

## MMRS Steering Committee

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 1:30 PM in the 13<sup>th</sup> Floor Conference Room, Woolfolk Building, Jackson, Mississippi, on March 30, 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  
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  
Gayle Chittom, MMRS/CSIO Legacy Applications  
Michele Blocker, ITS, Internal Services Director  
Lisa Hancock, MDOT, Fiscal Management Director  
John Simpson, MDOT, CSIO  
Mary McDonald, MDOT, Human Resources Director  
Note: Ms. McDonald is transitioning to SPB to serve as Deputy State Personnel Director.

Mr. Upchurch called for agenda item number one: Review and approve minutes for the February 13, 2009, meeting

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

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

Ms. Litchfield presented the following recommendations as approved by the MAGIC Task Force in their February 6, 2009, meeting:

- Recommendation for acceptance of the MAGIC Business Case Analysis for use as the framework moving forward for the acquisition and implementation of an Enterprise Resource Planning (ERP) system for the State of Mississippi;
- Recommendation that MMRS move forward with the completion and issuance of the Request for Proposals for software for the MAGIC ERP - ITS Project 37635.

On a motion made by Mr. Litchliter, seconded by Ms. Fitch, the MAGIC Task Force recommendations were jointly approved by the Committee.

Ms. Litchfield reported final functional requirements reviews are in process by the MAGIC team and by Task Force agencies and are scheduled to conclude April 30, 2009. The MAGIC team is planning final "Control Agency" functional review sessions and approvals. An ERP Workshop is scheduled for April 29, 2009, at Eagle Ridge for prospective software providers to lead functional discussion sessions targeted to user interest (ex. Payroll, HR, Accounts Payable, etc) and for interested implementation vendors to meet

with the MAGIC project leadership. Members of the Task Force and Advisory Work Groups and other interested parties are invited to participate.

Mr. Upchurch called for agenda item number three: MAGIC – MDOT

Ms. Litchfield presented for approval the Memorandum of Understanding (MOU) for MAGIC between the MMRS Steering Committee and the Mississippi Department of Transportation. Ms. Litchfield stated MDOT's Commission approved the MOU during their meeting of March 10, 2009.

On a motion by Mr. Litchlitter, seconded by Ms. Fitch, the MOU was approved as presented. John Simpson of MDOT thanked the MMRS Steering Committee for this consideration.

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

Mrs. Litchfield provided the following status:

- ITS Project 38089 – Extension of Salvaggio, Teal, and Associates services for GOALS IV&V was approved by the ITS Board on February 19, 2009. The MMRS Steering Committee approved this project during the February 13, 2009, meeting.
- ITS Project 38119 – Extension of Salvaggio, Teal and Associates services for MAGIC to build complete the software procurement, and develop the implementation services RFP. Ms. Litchfield reported the amendment includes documentation of "as is" and "desired" processes for workflow and the implementation services RFP development with an initial focus on finance and procurement. The project was approved by the ITS Board on March 26, 2009, pending approval of the MMRS Steering Committee.  
On a motion by Ms. Fitch, seconded by Mr. Litchlitter, the project was approved as presented.
- ITS Project 38146 – Request extension of VitalChek for electronic payment processing (MS.GOV applications). Ms. Litchfield reported this request includes an overall fee increase. The base fees charged by VitalChek are \$.75 for the first 100,000 transactions per year and \$.25 for the remaining. The State charges the consumer a flat \$.75. This model will change to a flat \$.51 charge by VitalChek for all transactions with the State continuing to charge \$.75 per transaction. The change will result in a net operating loss to the State's portal fund of an estimated \$10,000 per year. This loss of revenue is less than the cost of completing a procurement project to replace the payment manager product. The amendment (#7) also extends the agreement for two years with a new end date of September 30, 2011.
- ITS Project 37577 – Mississippi.gov refresh and payment manager replacement – Ms. Litchfield reported this project has been pushed back due to resource requirements associated with ARRA, GOALS, and MAGIC.
- ITS Project 37634 – GOALS – Ms. Litchfield reported that DFA, after careful review, rejected all bids on March 23, 2009. Post procurement reviews with all vendors are in process. Alternate solutions are being explored. If MMRS can move forward on an alternate solution, this solution will be presented to the MMRS Steering Committee at the next meeting.
- Secretary of State (SoS) Business Services Division (portal) – Ms. Litchfield reported that MMRS and Office of Fiscal Management staff are fully engaged with SoS and ITS in the evaluation of bids for this project.

