

# MMRS Steering Committee

June 13, 2000

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 10:00 a.m. in the Sillers 9th Floor Conference Room, Jackson, Mississippi, on June 13, 2000.

The following members were present:

Gary Anderson, Chairman and Executive Director, Finance and Administration  
J. K. Stringer, Vice-Chairman and Executive Director, State Personnel Board  
David L. Litchlitter, Executive Director, Information Technology Services

Also present were:

Cille Litchfield, MMRS Administrator

A quorum being present, Mr. Anderson called the meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee to order.

Mr. Anderson presented agenda item 1: Review and approve the minutes of the meeting of the MMRS Steering Committee for February 21, 2000.

On a motion by Mr. Stringer, seconded by Mr. Litchlitter, the minutes were approved as presented.

Mr. Anderson presented agenda item 2: Review and approve SPAHRS Policy Memorandum #2 regarding mass changes of data in the SPAHRS system.

Mr. Stringer proposed that the two references to the Deputy Director of the MS State Personnel Board in the Policy Memorandum draft be changed to the Director of the MS State Personnel Board. On a motion by Mr. Stringer, seconded by Mr. Litchlitter, SPAHRS Policy Memorandum #2 was approved as amended.

Mr. Anderson presented agenda item 3: Review and approve acquisition of four (4) performance tuning, quality assurance, testing, and productivity tools from Treehouse Software at a not to exceed lifecycle cost of \$1.1 million

On a motion by Mr. Litchlitter, seconded by Mr. Stringer, the Treehouse Software acquisition was approved as presented.

Mr. Anderson presented agenda item 4: Review and approve acquisition for GENIE/I2K Infrastructure Software in response to RFP 3130 at a not to exceed lifecycle cost of \$1.3 million from certified winner of this bid.

Mrs. Litchfield discussed the four vendors still under consideration. These were: Venture, Syscom, IKON, and ManTech. Mrs. Litchfield stated that IKON and ManTech were the leaders and that the team was in process of "leveling" the cost proposals. Mrs. Litchfield, while asking for approval to negotiate to spend up to \$1.3 million, stated her belief that the final life cycle costs would be in the \$1.1 million range.

On a motion by Mr. Stringer, seconded by Mr. Litchlitter, Mrs. Litchfield was authorized to negotiate a contract not to exceed \$1.3 million for the acquisition of this software.

Mr. Anderson presented agenda item 5: Review and approve acquisition for an Enterprise Tape Library Management System (TLMS) from Kyros Corporation for a not to exceed price of \$221,877 life cycle.

Mrs. Litchfield discussed that this acquisition is leverage through the sharing of the existing robotics of ITS' Virtual Tape System (VTS - IBM 3494), which is in process of being upgraded.

On a motion by Mr. Litchlitter, seconded by Mr. Stringer, the Kyros acquisition was approved as presented.

Mr. Anderson presented agenda item 6: SPAHRS Update.

Mrs. Litchfield discussed that SAGA's ETA for completion of their Agreement is September 2000. Balance remaining on contract is \$616,245. Issues targeted to be addressed include system stabilization, performance tuning, documentation, warranty work, and completion of "Adjust Pay" processing.

Mr. Anderson presented agenda item 7: Review and approve time and material agreements for SPAHRS programming support at a not to exceed total life cycle cost of \$450,000 to the certified winner(s) of this Letter of Configuration.

Mrs. Litchfield discussed that six proposals had been received and that three of these did not meet the minimum experience requirements.

On a motion by Mr. Stringer, seconded by Mr. Litchlitter, Mrs. Litchfield was authorized to negotiate contracts not to exceed \$450,000 for the acquisition of these services.

Mr. Anderson presented agenda item 8: Other items for discussion.

Mr. Stringer addressed the need for SPB to have access to statewide payroll data for all agencies, not just those under SPB's purview, in order to complete Legislative assignments. Mr. Anderson stated that he would discuss this issue with the Governor and respond to Mr. Stringer regarding this matter.

The Steering Committee members engaged in general discussion regarding electronic government and the role of the E-government Commission.

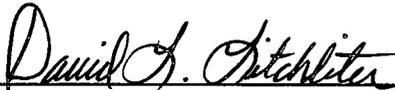
There being no further business to come before the Committee, Mr. Anderson moved to adjourn, and, there being no objection, the Committee adjourned.



Chairman  
Finance and Administration

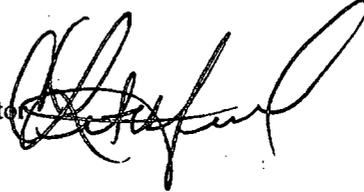


Vice-Chairman  
State Personnel Board



Member  
Information Technology Services

**MISSISSIPPI MANAGEMENT AND REPORTING SYSTEM  
POLICY MEMORANDUM #2**

**TO:** Agency Executive Directors, State Agency Contacts for Human Resources and Payroll  
**FROM:** MMRS Steering Committee  
**VIA:** Cille Litchfield, MMRS Administrator   
**DATE:** June 13, 2000  
**SUBJECT:** Requests for Mass Data Changes (overlays) Via Adhoc Programs in SPAHRS

In order to ensure that the Statewide Payroll and Human Resource System (SPAHRS) is in full compliance with policies and procedures promulgated by the Mississippi State Personnel Board and/or the Department of Finance and Administration, Office of Fiscal Management, the following policy regarding mass adhoc data changes will be effective immediately:

1. All agency requests resulting in mass data changes (overlays) to agency data through the use of adhoc programs generated by MMRS staff must be submitted to the MMRS Administrator in writing and must contain all pertinent information necessary for correct identification of the data to be changed.
2. All such requests must be accompanied by written approval from the State Personnel Board and/or the Department of Finance and Administration. No action will be taken by MMRS until written approval is received as outlined below:
  - a. If the data to be changed is located in SPAHRS records or files normally under the purview of the State Personnel Board, approval is required from the Director of the MS State Personnel Board.
  - b. If the data to be changed is located in SPAHRS records or files normally under the purview of the Department of Finance and Administration, approval is required from the Director of the Office of Fiscal Management.
  - c. In any instance in which the data to be changed is specific to either human resources or payroll, but has the potential to affect the functionality of SPAHRS programming NOT specific to the data, approval is required from both the Director of the MS State Personnel Board and the Director of the Office of Fiscal Management.
  - d. Such written approval must specifically identify the desired mass data overlays to be completed and must specify any additional requirements set by the approving agency(s).

Any questions regarding this policy memorandum should be directed to Cille Litchfield at [litchc@mmrs.state.ms.us](mailto:litchc@mmrs.state.ms.us).