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STATE OF LOUISIANA

COASTAL PROTECTION AND RESTORATION AUTHORITY

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The Coastal Protection and Restoration
Authority, RFP Pre-Proposal Public Meeting was
held at 450 Laurel Street, Chase Tower North,
8th Floor Conference Room, Baton Rouge,
Louisiana, 70801 beginning at 9:30 a.m. on
April 2, 2013.

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Reported by:

Susan Erkel

Certified Court Reporter

in and for the State of Louisiana

1 RFP PANEL MEMBERS

2 JANICE LANSING, CPRA, CHIEF FINANCIAL

3 OFFICER

4 KYLE GRAHAM, CPRA, DEPUTY EXECUTIVE

5 DIRECTOR

6 ROBERT ROUTON, CPRA, PROJECT MANAGEMENT

7 CHIEF ENGINEER

8 MICHELLE KLECKER, CPRA, PROJECT

9 SUPERVISOR MANAGER

10 RENITA HOSKINS, DNR, CONTRACTS AND GRANTS

11 ADMINISTRATOR

12 GWEN THOMAS, DNR, FISCAL OFFICER

13 RIZWAN AHMED, DNR, IT DIRECTOR

14 KATHY SESSUMS, DOA, LAGOV

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MEETING

MS. LANSING

Okay. Well, it's 9:30 so we'll go ahead and get started. Thank you all for coming and your interest in the Request for Proposal and welcome to the Coastal Protection Restoration Authority. I have an agenda for you on the desk. Also, there is a sign in sheet that is circulating. If you would please insure that you have signed in and if at the end you haven't we'll have it to make sure that you have.

I'm Janice Lansing. I'm the Chief Financial Officer for the agency. There's a couple of things that we want to go over before we get started on the agenda. The restrooms -- they're on the opposite side across the hall should you need them.

So we decided to hold this pre-proposal conference to give the proposers as well as our team an opportunity to hold a face-to-face discussion regarding the requirements in the RFP. It's a multi-phase variety of services. We felt like it would be advantageous to both us and the proposers

1 to have that discussion. At this meeting
2 you'll be able to seek clarification of the
3 requirements and ask relevant questions.
4 Please keep in mind that what we discuss
5 here is not binding. You must still submit
6 the written questions in accordance with
7 the procedures outlined in the RFP. We
8 will then respond in writing and post those
9 on the website where we currently have the
10 RFP posted on. We have a court reporter
11 present today to transcribe our
12 conversation here. We will post that
13 transcript for your reference. But again,
14 questions and answers are not binding on
15 what we discuss today.

16 If you have a question that we cannot
17 readily answer, we will research it and
18 when you submit it in writing, we'll
19 provide that answer in writing. Any
20 questions about the process or anything?

21 (No response.)

22 Okay. So now it's time for
23 introductions of our team. I've introduced
24 myself. So we'll start with Kyle Graham
25 here.

1 MR. GRAHAM:

2 Sure. I'm Kyle Graham. I'm the Deputy
3 Executive Director for CPRA.

4 MR. ROUTON:

5 Robert Routon, CPRA Project Manager.

6 MS. KLECKER:

7 Michelle Klecker with Project Support,
8 Manager.

9 MS. HOSKINS:

10 Renita Hoskins, DNR Contracts and
11 Grants Administrator.

12 MS. SESSUMS:

13 Kathy Sessums. I've with the Division
14 over LAGov at ERP.

15 MS. THOMAS:

16 I'm Gwen Thomas, DNR, Fiscal Officer.
17 That's alright, Kathy. I'm here.

18 MS. LANSING:

19 Thank you guys for being here. And we
20 have one missing. I hope he's on his way.
21 It's Rizwan Ahmed. He's our IT Director.
22 All of these folks will be involved in the
23 process of the project that we're about to
24 outline here and discuss with you. We will
25 get into the particulars. But again, it's

1 a comprehensive project with a variety of
2 services that all of the these folks and
3 their expertise will be of value to us as
4 well as to the proposer.

5 The next item on the agenda is
6 clarifications and corrections. We issued
7 an Addendum Number 1 last week. I hope
8 that you have seen that. What happened was
9 when we posted the RFP on March 21st, it
10 contained red-line and blue-line tracking
11 notes, lines, and highlights and things.
12 Apparently the tracker had just not been
13 disabled. So we pulled it down and within
14 two minutes it was back up minus the
15 highlights. No text had changed. We
16 issued the Addendum to notify proposers
17 that it had been cleaned up, if you will,
18 but we also gave the proposers an extra day
19 to submit their written proposals. So now
20 they're due April 26th instead of the 25th.
21 And again, the Addendum is posted on those
22 websites along with the RFP. Any questions
23 about that? (No response.)

