

MMRS Steering Committee

A meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 9:00 AM in the 14th Floor Madison Conference Room, Regions Plaza, Jackson, Mississippi, on Tuesday, August 30, 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
Craig P. Orgeron, Ph.D., Member
Executive Director, 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, DFA
David Pitcock, MMRS/MAGIC Deputy Project Director, DFA
Jenny Bearss, MMRS CSIO, DFA
Michele Blocker, Director, Internal Services, ITS
Deanne Mosley, Chief of Staff, SPB
James White, MMRS/MAGIC BASIS Team Lead

The following member was absent:

Lynn Fitch, Vice-Chairman
Executive Director, State Personnel Board

Mr. Upchurch called for agenda item number one: Review and approve minutes for the June 21, 2011, meeting.

On a motion made by Dr. Orgeron, seconded by Mr. Upchurch, the minutes were approved.

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

- 3301 MAGIC Governance Policy Revision
 - Ms. Litchfield presented a recommendation to add an ITS procurement representative to the Change Control Board.
 - On a motion made by Dr. Orgeron, seconded by Mr. Upchurch, the recommendation was approved
- SAP Public Services
 - Ms. Litchfield presented a request for approval to amend Exhibit C-4 for the SAP Preferred Payment Card to add an additional card for \$75,000 for SAP training. Total value for the SAP Preferred Payment Cards after the amendment would be \$255,795. Training via these cards is for core MMRS

project team and representatives from the business owners (a.k.a. "control agencies) of statewide processes in DFA, SPB, and ITS.

- On a motion made by Dr. Orgeron, seconded by Mr. Upchurch, the recommendation was approved.
- Bank of America (PayMode)
 - Ms. Litchfield requested approval to amend the existing agreement with Bank of America to add \$20,000 in technical configuration support charges and \$5,000 for travel for members of the PayMode team to work with the State and SAP to transition PayMode integration from SAAS to SAP.
 - On a motion made by Dr. Orgeron, seconded by Mr. Upchurch, the recommendation was approved.
- Project 39365 – AssetWORKS – Amendment #4
 - Ms. Litchfield requested approval to expand the end date of the Agreement with AssetWORKS at the current ASP rates to 7/31/2014 to allow appropriate time for MAGIC transition. Ms. Litchfield further requested that 100 additional change order hours be added for addressing miscellaneous Fleet and Bureau of Building inventory issues at a rate of \$125 per hour. The proposed amendment would be for a total not to exceed: \$645,500.
 - On a motion made by Dr. Orgeron, seconded by Mr. Upchurch, the recommendation was approved.
- StorageMax
 - Ms. Litchfield requested approval to rent space to store extra cubicle parts for an annual cost not to exceed \$3,071 from StorageMax subject to final approval of the PPRB. Storage is required until issues with how this property is inventoried can be resolved and the excess parts be transferred to Surplus Property by June 30, 2012.
 - On a motion made by Dr. Orgeron, seconded by Mr. Upchurch, the recommendation was approved.

Mr. Upchurch called for agenda item number three: Discussion Items

- Ms. Thompson provided the MAGIC status update including an overview of the key issues and risks, the feedback from the kickoff meeting, and training. The Committee also discussed the remaining bond funding requirements projected for the 2012 and 2013 Legislative sessions.

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

- Ms. Litchfield discussed the proposed agenda for the September 27, 2011, meeting. The proposed agenda includes MAGIC Project Status and Risk Update and approval of the FY2012 for FY2011 MMRS Revolving Fund billings.

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

Kenneth J. Lyubchuk
Chair
Finance and Administration

Vice-Chairman
State Personnel Board

Michelle Blocker for Craig Orgeron
Member
Information Technology Services