



STATE OF MISSISSIPPI
HALEY BARBOUR, GOVERNOR

DEPARTMENT OF FINANCE AND ADMINISTRATION

J. K. STRINGER, JR.
EXECUTIVE DIRECTOR

To: State Agency Finance Officer
State Agency Property Officers
State Agency Fleet Managers

From: Cille Litchfield, CSIO, Department of Finance and Administration

Date: August 29, 2007

Re: Changes to the State's Asset Management Process

A handwritten signature in black ink, appearing to be "Cille Litchfield", written over the "From:" line.

The Department of Finance and Administration (DFA) and the Office of the State Auditor (OSA) have jointly agreed to changes regarding the Protégé Asset Management System. Protégé is used by OSA to track property and by DFA as the data source for property and depreciation data. Data from Protégé is accessible via MERLIN and is used in support of the Consolidated Annual Financial Report (CAFR).

Effective August 10, 2007, DFA acquired a Statewide Enterprise License for Asset Management from InCircuit. Prior to that date, agencies desiring to directly maintain their asset data in Protégé were required to acquire a license for one or more of the following InCircuit Products:

- Protégé FA7 Read/Write License
- Protégé FA7 Read Only License
- Protégé FA7 Lite Read/Write License

If you are a current user of one or more of these products, your license and current software application (Protégé) has been transferred to DFA's Statewide Enterprise License for Asset Management.

With DFA's acquisition of the Statewide Enterprise License for Asset Management, agencies whose license coverage extends beyond August 10, 2007, will be reimbursed by InCircuit, on a pro rata basis, for the balance of the license fees paid.

Agencies whose licenses expired prior to August 10, 2007, will be invoiced by InCircuit, on a pro rata basis, from the date coverage ended through August 10, 2007. Since InCircuit chose not to issue the license renewals while negotiating the terms of this Agreement with the State, there will be no fees or late charges involved.

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The calculations for refunds or invoices, as applicable, were made by applying the daily service rate to the number of days between August 10, 2007 and the respective contract end dates for each agency.

Only the Protégé Asset Management licenses are affected by the acquisition of the Statewide Enterprise License for Asset Management. Other Protégé licenses held/used by state agencies will continue to be maintained and supported by InCircuit. Please note, however, that the Statewide Fleet Management information will be maintained as a component of the Statewide Enterprise License for Asset Management beginning later this fiscal year. More detailed information on the Fleet Management implementation will be provided by November 1, 2007.

InCircuit will contact agencies directly regarding refunds and pro rated invoices. Should you have specific questions regarding either of these, please contact Dean Hebert at InCircuit at dean.hebert@incircuit.com or (225) 819-8005.

In the future, all state agencies will be required to use the Protégé Enterprise Asset Management system to maintain their property data. We are working out the details of this transition. More information, including how to request access to the system, system functionality changes, and training opportunities, will be provided by January 1, 2008. Until these details are provided, please continue to submit your property reports/data as you have in the past.

Agencies currently providing spreadsheets of asset data to be loaded into the system by OSA will no longer be allowed to continue this process after January 1, 2008. You will be required to maintain of your asset data through the online interface. Questions regarding this change should be sent to me at litchc@dfa.state.ms.us or (601) 359-1433.

InCircuit will no longer be handling agency user problems or requests for assistance with user ids and passwords. For assistance, please contact the MMRS Call Center at (601) 359-1343 or mash@dfa.state.ms.us. **This change is effective immediately.**

Should you have any questions about the information in this memo, please contact Ross Campbell, State Property Officer, Office of the State Auditor, at ross@osa.state.ms.us or (601) 576-2714, or me at litchc@dfa.state.ms.us or (601) 359-1433.

Pc: Ross Campbell, State Property Officer, Office of the State Auditor
Rodney Zeagler, Deputy State Auditor
Gina Davis, Director, Office of Purchasing, Travel, and Fleet Management, DFA
Leila Malatesta, Director, Office of Fiscal Management, DFA