24 The next one. As I was reviewing the
25 RFP last night, I noticed on the cost

1 sheet, Attachment 4, Page 29, Phase 3 is
2 labeled as "Implementation". It should be
3 Assistance and Training in accordance with
4 the Scope of Services. We will issue
5 another Addendum stipulating that
6 correction. I just wanted to point that
7 out to you today in case you might have a
8 question about that. So it was a copy and
9 paste error. Any questions about that one?
10 (No response.)

11 So then we'll move on to the brief
12 overview of the Scope of Services and then
13 we'll move right into the question and
14 answer session. Our RFP was initiated to
15 develop a project accounting system for us.
16 As part of that process, the State is in
17 the process of developing a new Enterprise
18 Resource Planning System which is a new
19 State accounting system and we, CPRA along
20 with Department of Natural Resources, will
21 be two of the agencies to go on-line
22 starting July 1st. So that's one part of
23 the RFP that we want a contractor to help
24 us with that of assistance and guidance and
25 liaison for us working with DNR and CPRA

1 with LAGov.

2 The Department of Natural Resources
3 provides our accounting, budgeting, IT, HR,
4 all of our business functions; they do
5 those processes for us. So that's why you
6 have two agencies present here. CPRA is an
7 independent agency but again, they process
8 all of our transactions through the State's
9 accounting system; grants, contracts, Human
10 Resources; all of those functions. We have
11 a robust project management section here.
12 And Kyle, I'll let you speak to the
13 robustness of it for projects and how many
14 and the dollar amount. But what we can't
15 do is project accounting.

16 There are several reasons for that.
17 Part of which is we have an archaic
18 accounting code structure. We want our
19 contractor to help us rewrite our
20 accounting code structure so that it will
21 work with the new LAGov system. We would
22 like our contractor to come in, assess our
23 current financial environment, make
24 recommendations to us and basically provide
25 those services that help prepare us for the

1 conversion to LAGov, to make it as seamless
2 a transition as possible.

3 And then of course we have substantial
4 funding coming from BP as a result of the
5 Deep Water Horizon event. We asked for you
6 to provide on an as needed basis, two
7 accountants staff to help with accounting,
8 general accounting services if we should
9 need that when those funds come in.

10 I think that was the three phases. Oh,
11 and then the assistance and training is
12 once we're on line and what is the thing
13 I'm forgetting here -- the training part
14 where you stick around for a period of time
15 that we agree upon to help us, you know, a
16 little bit afterwards.

17 MR. GRAHAM:

18 I would encourage folks, if you're not
19 familiar with the Coastal Protection and
20 Restoration Authority, we're a relatively
21 new entity. We're about four years old.
22 We have several documents on-line that kind
23 of describe who we are and what we do. We
24 do about 700 million dollars or attempt to
25 do about 700 million dollars worth of work

1 a year and those are construction and
2 protection/restoration projects. We
3 operate off of multiple different funding
4 sources and sometimes one project will
5 use multiple different sources.

6 So getting back to what Ms. Lansing
7 was discussing in being able to track the
8 finances by project is something that we
9 have not been historically able to do.
10 So through our project management, we
11 actually track by phase, by project. And
12 we're hoping to be able to do the same
13 with our financial piece so it will all
14 sync up when we put it into the LAGov
15 system and as we transition forward.

16 MS. LANSING:

17 And we'll start with the questions at
18 this point.

19 MR. WITTE:

20 I saw you're using Primavera. How
21 long have you had that and who helped
22 implement that? What vendor?

23 MR. GRAHAM:

24 Primavera, we're 18 months or
25 thereabouts. CH2M Hill was a resource

1 that we utilized that helped transition
2 us on to Primavera for our project
3 management. We envision keeping
4 Primavera. But's it's tying it together
5 with Milestones out of Primavera into
6 LAGov. And so in Primavera we're
7 currently tracking projects by phase
8 whether they're pre-engineering or
9 sometimes referred to as feasibility,
10 engineering design, construction or
11 operations and maintenance. And there's
12 budgets for each of those. So when you
13 look at our Annual Plan and some of the
14 other reports, you'll see the projects
15 are broken up into those various phases.

16 Our hopes are to be able to track
17 those milestones in LAGov and be able to
18 track with the help of this RFP, the
19 finances by phase so we can see how we
20 are on budget as we go forward.

21 MR. WITTE:

22 Okay. Thank you.

23 MR. TOMLIN:

24 Can you kind of explain how you
25 expect LAGov and this project to interact

1 together?

2 MS. LANSING:

3 This project, the ultimate goal of
4 this project is to be on LAGov. Our
5 systems right now, we feel like we need
6 help and assistance in being -- to get
7 prepared to transition to LAGov. We have
8 an accounting code structure, and
9 Michelle, I'll let you step in here if I
10 say something wrong, but our accounting
11 code structure was built on the Coastal
12 Wetlands Planning, Protection and
13 Restoration Act, Coastal Wetlands
14 Protection something or other program,
15 which we built our projects within a 30
16 million dollar program and it was before
17 ISIS, which is the current management
18 system that is online. So they had an
19 accounting code structure that worked for
20 the CWPPRA program.

