



MFMP Change Review Board Meeting

Meeting Information	
Meeting Title:	MFMP Change Review Board
Occurrence:	February 23, 2017
Time:	10:00am
Location:	Department of Management Services, Room 101

Attendees		
#	Entity	Name
1.	APD	Vickie Woodward
2.	DEP	Kaye Robertson
3.	DEP	Lydia Louis Griffin
4.	DFS	Joanne Lane
5.	DFS	Nancy Jewett
6.	DMS MFMP	Betsy Chance
7.	DMS MFMP	Jillian Green
8.	DOEA	Byron Saper
9.	DOH	Bill Zimmerman
10.	DOH	Doug Black
11.	DOR	Terry Paul
12.	FDC	Kris Burnside
13.	FDC	Trueby Bodiford
14.	FDLE	Beverly Malloy
15.	FDLE	Teresa Welch
16.	FWC	Jill Reynolds
17.	FWC	Sandy Watson
18.	MFMP	Brian Cliburn
19.	MFMP	Jeremy Kong
20.	MFMP	Michael Jackman
21.	MFMP	Robert Cooper III

Topic #	Agenda Topic Description
1.	CRB Organization
2.	Completed CRs
3.	CRs In Progress
4.	CRB Announcement
5.	Wrap Up

Meeting Minutes for Topics

Topic #	Minutes for Topics
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1. **CRB Organization**

- Each eligible agency provided MFMP with a primary and backup member. If the primary representative is unable to attend a CRB meeting, they should send their designated backup.
- These primary and backup representatives are at the Purchasing or Finance and Accounting Director level to ensure an enterprise perspective when reviewing enhancement requests.
- If a CRB member agency does not submit votes or send a representative for two quarterly meetings in a row, the DMS reserves the right to remove the agency and replace them with an agency that has expressed interest in joining the group.
- CRB members or delegates will be asked to participate in design teams for changes.

2. **Completed CRs**
 The following CRs were implemented in MFMP since the last CRB meeting:

CR #	Description	Hours	Implementation Date
305	Add help text to system search page	< 40	January 26, 2017 9.32.0 Release
306	Check posting automation	N/A	January 31, 2017 9.32.1 Release
307	Transition out of fax services	N/A	January 31, 2017 9.32.1 Release

CR 305: Buyer Search Help Text Update

- The MFMP team added additional help text on system searches in MFMP Buyer to include an example of an encumbered order that begins with a 'B' prefix.
- This update also removed the auto-populated PR##### format to the Requisition ID field in Requisition system searches.
- This help text is available on all system searches.

Q: Is this help text/additional verbiage already in the system?
A: Yes, this enhancement was implemented on January 26, 2017 and the help text is live in the system. On the system search, click the expand icon or button in the top right and the help text will appear.

CR 306 – Check posting automation

- This is an internal enhancement and was implemented as part of the new MFMP contract.
- Previously, MFMP had a manual process for keying in the information received in the physical check log from DMS.

- This new functionality will allow MFMP to automatically post checks to vendor accounts, creating efficiencies and reducing the possibility for errors in data entry.

CR307 – Transition out of fax services

- This enhancement was also implemented as part of the new MFMP contract.
- MFMP conducted vendor outreach to help ease the transition for vendors who had fax selected as their preferred order method.
- MFMP has noticed an increase in failed orders because of invalid or inaccurate emails. MFMP has a process in place to ensure that those vendors are receiving their purchase orders and updating their contact information.

CRs In Progress

The following CR has been approved for implementation in MFMP:

CR #	Description	Hours	Targeted Implementation
158	Rename Service-Disabled Veterans Business Enterprise (SDVBE)	100	March 2017

- Florida Senate Bill 922 revised the Florida Service-Disabled Veteran Business Enterprise Opportunity Act by expanding the vendor preference in state contracting to include businesses owned and operated by wartime veterans.
- As part of the bill, businesses formerly known as Service-Disabled Veteran Businesses (SDVBE) must now be identified in the procurement process as Florida Veteran Business Enterprise (FVBE).
- This CR will require updates to Buyer, Analysis, and the Vendor Information Portal. This enhancement does not include any changes in functionality and will only impact the way the designation is displayed in the UI.
- MFMP expects this CR to be implemented by the end of next month.

Q: Please provide an update on *CR 289 Request to Add Release Encumbrance eForm to PO Functionality*. This enhancement would be very helpful for FDC.

