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:

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Certified Court Reporter
in and for the State of Louisiana
RFP PANEL MEMBERS

JANICE LANSING, CPRA, CHIEF FINANCIAL OFFICER

KYLE GRAHAM, CPRA, DEPUTY EXECUTIVE DIRECTOR

ROBERT ROUTON, CPRA, PROJECT MANAGEMENT CHIEF ENGINEER

MICHELLE KLECKER, CPRA, PROJECT SUPERVISOR MANAGER

RENITA HOSKINS, DNR, CONTRACTS AND GRANTS ADMINISTRATOR

GWEN THOMAS, DNR, FISCAL OFFICER

RIZWAN AHMED, DNR, IT DIRECTOR

KATHY SESSUMS, DOA, LAGOV
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
to have that discussion. At this meeting you'll be able to seek clarification of the requirements and ask relevant questions. Please keep in mind that what we discuss here is not binding. You must still submit the written questions in accordance with the procedures outlined in the RFP. We will then respond in writing and post those on the website where we currently have the RFP posted on. We have a court reporter present today to transcribe our conversation here. We will post that transcript for your reference. But again, questions and answers are not binding on what we discuss today.

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

(No response.)

Okay. So now it's time for introductions of our team. I've introduced myself. So we'll start with Kyle Graham here.
MR. GRAHAM:

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

MR. ROUTON:

Robert Routon, CPRA Project Manager.

MS. KLECKER:

Michelle Klecker with Project Support, Manager.

MS. HOSKINS:

Renita Hoskins, DNR Contracts and Grants Administrator.

MS. SESSUMS:

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

MS. THOMAS:

I'm Gwen Thomas, DNR, Fiscal Officer.

That's alright, Kathy. I'm here.

MS. LANSING:

Thank you guys for being here. And we have one missing. I hope he's on his way. It's Rizwan Ahmed. He's our IT Director.

All of these folks will be involved in the process of the project that we're about to outline here and discuss with you. We will get into the particulars. But again, it's
a comprehensive project with a variety of
services that all of the these folks and
their expertise will be of value to us as
well as to the proposer.

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

The next one. As I was reviewing the
RFP last night, I noticed on the cost
sheet, Attachment 4, Page 29, Phase 3 is labeled as "Implementation". It should be Assistance and Training in accordance with the Scope of Services. We will issue another Addendum stipulating that correction. I just wanted to point that out to you today in case you might have a question about that. So it was a copy and paste error. Any questions about that one?
(No response.)

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

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

There are several reasons for that. Part of which is we have an archaic accounting code structure. We want our contractor to help us rewrite our accounting code structure so that it will work with the new LAGov system. We would like our contractor to come in, assess our current financial environment, make recommendations to us and basically provide those services that help prepare us for the
conversion to LAGov, to make it as seamless a transition as possible.

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

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

MR. GRAHAM:

I would encourage folks, if you're not familiar with the Coastal Protection and Restoration Authority, we're a relatively new entity. We're about four years old. We have several documents on-line that kind of describe who we are and what we do. We do about 700 million dollars or attempt to do about 700 million dollars worth of work
a year and those are construction and
protection/restoration projects. We
operate off of multiple different funding
sources and sometimes one project will
use multiple different sources.

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

MS. LANSING:

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

MR. WITTE:

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

MR. GRAHAM:

Primavera, we're 18 months or
thereabouts. CH2M Hill was a resource
that we utilized that helped transition us on to Primavera for our project management. We envision keeping Primavera. But's it's tying it together with Milestones out of Primavera into LAGov. And so in Primavera we're currently tracking projects by phase whether they're pre-engineering or sometimes referred to as feasibility, engineering design, construction or operations and maintenance. And there's budgets for each of those. So when you look at our Annual Plan and some of the other reports, you'll see the projects are broken up into those various phases.

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

MR. WITTE:

Okay. Thank you.

MR. TOMLIN:

Can you kind of explain how you expect LAGov and this project to interact
together?

