

MMRS Steering Committee

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 9:00 AM in the 13th Floor Conference Room, Woolfolk Building, Jackson, Mississippi, on Tuesday, February 1, 2011.

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
Cille Litchfield, MMRS Administrator (non-voting)
Deputy Executive Director, Department of Finance and Administration

Others in attendance included:

Becky Thompson, MMRS/MAGIC Project Director, DFA
Jenny Bearss, MMRS/CSIO, DFA
Deanne Mosley, Chief of Staff, SPB

The following member was absent:

David L. Litchliter, Member
Executive Director, Department of Information Technology Services

Mr. Upchurch called for agenda item number one: Review and approve minutes for the December 2, 2010, meeting.

On a motion by Ms. Fitch, seconded by Mr. Upchurch, the Committee unanimously approved the minutes as presented.

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

Approval Required

- (Project 39108) MAGIC – Acquire with the Mississippi Department of Information Technology Services the enterprise landscape (Mainframe) for MAGIC/SAP
 - On a motion made by Ms. Fitch, seconded by Mr. Upchurch, the Committee approved the request for MMRS to proceed with the procurement of the SAP enterprise landscape in conjunction with ITS for a expected cost not to exceed \$2.5M.
- (Project 39069) MAGIC – Amendment #1 SAP – Acquire DB2 and support via SAP EOM relationship
 - On a motion made by Ms. Fitch, seconded by Mr. Upchurch, the Committee approved for MMRS to proceed with Amendment #1 to add DB2 licensing via the SAP Software Licensing Agreement for MAGIC for total costs not to exceed \$900K over 5 years.
- MMRS Steering Committee Meetings
 - Mrs. Litchfield requested that the MMRS Steering Committee consider reinstating a monthly standing meeting cycle for the Committee in order to ensure timely consideration and approval of matters related to the MAGIC implementation project and issues related to control of Legacy requests during the implementation period. Mrs. Litchfield and Eva Brazil, Mrs. Litchfield's administrative assistant, will work with the members' administrative assistants to set this schedule for the coming months.

Discussion

- (Project 38626) – RFP 2636 – Acquisition of Implementation Services Vendor/MAGIC
 - Mrs. Litchfield discussed that all bidders were invited to make oral presentations. These were completed Friday, January 28, 2011. Currently reviews and clarifications

are underway. Mrs. Litchfield also reviewed the cost implications of the various schedules proposed and the associated impact on the MMRS appropriated budget and the costs charged to agencies.

- Mrs. Litchfield reported that a formal recommendation and request to proceed would be presented to the Committee at the next scheduled meeting.
- Mrs. Litchfield presented the draft ARM – Agency Readiness Manager – letter. Mr. Upchurch requested changes to the letter that more sharply focus our need for this support and that the request outline that the support should be from the Chief of Staff or Deputy Director level of the agency at a minimum. Mr. Upchurch will send the letter, once approved, directly to all agency heads on behalf of the Committee.
- Mrs. Litchfield and Ms. Thompson reported that all MAGIC positions have been filled except for two escalated positions. Recruitment continues for those positions.
- Mrs. Litchfield reported that the MAGIC team would relocate to the Regions building in downtown Jackson later this spring assuming successful negotiation of the lease. The five (5) year lease estimated total is \$1.2M (includes parking, janitorial, utilities). Relocation costs are estimated at just under \$60K. The formal request for approval should be presented at the next meeting of the Committee.
- Mrs. Litchfield discussed the increased focus on management of change. The MMRS change management plan includes escalation of agency specific requests for Legacy enhancements/improvements to the Committee, if required.
- Ms. Thompson reported the NEOGOV project kicked off Monday, January 31. SPB has requested a targeted go-live date of May 2011 (pre-conversion) and is staffing accordingly.

Mr. Upchurch called for agenda item number three: Other Business

- (Project 39050) MAGIC Letter of Configuration for a SAP/DB2 Database Administrator (staff augmentation) – Mrs. Litchfield reported that all bids were rejected due to lack of qualified candidates and the procurement cancelled. Training has begun with the MAGIC project DBAs and the team is going to work to overcome this need internally.
- Pending Legislation - Mrs. Litchfield reported that several shared services bills involving ITS or DFA are still active and that MATA bills are alive in some form in both chambers. These could have significant impact on MMRS operations and are being closely monitored. Other bills involving agencies or that could have some impact on the MMRS applications are being monitored.
- Mrs. Litchfield introduced Jenny Bearss as the new Office of Legacy Applications CSIO.

There being no further items of business, on a motion made by Ms. Fitch, seconded by Mr. Upchurch, the meeting was adjourned.


Chairman
Finance and Administration

Vice-Chairman
State Personnel Board


Member
Information Technology Services