A: The MFMP team needs to conduct further discussions on this CR to understand how releasing encumbrances will impact PO balances. There are scenarios where an agency customer would like to release the encumbrance in FLAIR and pay it as an unencumbered disbursement. MFMP has contemplated having an option, that when selected will release the encumbrance and update the PO balance. This type of functionality would give the agency customers the ability to select when they want to use that functionality.

Q: Does CR 289 include any changes to the Final Payment Indicator check box?

A: That is a separate enhancement (ticket 73637) where marking the final payment indicator would also require the Encumber Funds box to be checked.

Q: Are both of these CRs still in consideration?

A: Yes, they are.

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There are potential policy issues with these CRs, where the line between purchasing and finance & accounting is blurred. You may decrease an encumbrance to zero or select the final payment indicator, but you still have a contract with the vendor to purchase an agreed upon number of items or services. This is why MFMP considered using a check box that would allow the agency customer to decide when to use that functionality. If you do not complete a change order, you are not changing or updating your agreement with the vendor. This can be a problem from an audit perspective. MFMP wants to ensure that whatever solution is proposed is fully understood by the group and that CRB members understand there could be contractual concerns with this type of behavior.

MFMP will check to verify that the final payment indicator enhancement is logged.

Q: FDC would like to discuss ticket 123057 *Request to remove the certified forward indicator flag from PRs/POs after the certified period has ended*. FDC believes this enhancement would be beneficial during year end. It would be helpful if the system could automatically remove the indicator in a similar fashion that the indicator is automatically added.

A: For those who are unaware, the certified forward process is conducted by MFMP at the end of each year in conjunction with FLAIR. FLAIR provides MFMP with a list of encumbrances that are marked to be carried forward and MFMP makes the necessary updates based on that list. Ticket 123057 would remove those carry forward indicator flags after the certified period has ended. The concern with this enhancement is that the flag would also need to be removed from FLAIR. MFMP would need to ensure that the flag is removed in both systems so they can remain in sync.

Q: At our agency, we do not split fiscal years but there are times when we have a valid PO that we want to pay with current year funds, but the PO is for services rendered in the prior year. In this case, we would like to leave the encumbrance.

A: MFMP has discussed this issue with DFS in the past. The concern is if the certified forward flag is removed, is the encumbrance still considered legitimate in FLAIR? This was the main open question related to this issue. In this instance, MFMP tries to mimic what is done in FLAIR so both systems stay in sync. FLAIR is arguably the source of truth for the initial creation of the carry forward flag unless it is done manually on the requisition. Should MFMP mark the existing PO as an unencumbered PO or should MFMP re-establish the encumbrance in the current fiscal year? Further discussion is required between MFMP and DFS.

CRB Announcement

- As part of the upcoming Department of Financial Services (DFS) Florida PALM implementation, the Department of Management Services (DMS) expects to undergo a significant effort to enhance MyFloridaMarketPlace (MFMP) to integrate with the new Florida PALM system.
- DMS is considering utilizing its allotment of service hours available per the MFMP Contract (DMS 11/12-003), to implement the integration between MFMP and Florida PALM.

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- DMS will postpone CRB meetings until Q1 FY2017-2018, as additional information related to the implementation of Florida PALM becomes available.
- Agency customers should continue to submit Change Requests (CR) to MFMP. MFMP will continue to implement CRs that require less than 40 hours to implement as part of standard operations.
- DMS is cancelling the next three CRB meetings.
- Any previous enhancements that were prioritized will remain prioritized.

Q: Does this mean that DMS will not use any more service hours?

A: This means that enhancements that require more than 40 hours to implement will be placed on hold until the award goes out for Florida PALM. At that time, the MFMP team will conduct a rough order of magnitude (ROM) to evaluate the hours it will cost to interface with the new Florida PALM system.

Q: If the solution for ticket 123057 is under 40 hours, is there a possibility it could be implemented before year end?

A: Yes, if the ROM estimated less than 40 hours, that ticket could potentially be implemented before year end.

MFMP is constantly evaluating the impact and need for each change request. MFMP continues to stack tickets that need to be estimated and that process will not stop. If a ticket receives a CR number, it likely means that it is being actively worked on for an estimate or has already been estimated. MFMP appreciates the input of CRB attendees so MFMP can better understand which CRs and issues are a high priority.