MS. LANSING:

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

When ISIS came on line, and Gwen, tell me if I'm saying this wrong, out of order, the accounting code structure did not fit with ISIS so they just kept it and they did it manually. Well, that was
a 30 million dollar program. Now we're
talking a billion dollar program and many
more projects. We need project
accounting. We hope that LAGov will
provide that for us and we believe that
it will but we have to have, to get that
accounting code structure revised.

MR. TOMLIN:

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

MR. GRAHAM:

Possibly.

MR. TOMLIN:

Okay.

MS. SESSUMS:

DOTD as you know has been on for two
and half years. The project's at a very
detailed level; phase, funding source and
all that. But just as we did with DEQ,
we try to go over all the business
processes making sure nothing was missed
in the original design. And if it is
something that didn't get missed -- I expect some customization around projects. Not so much at the funding and phase and all that because that's very detailed but they may have data they want to capture that would be different from DOTD and we need to --

MR. TOMLIN:

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

MS. SESSUMS:

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

MR. TOMLIN:

Yes.

MR. GRAHAM:

A lot of what we're looking for is a good representation to meet the needs of what CPRA wants to get out of LAGov. We, CPRA only have 170 folks that work for us in trying to accomplish that 700 million dollars of work a year. So we don't have a whole lot of resources to be able to focus as we transition onto LAGov. So
we're looking for a group that'll come
learn about us, help make sure that they
understand what it is that we're hoping
to get out of LAGov and be able to work
hand in hand with the LAGov team so that
in the end we get a final product that is
what we're hoping to get out of the
system.

MS. CHAUVIN;

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

MR. GRAHAM:

Sure. If you look at our quarterly
reports or our annual plans, you'll see
how we break out when we think about
projects and we think about phases. And we would be looking for the financial system to be able to nearly match that. And then of course, we're always looking to change and modify and advance so if there are better ways to do things then we're all always open to change it.

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

MS. LANSING:

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

MS. SESSUMS:

LAGov has been implemented for two and half years and it's not just accounting. So I wanted to point out the purchasing, we're contracts against projects, work orders should you choose to have them. We've got over 22 modules implemented. So it's a little bit more than accounting. There's is another
module we can get into when you start
dealing with contracts which I assume
y'all will have a long list of projects
at various phases of funding. So...

MS. LANSING:

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

MR. SALVAGGIO:

Mitt Salvaggio with Information
Services Group. I have three questions
actually. One of them Kathy just touched
on. I think in the RFP it discussed
project management and financials. To
the extent, if you could, give us a
little more detail in the Q and A
regarding the other functional areas that
are in LAGov. Purchasing was the one
that came to mind. I assume you are
going to, you know, be looking at the
purchasing function of it. But the more
you can give us, the better, more
precisely we can cost out the -- you
know, those areas; accounts receivable,
for instance. You know, to the extent
you can detail out, it would be helpful;
the functional areas.

MS. SESSUMS:

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

MR. SALVAGGIO:

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

MS. SESSUMS:

I believe they won't. I don't -- I
know they're going to use all the
financial modules. They'll use SRM
purchasing contracts. I'm not clear on
work orders. They use property because
you also come off the property system. They will use -- they're not going to, I
don't think, use the inventory and
warehouse. I don't know if DNR does
either. So I believe that was the ones
we thought, work orders and inventory and
warehouse I believe are out. Everything
else should be in. Asset tracking is in
there. It's considered one of the
financial modules. Receivables, asset
tracking, property, purchasing,
contracts.

MR. TOMLIN:

No linear?

MS. SESSUMS:

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

MR. SALVAGGIO:

Then a couple of other questions.

One was under the assessment and planning
you referred to schematic of the overall
financial management system. One, that
can be kind of at a high level. I'm sure
just a single schematic -- I guess my
question is, are you asking to actually
drill down and document the as is
business processes as well that support
that as part of the review of processes
that you discussed or is it strictly --
is the as is process mapping an analysis
in or out scope. Again, that would
impact the work effort.