21 When ISIS came on line, and Gwen,
22 tell me if I'm saying this wrong, out of
23 order, the accounting code structure did
24 not fit with ISIS so they just kept it
25 and they did it manually. Well, that was

1 a 30 million dollar program. Now we're
2 talking a billion dollar program and many
3 more projects. We need project
4 accounting. We hope that LAGov will
5 provide that for us and we believe that
6 it will but we have to have, to get that
7 accounting code structure revised.

8 MR. TOMLIN:

9 Okay. I guess what I was trying to
10 figure out is do you see anything based
11 on your requirements for what you're
12 trying to move into LAGov changing LAGov
13 in any way, form or shape?

14 MR. GRAHAM:

15 Possibly.

16 MR. TOMLIN:

17 Okay.

18 MS. SESSUMS:

19 DOTD as you know has been on for two
20 and half years. The project's at a very
21 detailed level; phase, funding source and
22 all that. But just as we did with DEQ,
23 we try to go over all the business
24 processes making sure nothing was missed
25 in the original design. And if it is

1 something that didn't get missed -- I
2 expect some customization around
3 projects. Not so much at the funding and
4 phase and all that because that's very
5 detailed but they may have data they want
6 to capture that would be different from
7 DOTD and we need to --

8 MR. TOMLIN:

9 That's what I was trying to get at,
10 the project side.

11 MS. SESSUMS:

12 I think the financial side of
13 projects is at a very low level that
14 provides all the detail you need.

15 MR. TOMLIN:

16 Yes.

17 MR. GRAHAM:

18 A lot of what we're looking for is a
19 good representation to meet the needs of
20 what CPRA wants to get out of LAGov. We,
21 CPRA only have 170 folks that work for us
22 in trying to accomplish that 700 million
23 dollars of work a year. So we don't have
24 a whole lot of resources to be able to
25 focus as we transition onto LAGov. So

1 we're looking for a group that'll come
2 learn about us, help make sure that they
3 understand what it is that we're hoping
4 to get out of LAGov and be able to work
5 hand in hand with the LAGov team so that
6 in the end we get a final product that is
7 what we're hoping to get out of the
8 system.

9 MS. CHAUVIN;

10 Kim Chauvin with ILSS. You just said
11 something about requirements and what you
12 hoped to get out of the system. Has
13 there already been some pre-docs and
14 control type information put together
15 that you have in mind or are you all
16 going to want someone to come in with a
17 blank sheet of paper and start asking
18 questions or do you all kind of already
19 have something in mind of what you want
20 and then you want someone to come on top
21 of that and maybe enhance that even more?

22 MR. GRAHAM:

23 Sure. If you look at our quarterly
24 reports or our annual plans, you'll see
25 how we break out when we think about

1 projects and we think about phases. And
2 we would be looking for the financial
3 system to be able to nearly match that.
4 And then of course, we're always looking
5 to change and modify and advance so if
6 there are better ways to do things then
7 we're all always open to change it.

8 We've spent some time thinking about
9 how we want to view projects and
10 schedules, scope and budgets. So that is
11 displayed in those quarterly reports.
12 Those are all on-line and on our website.

13 MS. LANSING:

14 Kathy, is there something that you
15 want to add? I can tell that down there
16 that you want to add to that.

17 MS. SESSUMS:

18 LAGov has been implemented for two
19 and half years and it's not just
20 accounting. So I wanted to point out the
21 purchasing, we're contracts against
22 projects, work orders should you choose
23 to have them. We've got over 22 modules
24 implemented. So it's a little bit more
25 than accounting. There's is another

1 module we can get into when you start
2 dealing with contracts which I assume
3 y'all will have a long list of projects
4 at various phases of funding. So...

5 MS. LANSING:

6 I think what you were saying is that
7 we have what we think we want it to look
8 like so that we can continue preparing
9 our reports. Our vision is that the
10 system will generate those reports for us
11 rather quickly without a lot of manual or
12 zero manual side tracking. So we know
13 what we want it to look like. Our
14 current system just doesn't do it for us.
15 We need LAGov to do that for us.

16 MR. SALVAGGIO:

17 Mitt Salvaggio with Information
18 Services Group. I have three questions
19 actually. One of them Kathy just touched
20 on. I think in the RFP it discussed
21 project management and financials. To
22 the extent, if you could, give us a
23 little more detail in the Q and A
24 regarding the other functional areas that
25 are in LAGov. Purchasing was the one

1 that came to mind. I assume you are
2 going to, you know, be looking at the
3 purchasing function of it. But the more
4 you can give us, the better, more
5 precisely we can cost out the -- you
6 know, those areas; accounts receivable,
7 for instance. You know, to the extent
8 you can detail out, it would be helpful;
9 the functional areas.

10 MS. SESSUMS:

11 To come on to LAGov you have to come
12 on to all the modules. It's not really
13 possible to stay on Legacy and come on
14 SAP.