- Joint MDOT/DFA/Agency Projects for inventory – Ms. Litchfield reported that MDOT, DFA, and Cogsdale Holdings are discussing a possible enterprise solution for warehouse inventory management using the Cogsdale solution implemented at MDOT as the base. Interested agencies include the Departments of Public Safety, Wildlife, Fisheries and Parks, and Finance and Administration (Surplus Property and Central Receiving).
- MDOT/DFA WebProcure Integration – This project continues. MDOT is the only agency not using WebProcure. Completing this effort will have all agencies in the same product as we move to MAGIC.
- MDA/DFA WebProcure (Contract Procurement Center) – DFA, Cogsdale and the Mississippi Development Authority continue to plan for the implementation of an MDA specific view within WebProcure to be used by the Contract Procurement Center. We are waiting on the final statement of work so that the Agreement that is tied to the DFA contract can be negotiated.
- “Zero Dollar” Contract Updates – DFA and ITS are working with VitalChek, MDOT and the State Department of Health to bring their contracts into line with current legal standards and to ensure accountability with these agreements moving forward due to TIPRA and transparency requirements.
- FY2010 Conversion (SAAS and SPAHRS) – The delay in approval of the FY2010 budget is going to significantly reduce time available to agencies to close out FY2009 and establish FY2010. DFA is beginning detailed preparations with significant parties including SPB and DFA's Offices of Budget and Fund Management and Fiscal Management. We will be making systems available on weekends with staff support from the Call Center to assist agencies meet the required dates.
- OFAC/SDN/IAT – MMRS tabled this project until after the completion of ARRA work. ARRA is much higher profile and of significantly more risk and the resources were needed to ensure that ARRA moves forward timely.

Mr. Upchurch called for agenda item number five: TIPRA (Tax Increase Prevention and Reconciliation Act of 2005) Update

Ms. Litchfield reported ARRA (stimulus bill) includes a one-year delay for implementation. State agencies and supporting national organizations such as NASACT are still trying to have the bill repealed. DFA commented on the proposed IRS regulations.

Mr. Upchurch called for agenda item number six: ARRA Impact on Projects

Ms. Litchfield reported MMRS delayed the following projects due to ARRA: PayMode expansions for payments and invoicing, OFAC/SDN/IAT, Mississippi.gov refresh and payment manager replacement, TIPRA planning, I2K expansion, GENIE retirement, MERLIN DB2 upgrade, deployment of a generic shopping cart application for the Mississippi.gov portal, and immediate implementation of a Surplus Property warehouse system. MMRS also suspended user training (classroom) and agency site visits and cancelled the 2009 MMRS Users' Meeting.

Mr. Upchurch called for agenda item number seven: Outside Counsel for MAGIC Procurement and Contracting

Ms. Litchfield requested direction for obtaining approval to proceed with outside counsel to support the procurement and contract negotiation functions for MAGIC software and

services. Ms. Litchfield and Mr. Litchliter stated this type request is common for projects of this magnitude due to the extensive legal resource requirements. Donna Rogers, Special Assistant Attorney General assigned to ITS, will be the staff liaison. Kevin Upchurch will discuss this with Paul Hearst of the Governor's Office and David Litchliter will discuss interest with Mark Garriga of Butler, Snow, O'Mara, Stevens and Cannada, PLLC. Once both have reported their findings, Ms. Litchfield will draft the appropriate letter to Attorney General Hood to request his approval.

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

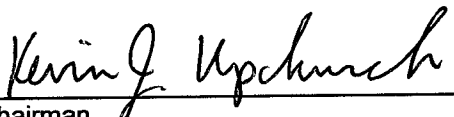
Mr. Litchliter asked who was promulgating rules regarding the implementation of reporting of state retiree contractors as stipulated by HB681, 2009 Regular Session of the Mississippi Legislature. General discussion of legislative intent occurred. Ms. Litchfield stated she would contact both DFA's Office of Budget and Fund Management and the Legislative Budget Office concerning this matter.

Other general conversation included HB1505 and what implementation guidance and/or restrictions may be included in appropriation bills, once they are passed when the Legislature returns later this spring.

Mr. Upchurch called for agenda item number nine: Next Meeting

Ms. Litchfield proposed a next meeting date of May 4, 2009, at 1:30. The Committee will wait until the Legislature sets its return date before setting the next meeting.

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.

  
Chairman  
Finance and Administration

  
Vice-Chairman  
State Personnel Board

  
Member  
Information Technology Services