

MMRS Steering Committee

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 10:00 AM in the 13th Floor Conference Room, Woolfolk Building, Jackson, Mississippi, on February 13, 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
John Mulholland
Acting State Personnel 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 Manager
David Pitcock, MMRS/MAGIC Deputy Project Manager
Gayle Chittom, MMRS/CSIO Legacy Applications

Mr. Upchurch called for agenda item number one: Review and approve minutes for the December 22, 2008, meeting

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

Mr. Upchurch called for agenda item number two: MAGIC Task Force Update

Ms. Litchfield updated the Committee on the key issues from the February 6, 2009, MAGIC Task Force meeting. Included in the discussion were the following:

- Report of actions and perceptions of the Mississippi Department of Transportation. MDOT stated on the record, that this project was too risky and they wanted no part of the MAGIC finance efforts; however, they want to be a part of procurement, human resources, and payroll. MDOT also stated that while SAAS should be replaced, that effort should be in a process over time rather than in a single consolidated effort.
- Access to the detailed requirements of the Request for Proposals (RFP) and approval by the Task Force of these requirements prior to release of the RFP. Ms. Litchfield expressed concern about placing the final requirements in the public space without some protection from a confidentiality perspective. Mr. Litchliter discussed how the Wireless Commission handled this matter via confidentiality agreements, an RFP sub-committee and an evaluation sub-committee. Ms. Litchfield and Ms. Thompson will work with Sheila Kearney on these issues and with the Task Force leadership to set a plan of direction.
- Offering of Business Case Analysis workshops on February 20 and February 27 prior to the next scheduled Task Force meeting to allow members an unformatted opportunity to review and discuss the report's findings. There will be two meetings scheduled for each day – one for large agencies and one for mid-sized/small agencies.

- Cost of funding a project of this magnitude and an evaluation of other funding options that might be available to the State.

Ms. Litchfield and Mr. Upchurch briefed the Committee on the draft Memorandum of Understanding (MOU) between MDOT and the Committee. Mr. Upchurch hopes to move forward on the MOU in the next week. Ms. Litchfield also reported that Mr. John Simpson, MDOT CSIO, stated in the Task Force meeting that MDOT prefers the MOU be the prevailing document that overrides any recommendations in the Business Case Analysis. Mr. Mulholland expressed concern that the MOU would not be enforceable.

Ms. Litchfield reported the contact from Kim Price from the Legislative Budget Office regarding MDOT's requested language for their FY2010 appropriation bill.

Ms. Litchfield provided analysis based on recovery allocations for FY2008 for the MMRS Revolving Fund. This analysis shows MDOT pays about 10% of the total allocations. 33% of the total allocations are paid by agencies that individually have less than a 1% individual stake in the overall cost structure. Ms. Litchfield indicated that further analysis indicates that if you take Mental Health as the "Department" rather than as individual facilities, the Mental Health stake would be larger than MDOT's. (Note to the Committee: total Mental Health stake is 20%. Pulling the facilities out of the individual agency analysis lowers the cost contributions of agencies with a less than 1% stake individually to 23%.)

Ms. Litchfield requested input on a strategy for moving forward. One alternative included carving out the finance components and corresponding implementation services in an initial project. That procurement would set the longer-term direction regarding the application product set. Both Mr. Mulholland and Mr. Litchliter expressed concerns that a vendor might low-ball the bid for the initial offering and come back on the later components with significantly higher pricing since the State would now be committed to the product. Another option discussed was moving forward with the advertisement of the complete software suite during the summer of 2009 with requirements for guaranteed pricing for three to five years and the licensing acquired as funding obtained. This approach would provide solid funding requirement numbers for software prior to the 2010 Session. MMRS might or might not include services in this initial RFP for implementation of the finance module and then advertise later for implementation services for the other modules.

No action by the Committee was required.

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

Mrs. Litchfield provided the following status:

- ITS Project 36880 – BRICKS. Project will kick-off February 23 assuming signing of the contract by that date. ITS and DFA are waiting to receive the contract and performance bond from the vendor.
- ITS Project 37577 – Mississippi.gov refresh and payment manager replacement has been prioritized for work after GOALS award. This project is next in the queue for Sheila Kearney, our procurement analyst following GOALS evaluations and award.
- ITS Project 37634 – GOALS. The team is evaluating bids. Three bids were received. One bid was disqualified, and the other two bids are weak. We have targeted the March 2009 ITS Board meeting for this review and approval if there is a recommendation for award.

- ITS Project 37635 – MAGIC software. Procurement will likely be targeted for late summer 2009.
- ITS Project 38039 – Assignment of Tier Technologies to Cogsdale. This should be completed within the next few weeks. The assignment to the agreement is in review with the vendor.

No action by the Committee was required.