MS. LANSING:

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

MR. SALVAGGIO:

The last question I have was about
the roles here. Bob asked the question
earlier and I think, feeding off of it, this vendor would assist in the assessing and the implementation, but they would be working directly with the LAGov team. And I assume Kathy with the LAGov team would be the one that's making -- doing the configuration and doing the development and those types of things you need at the agency, right?

MS. SESSUMS:

I'm going to answer it a different way.

MR. SALVAGGIO:

Okay.

MS. SESSUMS:

LAGov will have a project team. We actually are in place for the DEQ. We will work with Coastal, DNR and the vendors under contract with them. So what meetings they choose to bring them to, what their involvement is, is really driven by Coastal. We rarely work directly with the vendors because -- we need Coastal. Part of the first part of the project, the longest part, will be
going through existing processes and
figuring out how we're going to crosswalk
it into LAGov. So it's really more
Coastal driven as to how much involvement
and workshops they need.

MS. LANSING:

    Right. And part of the role of the
vendor will be to act as our liaison with
the LAGov team. Communicating our needs,
if you will, and that's part of that due
diligence up front is understanding what
Coastal desires and needs and making sure
that we use the right language. Also
assisting the DNR staff because they're
the ones who'll actually be sitting over
there. The DNR folks will be going to
the meetings and to the extent that we
feel like we need to have our vendor
present at those meetings, we are happy
to do that. I don't know that it'll be
necessary to attend all. But certainly
it's our liaison that will keep us
informed and to keep LAGov informed of
what we're looking for the system to do
for us.
Did you have another question, sir?

MR. SALVAGGIO:

I'm thinking.

MS. LANSING:

Okay.

MR. SALVAGGIO:

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

MS. LANSING:

Okay.

MR. TOMLIN:

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

MS. SESSUMS:

And to form a gap analysis.

MR. TOMLIN:

Right.

MS. SESSUMS:

We go back to the original statewide project and start re-validating
everything; remind them how the system
works and yes, see if we missed anything.

MR. TOMLIN:

Okay.

MS. SESSUMS:

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

MR. TOMLIN:

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

MS. SESSUMS:

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

MR. TOMLIN:

So it'll be a --

MS. SESSUMS:
So it'll be a combination I would assume of Coastal, DNR, and the vendor.

MR. TOMLIN:

I think you know what I'm getting at.

Who does the extraction and prepares the file that you then will convert into LAGov?

MS. SESSUMS:

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

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

MR. TOMLIN:

Okay.

MS. SESSUMS:

I can't answer on y'alls system.
MR. TOMLIN:

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

MS. SESSUMS:

Yes.

MR. TOMLIN:

DNR. Who would be responsible for --

MS. LANSING:

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

MR. TOMLIN:

There he goes.

MR. AHMED:

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

MS. LANSING:

I have a question. Would Primavera
be considered, Kathy, a specialized
system going on?

MR. AHMED:

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

WOMAN:

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

MS. SESSUMS:

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

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

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

MS. SESSUMS:
Right.

MR. TOMLIN:
Okay. You got that.

MS. SESSUMS:
The projects is a big deal.

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

MS. LANSING:
You have to understand the scope.

MR. TOMLIN:
Yes. I'm just trying to make sure I
understand the scope. So it's actually
helping you migrate Legacy data?

MS. SESSUMS:
I would say yes.
MR. TOMLIN:

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

MR. AHMED:

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

MR. TOMLIN:

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

MR. TOMLIN:
Will LAGov be responsible for all of the end user profiling and security profiling and all of that?

MS. SESSUMS:
Yes.

MR. TOMLIN:
So roles and everything?

MS. SESSUMS:
It most likely will fit within our existing model. But we review that too. We've had to make some adjustments for DEQ.

MR. GRAHAM:
But this contractor will be helping us make sure that what they set up is those rule --

MR. TOMLIN:
Match.

