D., Member
Executive Director, Information Technology Services
Cille Litchfield, MMRS Administrator (non-voting)
Deputy Executive Director, Department of Finance and Administration

Others in attendance included:

Becky Thompson, MMRS, MAGIC Project Manager, DFA
David Pitcock, MMRS, MAGIC Deputy Project Manager, DFA
Jenny Bearss, MMRS, CSIO, DFA
Cindy Crocker, MMRS, MAGIC Testing Lead, DFA
Michele Blocker, Chief Administrative Officer, ITS
Lynn Ainsworth, Director, ISS, ITS
Joe Gioffre, SAP Delivery Executive, SAP Public Services
Nathan Frey, Project Executive, ISG-One (STA)
Steve Seale, Wise Carter Child & Caraway, P.A. (representing SAP)

Mr. Upchurch called the meeting to order and opened the meeting with prayer.

Mr. Upchurch called for the first agenda item: Review and approve minutes for the July 30, 2012, meeting.

On a motion made by Ms. Mosley, seconded by Dr. Orgeron, the minutes were approved.

Mr. Upchurch called for Agenda Item #2: Actions for Approval Consideration

ITS Project 39889 – Cogsdale Assign to PerfectCommerce – Ms. Litchfield stated MMRS is seeking approval to assign the Cogsdale agreement to PerfectCommerce and to exercise the optional extension of the end date to 6/30/2015 for a total increase not to exceed \$640,300. Ms. Litchfield discussed this is required to assign the agreement as well as ensure WebProcure's availability until Phase I of MAGIC is implemented.

On a motion made by Dr. Orgeron, seconded by Ms. Mosley, the request was approved.

ITS Project 39757 – Staff Augmentation for MAGIC – Ms. Thompson stated MMRS is seeking approval to proceed with the request to engage two technical resources for one year to augment MAGIC state development staff or ABAP programming at a total cost not to exceed \$400,000. The resources will be selected from the various vendors approved via LOC #39582.

On a motion made by Ms. Mosley, seconded by Dr. Orgeron, the request was approved.

ITS Project 39804 – STA Extension – Ms. Thompson stated MMRS is seeking approval to extend the current agreement with STA Consulting to 6/30/2014 and to add an additional technical IV&V resource for a total not to exceed additional cost of \$1,800,000.

On a motion made by Dr. Orgeron, seconded by Ms. Mosley, the request was approved.

ITS Project 40057 – Skire Extension – Ms. Thompson stated MMRS is seeking approval to extend the current agreement with Skire for BRICKS hosting and support through calendar year 2018 for a total not to exceed additional cost of \$960,000. BRICKS is the core system supporting the requirements for the Bureau of Building, Grounds, and Real Property Management and Capitol Facilities.

On a motion made by Dr. Orgeron, seconded by Ms. Mosley, the request was approved.

MAGIC Change Control Management Plan – Ms. Thompson stated MMRS is seeking approval for the MAGIC Change Control Management Plan. Ms. Thompson discussed that the plan defines and outlines the procedures and process for managing all change requests identified during the MAGIC Project. The Plan specifically describes escalation processes. Dr. Orgeron questioned whether there was any further means for a request rejected at the highest level of the MMRS Steering Committee to be resubmitted. Ms. Thompson responded that the decision of the MMRS Steering Committee is final. Ms. Thompson further stated that every effort is made in the defined process to resolve the request for change at the lowest possible level. Ms. Thompson clarified that all change requests approved at a level lower than the MMRS Steering Committee will be reported to the Committee during their regular meetings for ratification.

On a motion made by Dr. Orgeron, seconded by Ms. Mosley, the request was approved.

Mr. Upchurch called for Agenda Item #3: Discussion Items

Agency Participation in MAGIC Data Requests – Ms. Thompson reported that an item of concern exists regarding the collection of data for MAGIC that must be provided by the agencies. Ms. Thompson noted some agencies are completing their various tasks timely; however, some agencies refuse to complete the assigned and necessary tasks. The project will be impacted negatively if the data is not provided timely and completely as requested.

