

## MMRS Steering Committee

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 10:30 AM in the 13<sup>th</sup> Floor Conference Room, Woolfolk Building, Jackson, Mississippi, on April 6, 2006.

A quorum being present, J. K. "Hoopy" Stringer, Jr, Chairman, called the meeting to order.

The following members were in attendance:

- J. K. "Hoopy" Stringer, Chairman  
Executive Director, Department of Finance and Administration
- Robert Bass, Vice-Chairman  
Executive Director, State Personnel Board
- David L. Litchliter, Member  
Executive Director, Department of Information Technology Services
- Cille Litchfield, MMRS Administrator (non-voting)  
CSIO, Department of Finance and Administration

Mr. Stringer called for agenda item number one: review and approve minutes for the November 1, 2005.

On a motion by Mr. Bass and seconded by Mr. Litchliter, the minutes were approved as presented.

Mr. Stringer called for agenda item number two: FY2006 MMRS Project Priorities.

Mrs. Litchfield reported on the following projects in progress:

- i) **Tier Technology's WebProcure** – Phase II is in progress with a target implementation for e-procurement from the contracts for the Office of Purchase and Travel of late summer. There is a pending legal issue between Tier and NIGP over the licensing of the NIGP commodity codes. Ms. Litchfield reported that she has notified ITS of the issue and is working toward a resolution that will protect the project and the State's investment in the event of legal action. Ms. Litchfield will keep the Committee informed of issues related to this concern.
- ii) **Bank of America E-invoicing** – Ms. Litchfield reported that usability testing will occur in Maine during the first week of May. This new function is scheduled for limited implementation with a pilot group of vendors and agencies for late July.
- iii) **Replace ChoicePoint PaymentManager** – Ms. Litchfield reported that the RFP was in development for a total merchant services agreement that would include ACH and portal/point-of-sale payments for credit/debit cards and e-check. Ms. Litchfield stated that in most states, the Treasury is responsible for these type services. The RFP will include ACH services, those payment processes now included in the portal and offered by ChoicePoint, as well as other potential services we are exploring such as stored value cards and consolidation for better pricing of lockbox and miscellaneous ACH origination contracts. This RFP should be released to ITS for pursuit in May.

Mr. Stringer called for agenda item number three: MAGIC Updates.

Mrs. Litchfield reported on the following activities and plans:

- i) **Activities To Date**
  - (1) SPB Board Presentation – November 17, 2005
  - (2) ITS Board Presentation – November 18, 2005
  - (3) Meeting with PEER – November 29, 2005

- (4) Procurement Strategy Briefing 03/14/2006
- (5) MAGIC 101 – MMRS (3 sessions)
- (6) MAGIC 101 – DFA/SPB/ITS (2 sessions)

Ms. Litchfield reported that participation in the Procurement Strategy Briefing included representation from 22 vendors. Participation in the MAGIC 101 sessions has also been good and there has been a good exchange of information.

**ii) Planned Activities**

- (1) AGA – April 19<sup>th</sup>
- (2) MAPA – June 14<sup>th</sup>
- (3) MAGPPA – October 17<sup>th</sup>
- (4) Additional MAGIC 101 Sessions (TBD)
- (5) Business Case Development – Target July 31<sup>st</sup> for 1<sup>st</sup> Draft

Ms. Litchfield reported that additional MAGIC 101 sessions will be offered to the agencies at large later this spring and in the summer. She also reported that several offices within DFA have requested an opportunity to meet with her to further discuss these plans. Mr. Stringer stated that a meeting with LBO should also be scheduled.

**iii) NASACT Benchmarking Project**

- (1) Cost not to exceed \$318,270
- (2) Need approval to proceed with submission to PSCRB (vote)
- (3) Target July 2006 start

On a motion by Mr. Bass and seconded by Mr. Litchliter, the Committee approved the request to submit the contract to the PSCRB and officially begin this process.

**iv) ERP Consulting and Planning Services**

- (1) Cost TBD but estimated at \$1M over FY2007/FY2008
- (2) Need approval to proceed with procurement in FY2007 Q2 with targeted start of June 2007

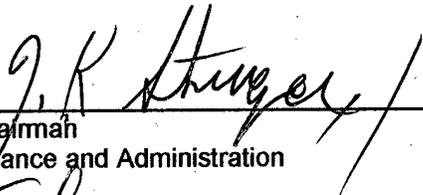
The Committee agreed that work on the development of this RFP could begin with these target dates being the objectives.

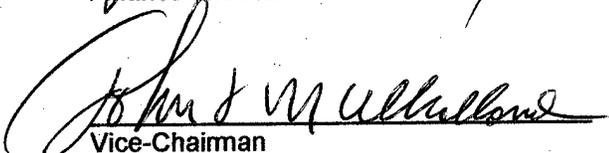
Mr. Stringer called for agenda item number four: MMRS Revolving Fund.

Mrs. Litchfield discussed the cash flow analysis, invoices outstanding, and remaining obligations for this fiscal year and for FY2007 startup. Based on planned expenditures and current repayment trends, the June 30 actual cash balance is expected to be approximately \$1.7M. Ms. Litchfield, after discussions with Sandra Lohrisch, Director, DFA/Office of Budget and Accounting, recommended that no payment be made this year against the MMRS Revolving Fund Loan as that would leave MMRS without sufficient cash to address lapse period obligations for FY2006 or for FY2007 start up. The Committee agreed with this recommendation.

Ms. Litchfield further stated that we are now at the point where we are revolving \$5.9M annually to address expenditure requirements of approximately \$6.5M. She discussed that as long as the repayments quarterly come in on a predictable schedule, we should be able to sustain this planned rate of expenditure.

There being no further items of business, Mr. Stringer asked for a motion for the meeting to be adjourned. On a motion made by Mr. Litchliter, seconded by Mr. Bass, the meeting was adjourned.

  
Chairman  
Finance and Administration

  
Vice-Chairman  
State Personnel Board

  
Member  
Information Technology Services