15 MR. SALVAGGIO:

16 I think my question is more, do they
17 have a use for multiples. You know SAP
18 right now, Starship. Do we expect that
19 they will utilize every module?

20 MS. SESSUMS:

21 I believe they won't. I don't -- I
22 know they're going to use all the
23 financial modules. They'll use SRM
24 purchasing contracts. I'm not clear on
25 work orders. They use property because

1 you also come off the property system.
2 They will use -- they're not going to, I
3 don't think, use the inventory and
4 warehouse. I don't know if DNR does
5 either. So I believe that was the ones
6 we thought, work orders and inventory and
7 warehouse I believe are out. Everything
8 else should be in. Asset tracking is in
9 there. It's considered one of the
10 financial modules. Receivables, asset
11 tracking, property, purchasing,
12 contracts.

13 MR. TOMLIN:

14 No linear?

15 MS. SESSUMS:

16 No linear. They can use the work
17 orders but we have -- the project
18 actually starts in late July for us to
19 start working with them. We don't think
20 there's work orders but after they
21 explain it, maybe.

22 MR. SALVAGGIO:

23 Then a couple of other questions.
24 One was under the assessment and planning
25 you referred to schematic of the overall

1 financial management system. One, that
2 can be kind of at a high level. I'm sure
3 just a single schematic -- I guess my
4 question is, are you asking to actually
5 drill down and document the as is
6 business processes as well that support
7 that as part of the review of processes
8 that you discussed or is it strictly --
9 is the as is process mapping an analysis
10 in or out scope. Again, that would
11 impact the work effort.

12 MS. LANSING:

13 Well, I think that the proposer or
14 the contractor has to understand the way
15 we're structured. So some due diligence
16 on your part will have to be done to
17 understand. So that's what we meant
18 there that the assessment you will do of
19 the current environment, so going forward
20 you will know what we need to change, if
21 anything, if there are things that need
22 to be changed.

23 MR. SALVAGGIO:

24 The last question I have was about
25 the roles here. Bob asked the question

1 earlier and I think, feeding off of it,
2 this vendor would assist in the assessing
3 and the implementation, but they would be
4 working directly with the LAGov team.
5 And I assume Kathy with the LAGov team
6 would be the one that's making -- doing
7 the configuration and doing the
8 development and those types of things you
9 need at the agency, right?

10 MS. SESSUMS:

11 I'm going to answer it a different
12 way.

13 MR. SALVAGGIO:

14 Okay.

15 MS. SESSUMS:

16 LAGov will have a project team. We
17 actually are in place for the DEQ. We
18 will work with Coastal, DNR and the
19 vendors under contract with them. So
20 what meetings they choose to bring them
21 to, what their involvement is, is really
22 driven by Coastal. We rarely work
23 directly with the vendors because -- we
24 need Coastal. Part of the first part of
25 the project, the longest part, will be

1 going through existing processes and
2 figuring out how we're going to crosswalk
3 it into LAGov. So it's really more
4 Coastal driven as to how much involvement
5 and workshops they need.

6 MS. LANSING:

7 Right. And part of the role of the
8 vendor will be to act as our liaison with
9 the LAGov team. Communicating our needs,
10 if you will, and that's part of that due
11 diligence up front is understanding what
12 Coastal desires and needs and making sure
13 that we use the right language. Also
14 assisting the DNR staff because they're
15 the ones who'll actually be sitting over
16 there. The DNR folks will be going to
17 the meetings and to the extent that we
18 feel like we need to have our vendor
19 present at those meetings, we are happy
20 to do that. I don't know that it'll be
21 necessary to attend all. But certainly
22 it's our liaison that will keep us
23 informed and to keep LAGov informed of
24 what we're looking for the system to do
25 for us.

1 Did you have another question, sir?

2 MR. SALVAGGIO:

3 I'm thinking.

4 MS. LANSING:

5 Okay.

6 MR. SALVAGGIO:

7 What you just said I'm trying to run
8 through my head right now.

9 MS. LANSING:

10 Okay.

11 MR. TOMLIN:

12 Bob Tomlin with IBM. I'm sorry I
13 didn't say my company before. With the
14 LAGov, I assume, Kathy, there will be
15 like gap analysis workshops is what
16 you're planning on running against the
17 current process to see what they need
18 that you don't have today and --

19 MS. SESSUMS:

20 And to form a gap analysis.

21 MR. TOMLIN:

22 Right.

23 MS. SESSUMS:

24 We go back to the original statewide
25 project and start re-validating

1 everything; remind them how the system
2 works and yes, see if we missed anything.

3 MR. TOMLIN:

4 Okay.

5 MS. SESSUMS:

6 Any system changes are made by D of A
7 and our team.

8 MR. TOMLIN:

9 Got that. Got that. But when it
10 comes to conversion of data and movement
11 of data from Legacy into LAGov, will the
12 vendor here be responsible for doing the
13 mapping or will you or LAGov be
14 responsible for doing the mapping of
15 Legacy data to conversion programs going
16 forward?