MR. GRAHAM:
-- is the one that we actually need and have. And so they understand what we -- understand our entity well enough to be able to make those decisions.

MS. LANSING:
Kind of a representative of your
team. Like Kyle said, we're a very small group of people that do a whole lot of work. And so we recognize that to make this successful we're going to need some other folks to help us and can speak our language. And the same will be for DNR. They're a small group of people who help CPRA with their services and they probably need another staff as well. So, yes. It will be our liaison, our voice, helping us understand and communicating that back to LAGov.

MR. GRAHAM:

To put things in perspective of time, if LAGov wasn't available, we would be doing something like this anyway. But it would be transitioning into another type system. But because LAGov is available to the State, we want to maximize this opportunity. We want to make sure when we go into this that we're getting out of LAGov both that folks understand what we want out of it; we're able to get it out and then hang around and train our staff to be sure that they're maximizing this
system in its use. We see this as a really big opportunity for our entity.

MS. CHAUVIN:

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

MS. SESSUMS:

The time piece of SAP, LAGov has actually been live for over 12 years. We are doing a project, actually it started today, to where employees can enter and cost their own time against projects and all of that. It will be available this spring actually before Coastal goes live. But the existing time now DOTD is charging and DEQ will be. They are charging projects, grants. There's a lot more of a coding block for the LAGov agencies than there are the ISIS
agencies. So DOTD right now can charge
time against work orders, projects,
grants, all sorts of things. And that
will be available with an additional
piece of, if the agency chooses to use
it, for employees to enter their own time
over the web.

MS. LANSING:

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

MS. SESSUMS:

Yes. We started today.
MR. AHMED:

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

MR. GRAHAM:

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

MS. LANSING:

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

MR. WITTE:

Just a clarification. You need six
hard copies by 3 p.m. the date that
they're due and they'll be mailed
directly to your attention?
MS. HOSKINS:
Yes.
MR. WITTE:
One copy has to have original
signatures?
MS. HOSKINS:
One copy, yes.
MR. WITTE:
Thank you.
MS. WALLIS:
You know, in the proposal you're
saying that the resume(s), you have to
have the resume(s) of everyone who's not
-- in other words, because there are so
many pieces to this RFP, I'm just
concerned about that. Is it true that
you have to get a resume of each one of
those people? It has to be a
subcontractor if they're not full-time
employees with your company? Is that the
way -- because that's the way it's
written.
MS. LANSING:

Renita?

MS. WALLIS:

Page 9, number 7.

MS. HOSKINS:

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

MS. WALLIS:

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

MS. CHAUVIN:

Yes. Because there are -- you know a lot of companies hire part-time employees that do special projects for them. For instance, an employee that's full-time is doing a project somewhere else and they're going to be part-time person on this project. It just seems to not be you know, clear enough and I'm certain there will two or three different groups. You know I don't think there's any company -- I'd like to know if there's any company that has all of this
background right now? SAP, etc.

MS. HOSKINS:

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

MS. CHAUVIN:

Okay.

MS. LANSING:

Yes. If you would you please submit that?

MS. CHAUVIN:

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

MS. WALLIS:

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

MS. CHAUVIN:

Or you know especially like for instance, in New Orleans or many of the disaster recovery companies. They have several different people that will --
they might be with a one-person company. That would be a sub. But you don't list them all as subs because they're working directly for you as a contracted employee even though they may have their own company. So where it gets confusing you know when you're like looking at 10 different subs even though, you know -- in other words, because the code is very clear. So I don't know if New Orleans during Katrina didn't have anything like that. I mean there are several different entities that'll be under one roof and obviously defined even when you're doing -- I think if it's going to be doing a large portion of the work it needs to be a sub contractor but if it's somebody that you contracted within the company to even be a full-time but let's say they have their own company. I don't think that should be --.

