MMRS Steering Committee

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 2:50 PM in the 13th Floor Conference Room, Woolfolk Building, Jackson, Mississippi, on Monday, November 23, 2009.

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
> Lynn Fitch, Member
>> Executive Director, State Personnel Board
> David L. Litchliter, Member
>> Executive Director, Department of 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 Director
> Deanne Mosley, SPB, Chief of Staff

Mr. Upchurch called for agenda item number one: Review and approve minutes for the October 26, 2009, meeting.

> Ms. Litchfield requested that the second sentence of the second paragraph under agenda item two: Project Updates, be amended as follows: "Agencies involved in the final process were the MMRS Steering Committee agencies (ITS, DFA, SPB), the Office of the State Auditor, and the Mississippi Department of Transportation." On a motion by Mr. Litchliter, and seconded by Ms. Fitch, the minutes were unanimously approved as amended.

Mr. Upchurch called for agenda item number two: Project Updates

> Ms. Litchfield reported that RFP #3598 for MAGIC Software Licensing and Support is ready for advertisement and publication of the RFP and requested that the Committee approve its release.

> Ms. Litchfield reported that the while the State's revenue picture has not improved, Governor Barbour did support MAGIC in the Executive Budget Request on November 16, 2009, and that Lt. Governor Bryant is expected to also support MAGIC in the report due from The Commission for a New Mississippi on November 30, 2009.

> Ms. Litchfield also reported the MAGIC team is exploring options with the Department of Information Technology Services (ITS) for shortening the services procurement cycle by doing a pre-qualification round that would overlap the software procurement cycle (RFP #3598). Those meeting the minimum gate in this pre-qualification procurement cycle – to include firm background and financial position, client references, and project methodology would be eligible to price and respond to the final services requirements – to include the project team and work plan - once the software award has been made. Further discussions on this approach will be forthcoming as soon as RFP #3598 has been released.

> Ms. Litchfield stated that the risks of not moving forward continue. Included in these are long-term system viability, agency specific pushes for additional system components, and TIPRA, among others.

> On a motion by Mr. Litchliter, and seconded by Ms. Fitch, the Committee unanimously approved the release of RFP #3598. The date of December 8, 2009, was targeted as the first advertisement date to give Mr. Upchurch time to brief Governor Barbour.

Mr. Upchurch called for agenda item number three: Resource Constraints and Session Preparation

Ms. Litchfield reported that MMRS is preparing for lots of ad hoc cost related work and that we are already seeing those type requests from agencies and others. Ms. Litchfield also reported that MMRS has proposals almost ready recommending other cost cutting or cost diversion methods that puts responsibility on agencies for some issues. These include direct charging for issuance of paper W2s, payroll warrants and accounts payable warrants.

Ms. Litchfield further noted that Stimulus360 will be deployed during the session and that there are two quarterly reports due while the Session is in progress. Other projects already committed for the January-March timeframe include:

- MDOT's WebProcure implementation
- DPS – Kiosk/POS applications
- Other portal applications (first-in-first-out in the queue)
- Retirement of GENIE
- Deployment of InCircuit's Surplus Property module
- Complete the BRICKS deployment for the Bureau of Building, Grounds and Real Property Management and begin the phase for Capitol Facilities
- Complete a network security audit in Jan-Feb

Ms. Litchfield reported other requests for resources include SPB for the migration of I2K/SPAHRS to MDES application processing system with SPAHRS integration and some enhancements possibly for MELMS. No staff obligations have yet been made to these projects but meetings are planned.

There being no further items of business, Mr. Upchurch asked for a motion for the meeting to be adjourned. On a motion made by Mr. Litchliter and seconded by Ms. Fitch, the meeting was adjourned.
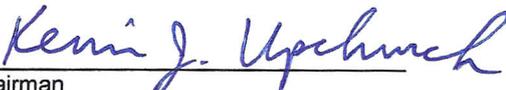
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Chairman
Finance and Administration

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Vice-Chairman
State Personnel Board

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Member
Information Technology Services