17 MS. SESSUMS:

18 We will do all the conversion and we
19 have all the programs from DEQ. We're
20 responsible for obtaining the mapping so
21 that we can do it through these
22 workshops.

23 MR. TOMLIN:

24 So it'll be a --

25 MS. SESSUMS:

1 So it'll be a combination I would
2 assume of Coastal, DNR, and the vendor.

3 MR. TOMLIN:

4 I think you know what I'm getting at.
5 Who does the extraction and prepares the
6 file that you then will convert into
7 LAGov?

8 MS. SESSUMS:

9 We do. Unless it comes from an
10 agency specific system. Then we will
11 have to either get it manually on an
12 agency specific system. Could be Access
13 database. But anything coming out of the
14 Legacy systems we will get from there. A
15 lot of things will be on spreadsheets for
16 uploads.

17 And if there's -- we'll use accounts
18 receivable. It's easy. There is no
19 Legacy system. So if there's accounts
20 receivable, we're going to have to get it
21 on spreadsheets and things like that.

22 MR. TOMLIN:

23 Okay.

24 MS. SESSUMS:

25 I can't answer on y'all's system.

1 MR. TOMLIN:

2 I mean on their side. I understand
3 your side now but I guess --

4 MS. SESSUMS:

5 Yes.

6 MR. TOMLIN:

7 DNR. Who would be responsible for --

8 MS. LANSING:

9 Oh, Rizwan. Good. I didn't see you
10 come in.

11 MR. TOMLIN:

12 There he goes.

13 MR. AHMED:

14 No. I don't think that there is
15 anything specific. We are really
16 currently using the ISIS all the way. So
17 whatever is going to happen we will be
18 transferring information that way. And
19 when we talk about the actual projects
20 and working around the structures and all
21 of that, that is going to be completely
22 newly designed by one of the vendors that
23 we select.

24 MS. LANSING:

25 I have a question. Would Primavera

1 be considered, Kathy, a specialized
2 system going on?

3 MR. AHMED:

4 The Primavera is a specialized system
5 but you know it --

6 WOMAN:

7 Well I mean in terms of what she's
8 talking about; data extraction or will it
9 just be for --

10 MS. SESSUMS:

11 When we set up the projects, I assume
12 you're going to have to be bringing in
13 year-to-date. Some of them are capital
14 and all of that. And we do have upload
15 programs on all of that. That is not
16 information in ISIS. Not at the level of
17 detail you want it or we need it.

18 With DOTD, they extract it from a
19 million different systems. So I don't --
20 to get the stuff set up, it can't be done
21 manually. It's too much. So we're going
22 to have to get that from somewhere and I
23 guess that's where you're going. I don't
24 know what their systems are in all
25 honesty.

1 MR. TOMLIN:

2 That's one thing. I understand the
3 core financial.

4 MS. SESSUMS:

5 Right.

6 MR. TOMLIN:

7 Okay. You got that.

8 MS. SESSUMS:

9 The projects is a big deal.

10 MR. TOMLIN:

11 There's tentacles out there. I know
12 that you've mentioned some products that
13 you've bought, different accounting
14 structures. Those things are not
15 standard things that you're using today.
16 So who's going to help you do it? I mean
17 is that what you're looking for here?

18 MS. LANSING:

19 You have to understand the scope.

20 MR. TOMLIN:

21 Yes. I'm just trying to make sure I
22 understand the scope. So it's actually
23 helping you migrate Legacy data?

24 MS. SESSUMS:

25 I would say yes.

1 MR. TOMLIN:

2 What LAGov does not handle will then
3 fall on us to help you figure out how to
4 extract and provide to them and to find,
5 I guess the conversion.

6 MR. AHMED:

7 Let me clarify in a little more
8 detail using Primavera basically. But
9 we're not using word main ground
10 structure in it. We are using it as just
11 a scheduling project management system.
12 What the expectation is when you guys
13 will come up and you'll define the entire
14 accounting structure, you will also
15 define the breakdown structure. Now that
16 breakdown structure will then be put in
17 place in the Primavera. And then it we
18 will be able to relay data and accounting
19 details to be extracted and then placed
20 to LAGov. So all of that is really part
21 of this RFP. That's what we are --

22 MR. TOMLIN:

23 That's what I'm trying to understand,
24 what tools to bring to the table.

25 MR. TOMLIN:

1 Will LAGov be responsible for all of
2 the end user profiling and security
3 profiling and all of that?

4 MS. SESSUMS:

5 Yes.

6 MR. TOMLIN:

7 So roles and everything?

8 MS. SESSUMS:

9 It most likely will fit within our
10 existing model. But we review that too.
11 We've had to make some adjustments for
12 DEQ.

13 MR. GRAHAM:

14 But this contractor will be helping
15 us make sure that what they set up is
16 those rule --

17 MR. TOMLIN:

18 Match.

19 MR. GRAHAM:

20 -- is the one that we actually need
21 and have. And so they understand what we
22 -- understand our entity well enough to
23 be able to make those decisions.