MS. WALLIS:

There's two parts to this. Is does it have to be full-time employee versus just an employee?
MS. HOSKINS:

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

MS. WALLIS:

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

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

MR. TOMLIN:

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

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

MR. EILTS:

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

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

MS. EILTS:

        Right. And I --

MS. HOSKINS:

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

MS. WALLIS:

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

MS. HOSKINS:

        Right.

MS. WALLIS:

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

MS. LANSING:

        To me that's a sub.

MS. HOSKINS:

        We would consider that sub.

MS. LANSING:
If they're an employee on your payroll as Joe Q., as an employee, part-time/full-time, you know, then they're not a subcontractor.

MS. CHAUVIN:

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

MS. LANSING:

You're looking at it. This is it.

MS. CHAUVIN:

Okay.

MS. LANSING:

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

MS. CHAUVIN:

And the only reason I ask that is I kind of had a feeling it was you guys
were going to be the ones we see more
face-to-face time. So we’re not going to
get (inaudible) trying to figure out work
breakdown structure. I’ve been on a few
projects and where they went south was we
only were able to deal at a certain level
of employee when where we needed was the
ture end users.

MS. LANSING:
  Oh, yes. You'll have access to
whoever we need to. I guess I was
tinking of the question was more the
focus of us sitting here.

MS. CHAUVIN:
  So we'll talk to the end user.

MS. LANSING:
  Absolutely, absolutely. Remember,
our goal is a successful end result. So
whatever that takes to deliver.

MR. AHMED:
  Janice, can I offer some unsolicited
advice?

MS. LANSING:
  I don't know. Remember it's going to
be transcribed.
MR. AHMED:

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

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

MS. SESSUMS:

Good advice. We give the same one to marketing.

MR. TOMLIN:

Another question on relevant experience. You haven't put any type of quantity around that. Are you looking
for a specific number of experience
clause? So if somebody comes with one
year of it or --
MS. LANSING:
We want to know whatever you think is
relevant for this project.
MR. TOMLIN:
Okay.
MS. LANSING:
We haven't predetermined anything.
MR. TOMLIN:
On the oral presentation, will there
be a format or something provided to the
vendors?
MS. LANSING:
If we need -- if we choose to do
that, certainly. We are not certain that
we will do that. We indicated that here
but we will give notice to those
proposers.
MS. CHAUVIN:
Is the existing vendor that did the
DOTD project shown any interest?
MR. TOMLIN:
No.
MS. SESSUMS:

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

MS. CHAUVIN:

(Inaudible) Advantage.

MS. SESSUMS:

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

MS. CHAUVIN:

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

MS. SESSUMS:

I don't know if anybody from Dye is in here or not. I know what used to be Salvaggio, Teal and Associates is in here. They were part of it. That would be Mitt back there. Celerian Consultant was part of it and they're actually our Remus vendor. But there were several vendors but two of which are in the room. I don't know if Dye is in the room but they were the contracting entity. Celerian could not bid because they're under contract with us to do this project.
MS. LANSING:

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

MR. EILTS:

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

MS. LANSING:

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

MS. SESSUMS:

I don't really know.

MR. EILTS:

Technical infrastructure, equipment, hardware for the migration?

MR. AHMED:

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

MR. EILTS:

Yes. Right.

MR. AHMED:

No. The vendor does not have to
bring any.

MS. LANSING:

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

UNKNOWN WOMAN:

When will the transcript be posted?

(Off the record.)

MS. LANSING:

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

MS. CHAUVIN:

Who's the SAP expert on your team here?

MS. SESSUMS:

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

MS. LANSING:

I mean Rizwan, you have some.

MR. AHMED:
But she's the expert.

MS. LANING:

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

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

This certification is valid only for a transcript accompanied by my original signature and official seal on this page.

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That the transcript has been prepared in compliance with transcript format guidelines required by statute or by rules of the board;

That I have acted in compliance with the prohibition on contractual relationships, as defined by Louisiana Code of Civil Procedure Article 1434 and in rules and advisory opinions of the board; and

That I am not related to counsel or to the parties herein, nor am I otherwise interested in the outcome of this matter.

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