Q: For ticket 123057, if FLAIR does not want to transfer a file to MFMP, would it be possible for agencies to send that information directly to MFMP?

A: If MFMP received that file from FLAIR, it would ensure that the two systems are in sync. MFMP could contemplate having each agency provide that file in the same format that FLAIR would provide. However, MFMP would not be able to guarantee that the system will remain in sync with FLAIR. With those two options, DFS would need to accept additional responsibility and work and DFS is currently very busy with Florida PALM approaching. MFMP will consider and estimate both solutions. This CR would require a design team so MFMP can fully understand the problem and so the agency customers understand the implications and assumptions that come along with this proposed process.

An agency customer expressed their desire for greater automation. It is overwhelming to manually conduct this process and having an automated way to remove the certified forward indicator would be helpful.

MFMP reminds CRB attendees that it is helpful to see things from the perspective of how your agency's can do business better or more efficiently. If agency customers can share that type of perspective, it provides DMS and MFMP with the ability to better prioritize enhancements.

Q: Is there an update on ticket 82741 *Request to add additional eInvoicing options to MFMP?* With Mac Papers not using the Ariba network anymore, all invoices for Mac Paper will have to be manually generated.

A: MFMP has not formally presented a ROM for that ticket, but it will be a sizeable number of hours. It is a big task to essentially replace the Ariba Network for eInvoicing.

Q: Did Mac Papers request to stop doing eInvoicing or did MFMP?

A: In the fall, SAP Ariba changed the fee structures for conducting transactions through the Ariba Network. Mac Papers decided it was no longer in their interest to do business through the Ariba Network. When Mac Papers contacted MFMP, they said they wanted to remove their punchout catalog. After discussion, MFMP and Mac Papers settled on retaining the punchout catalog since Ariba only charges for transactions processed through the Ariba Network. Ariba does not charge for the punchout catalog. The current schedule is for Mac Papers to stop eInvoicing by April 1, 2017 but that date may change.

Q: What fee structure are you referring to? Is this different than the transaction fee?

A: Ariba charges a fee based on the vendor's transaction volume. This is a separate fee from the MyFloridaMarketPlace transaction fee.

Ticket 104516 – Return PRs denied by FLAIR to the last approver

Q: Our agency has requisitions that fail FLAIR because of an invalid password. The only thing the requester can do is withdraw the requisition, which will force it to go through the entire approval flow again. Users with the CO No Workflow permission are able to submit change orders that do not have to go through the approval flow. Could there be a similar solution for requisitions that fail FLAIR because of an invalid password?

A: The equivalent situation on the F&A side for invoices is when an IR fails FLAIR and it gets transmitted to the last approver. If it goes to the invoice manager, they can resubmit the IR without it going through the approval flow. It would be beneficial to have requisitions follow a similar path so if a requisition fails FLAIR, it goes back to the approver and not the requester.

Q: Could it go back to the purchasing gatekeeper instead? The requester will not understand why it failed or got sent back.

A: In the solution that MFMP is envisioning, the functionality would be configurable so each agency could decide which role the failed requisition is sent back to upon failure.

Q: Is this solution under 40 service hours?

A: No, it is not.

Q: As the MFMP system administrator for my agency, I keep up with the FLAIR password and manage the expiration. Currently, I have to record the expiration date on my calendar in order to remember when it expires. It would be helpful to have a notice or warning letting the user know how many days are left before their password expires.

A: This enhancement request has been logged. The issue is that MFMP does not have visibility into the FLAIR system to be able to definitively say what the password expiration date is. The user would have to accept that the date given by MFMP may not be 100% accurate. MFMP would review with DFS to implement that type of functionality.

	<p>Q: If DMS does not utilize the service hours they have, will we lose those service hours? A: No, those service hours will not be lost.</p>
5.	<p>Wrap Up</p> <ul style="list-style-type: none"> As a reminder, MFMP posts each Change Request Presentation on the MFMP website under Meeting Materials. Please visit the following link to view the most recent Change Request list: MyFloridaMarketPlace Change Request List. If you have further questions please contact the MFMP team at MyFloridaMarketPlace@dms.myflorida.com.

Action Items					
#	Action Item Description	Assigned To	Status	Due Date	Comments
1.	Estimate the cost for two solutions for ticket 123057.	MFMP	In Progress		