Mr. Upchurch called for agenda item number four: Other Procurement Items (priority order)

Mrs. Litchfield provided the following status:

- ITS Project – Extension of Salvaggio, Teal, and Associates (STA) services for GOALS IV&V. MMRS recommends this contract amendment be approved.
 - Ms. Litchfield reported that the GOALS related amendment would bring the services for GOALS to a total of \$508,708. It was noted that if GOALS is not awarded, this authority would not be used. Mr. Upchurch asked where the funding would come from for this. Ms. Litchfield responded that funds are partially in the FY2009 budget, with most of the remainder requested for FY2010. The final portion would have to be requested for FY2011.
 - Mr. Upchurch asked about the expansion funding requested for GOALS for FY2010. Ms. Litchfield responded the requested FY2010 funding is needed for implementing GOALS and if that funding request is not approved by the Legislature, there will be issues moving forward with GOALS.
 - Ms. Litchfield also reported that since we expect the federal stimulus money to be managed as grants, the implementation of a consistent grants management strategy is critical.
 - On a motion made by Mr. Litchlitter and seconded by Mr. Mulholland, the amendment was approved pending approval of the ITS Board.
- ITS Project – Extension of Salvaggio, Teal, and Associates services for MAGIC to build the services RFP and to fully document “as is” and “desired” processes for workflow. This request for a contract amendment has been submitted to ITS (Project 38119).
- ITS Project – Renewal of Bank of America PayMode---will be requesting a three-year extension that will hopefully get us to MAGIC. Ms. Litchfield reported this was left on the agenda in error and that this contract does not expire until September 2010.
- ITS Project – Extension of maintenance agreement with SumTotal for another three years for MELMS support. This request will be submitted next week. The support for our Pathlore product sunsets in 2011.
- ITS Project - Based on where we are today with ITS Project 37577, we will need an additional extension for the VitalCheck agreement to assure continuity of service for portal application card processing. Mr. Litchlitter wants to make sure we require an option to end the Agreement with 30 days notice. Ms. Litchfield said she believed this was included the last time we amended the Agreement. (Note to Committee: verified that this term is in the original Agreement at 9(b).) The Committee did not object to this. Mr. Litchlitter did state that he thought RFP for project 37577 was almost ready to release. Ms. Litchfield reported that MMRS has not yet seen the draft.
- ITS Project (possible) MDOT Detailed Requirements Review for MAGIC – The proposed MOU with MDOT includes this work be done by a vendor acceptable to all

parties. Ms. Litchfield expressed concern as to whether MDOT would agree to using the existing relationship with STA or require procurement of a new vendor. This needs to be completed before the RFP for integration services for finance is released, since it is key to services required for real time interface with MDOT's FMS system.

- ITS Project (possible) – MDOT WebProcure Integration – Ms. Litchfield reported MMRS and MDOT collectively delayed the discussion of this effort until Tier sold FMS and WebProcure. Ms. Litchfield reported this took almost 2 years; however, the assignment of the WebProcure contract is almost complete. John Simpson initiated the request to move forward with this effort. MMRS responded that we are ready to discuss. MMRS later learned MDOT met with Cogsdale without us present and stated that integration with FMS will be a lot more complex and will require some changes to the MMRS end of WebProcure. Ms. Litchfield stated she is recommending that additional costs for WebProcure not be incurred by MMRS, that DFA's Office of Purchasing Travel and Fleet Management give MDOT an end date for their handling of commodity purchases as they do now, and that OPT require MDOT to use WebProcure just as other agencies do. Another option is that MDOT pick up all costs associated with WebProcure integration, including those on the DFA side, on a mutually agreed to timeline. MMRS is not ready to make a final recommendation regarding MDOT and WebProcure and is staying in contact with MDOT on this issue.

No further action by the Committee was required.

Mr. Upchurch called for agenda item number five: Software and Services Acquisition Memorandum

Ms. Litchfield discussed the draft of this memorandum and stated that MMRS continues to be hit hard by unplanned work. Additionally, DFA is required to approve software acquisitions and services acquisitions that impact and/or conflict with the centrally approved systems. This memorandum will serve as a strong reminder of actions that must be taken before a procurement request is sent to ITS.

The Committee tabled approval of this until the next meeting.

Mr. Upchurch called for agenda item number six: Update on the Mississippi Center for Public Policy Project

Ms. Litchfield reported this Agreement will be signed later this day and that this Agreement should expand the analytical information available for transparency for the State of Mississippi. Mr. Upchurch asked the value of this Agreement. Ms. Litchfield stated she would have to get that information for the Committee. (Note: Agreement term is February 2009 – June 2010. Total development costs are not to exceed \$6,846.00 and service charges to produce monthly deltas of the data are not to exceed \$10,200.00 The parties agree to look at the cost to produce the monthly deltas once we have comparative data and may reduce the monthly rate (or increase it) based on the findings. This review will occur at June 30, 2009.

Mr. Upchurch called for agenda item number seven: TIPRA Update

Ms. Litchfield reported that we are waiting on the final conference report on the federal stimulus bill. The House version contained a complete repeal. The Senate version contained a one-year delay. The estimate to implement is approximately \$2M.

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 Mr. Mulholland, the meeting was adjourned.


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Finance and Administration


Vice-Chairman
State Personnel Board


Member
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