Mr. Upchurch suggested the Committee send a personalized letter to the agency executive directors to stress the importance of completing these tasks on time. The Committee members agreed that a letter should be sent. MMRS staff will prepare the draft letter for review and for signature.

MAGIC Schedule (ITS Project 39756)

A motion was made by Dr. Orgeron to enter into closed session to discuss whether there was a need to go into executive session in accordance with the Mississippi Open Meetings Act for the Board to discuss SAP and possible legal action regarding the notification of breach of contract and SAP's cure response. The motion was seconded by

Ms. Mosley and passed by a 3 – 0 vote, with members Upchurch, Orgeron, and Mosley voting affirmatively.

The public was excused from the room and the MMRS Steering Committee went into closed session. The MMRS Steering Committee members and the staff of the Department of Finance and Administration and Department of Information Technology Services remained in the room.

In closed session, the MMRS Steering Committee discussed whether the matter before them would warrant an executive session. A motion was made by Dr. Orgeron to enter into executive session to discuss SAP and possible legal action regarding the notification of breach of contract and SAP's cure response. The motion was seconded by Ms. Mosley and passed by a 3 – 0 vote, with members Upchurch, Orgeron, and Mosley voting affirmatively.

Mr. Upchurch reopened the meeting and announced via Ms. Blocker to the public that the MMRS Steering Committee had determined there was a need to enter into executive session to discuss SAP and possible legal action regarding the notification of breach of contract and SAP's cure response. The public was excused from the room and the MMRS Steering Committee entered into executive session at approximately 9:15 AM. The MMRS Steering Committee members and the staff of the Department of Finance and Administration and Department of Information Technology Services remained in the room.

No action was taken by the MMRS Steering Committee in executive session. A motion was made by Dr. Orgeron to adjourn the executive session and reopen the meeting. The motion was seconded by Ms. Mosley and passed by a 3 – 0 vote, with members Upchurch, Orgeron, and Mosley voting affirmatively.

The executive session ended at approximately 9:45 AM and members of the public returned to the room. Mr. Upchurch announced that the Board had discussed SAP and possible legal action regarding the notification of breach of contract and SAP's cure response and that no action was taken during executive session.

A motion was made by Ms. Mosley that the MMRS Steering Committee Board authorize the MMRS Administrator to accept SAP's schedule for Phase I Go-Live of August 1, 2013, and Phase II Go-Live of April 1, 2014, based on inclusion of the ten (10) demos and successful negotiation of the schedule change amendment. The motion was seconded by Dr. Orgeron and passed by a 3 – 0 vote, with members Upchurch, Orgeron, and Mosley voting affirmatively.

Mr. Upchurch called for Agenda Item #4: Other Business

Ms. Litchfield acknowledged that the State of Mississippi and ms.gov placed 5th in the 2012 Best of Web under ITS' and DFA's leadership. Ms. Litchfield commended Jenny Bearss, CSIO, and Jim Hurst from the Office of Fiscal Management, as well as others for their participation with Dr. Orgeron and others from ITS in this significant effort.

Mr. Upchurch announced that Ms. Litchfield is retiring effective August 31, 2012. Mr. Upchurch thanked Ms. Litchfield for her dedication to the State and DFA. Mr. Upchurch also announced that Ms. Thompson would become the new MMRS Administrator effective September 1, 2012.

Next Meeting:

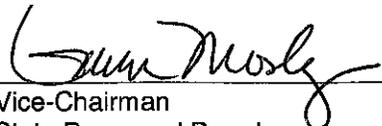
The next regular meeting of the Committee is scheduled for Tuesday, September 25, 2012, at 9:00 AM in the Woolfolk 13th Floor Conference Room. Proposed agenda topics include:

- Considerations for Approval:
 - MSI – Project to migrate MERLIN.net to the ms.gov portal template
 - SAP Amendment #7 (ITS Project 39756) regarding schedule change and other terms as identified in the cure process.

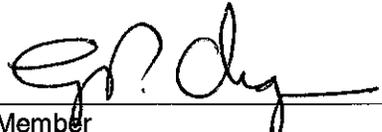
There being no further items of business, Mr. Upchurch adjourned the meeting.



Chair
Finance and Administration



Vice-Chairman
State Personnel Board



Member
Information Technology Services