24 MS. LANSING:

25 Kind of a representative of your

1 team. Like Kyle said, we're a very small
2 group of people that do a whole lot of
3 work. And so we recognize that to make
4 this successful we're going to need some
5 other folks to help us and can speak our
6 language. And the same will be for DNR.
7 They're a small group of people who help
8 CPRA with their services and they
9 probably need another staff as well. So,
10 yes. It will be our liaison, our voice,
11 helping us understand and communicating
12 that back to LAGov.

13 MR. GRAHAM:

14 To put things in perspective of time,
15 if LAGov wasn't available, we would be
16 doing something like this anyway. But it
17 would be transitioning into another type
18 system. But because LAGov is available
19 to the State, we want to maximize this
20 opportunity. We want to make sure when
21 we go into this that we're getting out of
22 LAGov both that folks understand what we
23 want out of it; we're able to get it out
24 and then hang around and train our staff
25 to be sure that they're maximizing this

1 system in its use. We see this as a
2 really big opportunity for our entity.

3 MS. CHAUVIN:

4 Kim Chauvin with ILSS. Y'all
5 mentioned here about a Phase 3 and system
6 training phase about LAGov. LAGov does
7 not have a suitable timekeeping
8 component. So right now no timekeeping
9 is being -- is going through the LAGov
10 system? Or it sounds like maybe you're
11 looking for an off the shelf based
12 package?

13 MS. SESSUMS:

14 The time piece of SAP, LAGov has
15 actually been live for over 12 years. We
16 are doing a project, actually it started
17 today, to where employees can enter and
18 cost their own time against projects and
19 all of that. It will be available this
20 spring actually before Coastal goes live.
21 But the existing time now DOTD is
22 charging and DEQ will be. They are
23 charging projects, grants. There's a lot
24 more of a coding block for the LAGov
25 agencies than there are the ISIS

1 agencies. So DOTD right now can charge
2 time against work orders, projects,
3 grants, all sorts of things. And that
4 will be available with an additional
5 piece of, if the agency chooses to use
6 it, for employees to enter their own time
7 over the web.

8 MS. LANSING:

9 We put that language in there because
10 at the time that we wrote the RFP, we met
11 with Kathy and her group, but it was not
12 certain that that module would be
13 available. So we just put that in there
14 to say, if it's not online, and we
15 foresee at some point in the process it's
16 not going to be online, then we would
17 want this contractor to recommend an off
18 the shelf. We do currently have a system
19 called "At Task" that we use, but it will
20 go away. And so we need a replacement
21 and so Kathy, thank you for letting us
22 know that it will available. I am glad
23 to hear that.

24 MS. SESSUMS:

25 Yes. We started today.

1 MR. AHMED:

2 One more thing about it, let me just
3 add to it that it is important for us to
4 really mention in this RFP because when
5 you are going to design the accounting
6 structure, work breakdown structure, that
7 should really work in a very tight manner
8 with the timesheet system. They are
9 going to use the SAP timesheet so it
10 really works together and you have all of
11 the design concepts really working along
12 with the product that is in place.

13 MR. GRAHAM:

14 It is very important for us that our
15 folks time is captured to the individual
16 projects and by phase, to be honest with
17 you. So being able to have that tracking
18 and to be able to capture those costs is
19 important to us.

20 MS. LANSING:

21 Do we have any other questions? (No
22 response.) We wrote the RFP really well
23 apparently.

24 MR. WITTE:

25 Just a clarification. You need six

1 hard copies by 3 p.m. the date that
2 they're due and they'll be mailed
3 directly to your attention?

4 MS. HOSKINS:

5 Yes.

6 MR. WITTE:

7 One copy has to have original
8 signatures?

9 MS. HOSKINS:

10 One copy, yes.

11 MR. WITTE:

12 Thank you.

13 MS. WALLIS:

14 You know, in the proposal you're
15 saying that the resume(s), you have to
16 have the resume(s) of everyone who's not
17 -- in other words, because there are so
18 many pieces to this RFP, I'm just
19 concerned about that. Is it true that
20 you have to get a resume of each one of
21 those people? It has to be a
22 subcontractor if they're not full-time
23 employees with your company? Is that the
24 way -- because that's the way it's
25 written.

1 MS. LANSING:

2 Renita?

3 MS. WALLIS:

4 Page 9, number 7.

5 MS. HOSKINS:

6 Yes. If they're not an employee of
7 the company, then they're considered a
8 sub.

9 MS. WALLIS:

10 You mean they have to be -- it says
11 full-time and it's underlined. So just
12 an employee or full-time employee?

13 MS. CHAUVIN:

14 Yes. Because there are -- you know a
15 lot of companies hire part-time employees
16 that do special projects for them. For
17 instance, an employee that's full-time is
18 doing a project somewhere else and
19 they're going to be part-time person on
20 this project. It just seems to not be
21 you know, clear enough and I'm certain
22 there will two or three different groups.
23 You know I don't think there's any
24 company -- I'd like to know if there's
25 any company that has all of this

1 background right now? SAP, etc.

