

MMRS Steering Committee

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 2:00 PM in the 13th Floor Conference Room, Woolfolk 13th Floor, Jackson, Mississippi, on February 11, 2005.

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 July 27, 2004, meeting of the Steering Committee.

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: Approval of the \$1M repayment for the MMRS Revolving Fund Loan to on or before March 1, 2005.

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

(Notes: The payment was made February 17, 2005. Additionally, all invoices for recovery of FY2004 expenditures have been issued.)

Mr. Stringer called for agenda item number three: Approval of the acquisition of a General Purchasing System from Tier Technologies, Inc. for a lifecycle cost not to exceed \$1,881,913 pending approval by the Department of Information Technology Services Board and a successful negotiation of a contract.

Mrs. Litchfield reported that Phase I costs are approximately \$900K max – we think we can get this down by about \$100K doing away with certain the customizations and can get this done by June 30. We are targeting a March 1 start. We began preliminary contract work today. Part of this is implementation costs. Subscription costs will be billed in advance monthly.

On a motion by Mr. Litchliter to approve Phase 1 only and require the MMRS Steering Committee to approve Phase 2 prior to work beginning and seconded by Mr. Bass, the motion was approved as presented.

(Notes:

- Phase I implementation costs were negotiated at a not to exceed amount of \$482,489 with subscription costs for a 5 year life cycle to be \$382,635 for a total contracted amount of \$865,124. Subscription costs will be billed quarterly in

advance. Phase I is scheduled to deploy July 1, 2005. This phase is on time and approximately \$75,000 under budget.

- Phase II lifecycle costs were negotiated at \$1,881,913. This figure was reported during the February 2, 2005, meeting to be the total cost of the project. That was in error.
- Total lifecycle costs for WebProcure were contractually agreed to at a not to exceed limit of \$2,747,038.
- Determination of base costs for current processing of purchases will be assigned once we are past year-end. We must have this data in order to have a baseline to track savings/cost avoidance.)

Mr. Stringer called for agenda item number four: Approval to amend the Agreement with Bank of America (BoA) to implement electronic invoice receipt/routing for PayMode® vendors for a life cycle cost not to exceed:

- a) \$250,000 for implementation (May 1 start; January 1 deployment)
- b) \$150,000 for invoice processing changes for 1/1/2006-9/30/2007
- c) Total of \$500,000 to be added to the value of the existing agreement as Amendment #6

Mrs. Litchfield reported that MMRS has been working in partnership with BoA for over a year developing the requirements for this add-on to PayMode®. Other than time, DFA has incurred no costs. This process will give us much information we do not currently have including the ability to track invoice payment cycles and collect much needed data for negotiating better payment terms for the state. It will help us to eliminate, over time, the microfilming contract for payment vouchers and provide, in conjunction with the WebProcure implementation, improved data on what exactly is being purchased in a location that is much more accessible.

Mr. Stringer requested that we develop a baseline cost for how much it costs to process an invoice for payment now and track the savings based on that cost once the new model is implemented.

On a motion by Mr. Bass and seconded by Mr. Litchlitter, the motion was approved as presented.

(Notes:

- Determination of base costs for current processing of invoices for payment will be assigned once we are past year end. We must have this data in order to have a baseline to track savings/cost avoidance.
- This was executed as Amendment #7 to the Agreement rather than #6 as reported in the meeting.)

Mr. Stringer called for agenda item number five: Update on the Pathlore Phase I ELMS implementation and plans for Phase II.

Mrs. Litchfield reported the following:

- a) Phase I is on target for FY2005 completion. Project team has been informed of the critical need to stay on track with this or we may lose the ability to complete this timely, if at all.
- b) If budget supports it, MMRS will move forward with Phase II in July-August using Pathlore;
- c) If budget does not support it, MMRS will, at some point in FY2006, expend \$115,577.50 for software maintenance and acquisition of seats for Skills Management System and MMRS will do the implementation work using existing staff and no contractual assistance. It will take us longer but we can still complete hopefully what we began.

Mr. Stringer called for agenda item number six: Update on the EzGov Payment Manager implementation.

Mrs. Litchfield reported that we are over a month behind due to problems with EzGov. Those issues have been resolved and acceptance testing has commenced. We hope to deploy the first application in March using the new product.

Mr. Stringer called for agenda item number seven: Status of the MMRS Revolving Fund.

Mrs. Litchfield reported that cash flow is good and assessments are being paid timely. Major outstanding assessments are the December 2004 billing for Veterans Affairs and September and December billings for MDOC.

Mr. Stringer called for agenda item number eight: Potential FY 2006 budget impacts.

Mrs. Litchfield reported that if funding were approved only at LBR, MMRS would not have sufficient authority to pay maintenance on software and hardware. Projects for continuation and completion will be prioritized based on the final budget approved.

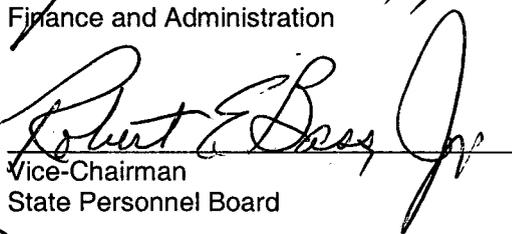
Mr. Stringer called for agenda item number nine: Other Business.

Mrs. Litchfield reported on "rouge projects":

- NAGV – information is not forthcoming from them on how their system will work;
- HR management system at DMR – RFP 3427 has been issued. Mrs. Litchfield was requested to report on the total cost of this acquisition. (Notes: Two CP1s were issued totaling \$40,581.19 for life-cycle costs for a 5-seat license of ABRA HRMS.)

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. Litchlitter, seconded by Mr. Bass, the meeting was adjourned.


Chairman
Finance and Administration


Vice-Chairman
State Personnel Board


Member
Information Technology Services