2 MS. HOSKINS:

3 That's something I think we'll have
4 to research and answer for you during the
5 Q and A period.

6 MS. CHAUVIN:

7 Okay.

8 MS. LANSING:

9 Yes. If you would you please submit
10 that?

11 MS. CHAUVIN:

12 Yes. Because I mean I think I've
13 never seen anything like that before and
14 we do a lot of RFPs for a lot of other
15 governmental agencies.

16 MS. WALLIS:

17 How does that work with staffing
18 agencies or if you just hire people for a
19 specific amount of time and they're on
20 your payroll?

21 MS. CHAUVIN:

22 Or you know especially like for
23 instance, in New Orleans or many of the
24 disaster recovery companies. They have
25 several different people that will --

1 they might be with a one-person company.
2 That would be a sub. But you don't list
3 them all as subs because they're working
4 directly for you as a contracted employee
5 even though they may have their own
6 company. So where it gets confusing you
7 know when you're like looking at 10
8 different subs even though, you know --
9 in other words, because the code is very
10 clear. So I don't know if New Orleans
11 during Katrina didn't have anything like
12 that. I mean there are several different
13 entities that'll be under one roof and
14 obviously defined even when you're doing
15 -- I think if it's going to be doing a
16 large portion of the work it needs to be
17 a sub contractor but if it's somebody
18 that you contracted within the company to
19 even be a full-time but let's say they
20 have their own company. I don't think
21 that should be --.

22 MS. WALLIS:

23 There's two parts to this. Is does
24 it have to be full-time employee versus
25 just an employee?

1 MS. HOSKINS:

2 Are they working only for this
3 project as an employee? Are they hired?

4 MS. WALLIS:

5 Right. I mean generally you do that.
6 Let's say you're going after disaster
7 work or accounting, you know what I'm
8 saying. Each time you go after a deal
9 it's a different -- it has a different
10 makeup. So you don't always have, unless
11 you're an IBM or some of the other large
12 companies, but if you're a small company,
13 then you're not going to be able to have
14 all of those resources.

15 All I'm saying is that you know I
16 think this is to bring Louisiana
17 companies into the fold, to get small
18 businesses involved in the Hudson
19 Initiative and several things like that.
20 So therefore I just don't want it to be
21 seen as a disadvantage because for
22 instance, if you're a small company,
23 you've got six subs because you're making
24 everybody look like they're subs. That's
25 different than if you have an IBM or

1 something that can go in with just one.

2 MR. TOMLIN:

3 But I'd think that you'd want to see
4 who you're working with too and what
5 company. I mean I got concerned with the
6 full-time because I have organic staff
7 that are part-time. They have a child
8 and they only want to work 80 percent of
9 the time and we do that for a period of
10 time. But they're organic employees
11 within IBM, okay.

12 But now if I brought on another
13 company, I would want to list that as a
14 sub because it's not an organic employee.

15 MR. EILTS:

16 That's the second part of the
17 question is whether or not a part-time
18 employee who works let's say 100 percent
19 cost accounting on different projects,
20 they work 50 percent on one project, 50
21 percent on this as a consultant, would
22 they be considered a subcontractor
23 because the way this is stated that only
24 full-time employees of the proposer shall
25 be considered (inaudible).

1 MS. HOSKINS:

2 I guess that's something we'll have
3 to discuss later on.

4 MS. EILTS:

5 Right. And I --

6 MS. HOSKINS:

7 But when you're saying a new person
8 as a company. To me that's a sub. Like
9 I said, we'll have to look further to
10 discuss this.

11 MS. WALLIS:

12 I said there are two parts. One is
13 the full-time question.

14 MS. HOSKINS:

15 Right.

16 MS. WALLIS:

17 But the second part is she can
18 contract an employee. Okay. I would be
19 an employee of ILSS as a contract
20 employee.

21 MS. LANSING:

22 To me that's a sub.

23 MS. HOSKINS:

24 We would consider that sub.

25 MS. LANSING:

1 If they're an employee on your
2 payroll as Joe Q., as an employee, part-
3 time/full-time, you know, then they're
4 not a subcontractor.

5 MS. CHAUVIN:

6 One last question. You mentioned you
7 guys have a small, relatively small
8 staffs and you're being pulled in 90
9 different directions through this whole
10 process, but are you guys going to be --
11 are you all prepared to dedicate a
12 certain amount of staff through this
13 process to work alongside of the vendor?

14 MS. LANSING:

15 You're looking at it. This is it.

16 MS. CHAUVIN:

17 Okay.

18 MS. LANSING:

19 Actually, there will be other folks
20 that work for us, primarily it'll be our
21 team players -- what are you shaking your
22 head for?

23 MS. CHAUVIN:

24 And the only reason I ask that is I
25 kind of had a feeling it was you guys

1 were going to be the ones we see more
2 face-to-face time. So we're not going to
3 get (inaudible) trying to figure out work
4 breakdown structure. I've been on a few
5 projects and where they went south was we
6 only were able to deal at a certain level
7 of employee when where we needed was the
8 true end users.

9 MS. LANSING:

10 Oh, yes. You'll have access to
11 whoever we need to. I guess I was
12 thinking of the question was more the
13 focus of us sitting here.

14 MS. CHAUVIN:

15 So we'll talk to the end user.

16 MS. LANSING:

17 Absolutely, absolutely. Remember,
18 our goal is a successful end result. So
19 whatever that takes to deliver.

20 MR. AHMED:

21 Janice, can I offer some unsolicited
22 advice?

23 MS. LANSING:

24 I don't know. Remember it's going to
25 be transcribed.

1 MR. AHMED:

2 That's one of the reasons I actually
3 do that. I've done that in many I think
4 some you already know that. You know
5 when you respond to any state RFP and
6 some of you are very well experienced,
7 respond to it exactly as we ask for it.
8 Now if you want to or it's your heart
9 desire to submit all kinds of marketing
10 material, go ahead and do that at the
11 last half. More than likely we'll never
12 look at it, but it might make you feel
13 good.

14 I think the important thing is that
15 you very precisely answer the questions.
16 And the more precisely you are the better
17 it is for us to really evaluate you in
18 the best possible sense.

19 MS. SESSUMS:

20 Good advice. We give the same one to
21 marketing.

22 MR. TOMLIN:

23 Another question on relevant
24 experience. You haven't put any type of
25 quantity around that. Are you looking

1 for a specific number of experience
2 clause? So if somebody comes with one
3 year of it or --

4 MS. LANSING:

5 We want to know whatever you think is
6 relevant for this project.

7 MR. TOMLIN:

8 Okay.

9 MS. LANSING:

10 We haven't predetermined anything.

11 MR. TOMLIN:

12 On the oral presentation, will there
13 be a format or something provided to the
14 vendors?

15 MS. LANSING:

16 If we need -- if we choose to do
17 that, certainly. We are not certain that
18 we will do that. We indicated that here
19 but we will give notice to those
20 proposers.

21 MS. CHAUVIN:

22 Is the existing vendor that did the
23 DOTD project shown any interest?

24 MR. TOMLIN:

25 No.

1 MS. SESSUMS:

2 Actually, there were quite a few
3 vendors on that project. IBM.

4 MS. CHAUVIN:

5 (Inaudible) Advantage.

6 MS. SESSUMS:

7 Dye was for DOTD actually almost in
8 the same role as this.

9 MS. CHAUVIN:

10 So that's what I'm saying. Have they
11 shown any interest.

12 MS. SESSUMS:

13 I don't know if anybody from Dye is
14 in here or not. I know what used to be
15 Salvaggio, Teal and Associates is in
16 here. They were part of it. That would
17 be Mitt back there. Celerian Consultant
18 was part of it and they're actually our
19 Remus vendor. But there were several
20 vendors but two of which are in the room.

21 I don't know if Dye is in the room
22 but they were the contracting entity.
23 Celerian could not bid because they're
24 under contract with us to do this
25 project.

1 MS. LANSING:

2 We want to make sure we give you
3 plenty of time but at the same time we
4 don't want to just sit here and look at
5 each other.

6 MR. EILTS:

7 Is there any technical infrastructure
8 requirements for the migration or is it
9 just the services?

10 MS. LANSING:

11 I'm not sure how to answer that. I'm
12 not sure I understand your question.

13 MS. SESSUMS:

14 I don't really know.

15 MR. EILTS:

16 Technical infrastructure, equipment,
17 hardware for the migration?

18 MR. AHMED:

19 Are you asking if their expectation
20 is for you to bring anything as the
21 vendor?

22 MR. EILTS:

23 Yes. Right.

24 MR. AHMED:

25 No. The vendor does not have to

1 bring any.

2 MS. LANSING:

3 We will provide the computers. If
4 there are no further questions then we'll
5 wrap it up. Thank you all for your time
6 today in attending the meeting. I hope
7 we've been helpful to you. You've
8 certainly been helpful to us. Please
9 remember to submit your questions in
10 writing by the deadline of April the 8th.

11 UNKNOWN WOMAN:

12 When will the transcript be posted?
13 (Off the record.)

14 MS. LANSING:

15 Once we have it, it just takes a day
16 or so to post it.

17 MS. CHAUVIN:

18 Who's the SAP expert on your team
19 here?

20 MS. SESSUMS:

21 Right now it's our team and DOTD, DEQ
22 will be.

23 MS. LANSING:

24 I mean Rizwan, you have some.

25 MR. AHMED:

1 But she's the expert.

2 MS. LANSING:

3 By the end of the project we will all
4 be experts on it. Very good. Thank you
5 all very much.

6

7 (THE MEETING CONCLUDED AT 10:16 A.M.)

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