

Appendix 1  
Florida Accounting and Information Resource (FLAIR) Replacement

# 1. Overview

Works is Bank of America's web-based solution used to administer the State of Florida's Purchasing Card (PCard) Program. Works interfaces with Florida Accounting Information Resource (FLAIR), the State of Florida's accounting system. The Florida Planning, Accounting, and Ledger Management (Florida PALM) system will replace FLAIR.

This Statement of Work (SOW) details the services to be provided by the Contractor to support the replacement of FLAIR and transition to interfacing with Florida PALM.

## 2. Services to be Performed for Florida PALM Data Integration

The Department considers the Contractor's provision of the services to be of paramount importance to the successful integration. To process payments for Agencies, the Department requires Works to either 1) be capable of or 2) be made capable of integrating various Accounting Data Elements with Florida PALM. Florida PALM Data Integration will involve a routine transfer of several files between the Contractor/Solution and Florida PALM on a daily basis.

The Contractor will complete the Florida PALM Data Integration within 10 months from acceptance of the Florida PALM Data Integration Plan, or as otherwise agreed to by the parties after the requirements have been fully vetted according to the plan. The following are new deliverables necessary for the successful integration between Works and Florida PALM.

## 3. Florida PALM Data Integration Plan

The Department requires the Contractor to create, provide, and execute a detailed and comprehensive Florida PALM Data Integration Plan in compliance with this Appendix 1 to ensure successful integration of Works to Florida PALM. The Florida PALM Data Integration Plan must include the timeframes for developing and providing a successful test validation of the required files, prior to migration.

The Florida PALM Data Integration Plan shall include the formats and specifications for the integration of the following Florida PALM files:

- Florida PALM Data Validation File (API131)
- Florida PALM Payment Settlement File (API058)
- Florida PALM Payment Settlement Error File (API132)
- Automated Clearing House (ACH) File
- Charge Data File
- Scanned Images File

The Florida PALM Data Integration Plan shall also:

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- Provide a schedule for the Florida PALM Data Integration to enable a go live by January 6, 2026.
- Outline the work required to integrate the files formats set forth above, modify Works and integrate the Florida PALM Accounting Data Elements required for validation and transmission within the allotted implementation time period.
- Provide timeframes to complete the work outlined including the identification of needed resources for both State and Contractor and identify a cap on the number of hours necessary to complete the deliverables.
- Provide details about the staff and resources Contractor will devote to execution of the integration plan adequate staff to meet those identified timeframes.
- Provide tasks to ensure effective and efficient communication during the implementation and deployment of the Services.
- Error resolution procedures
- Date(s) of Delivery, Review Cycle(s), Requirements, compensation, Acceptance Criteria, details about transmitting Charge Data Files to the Data Warehouse, milestones for completion, and Correction Periods for Florida PALM Data Integration. Milestones shall consist of, at least, interim phase, operational phase, and final acceptance.

Upon acceptance of the Florida PALM Data Integration Plan by DFS, the Contractor shall implement the Florida PALM Data Integration.

### 3.1 Florida PALM Data Validation File (API131)

For Florida PALM to successfully process a transaction for payment, certain Accounting Data Elements required by Florida PALM must be validated, in Works, before they are transmitted to DFS as an Accounting Entry in the Florida PALM Payment Settlement File (API058).

Validation of the Accounting Data Elements must occur during the Transaction Approval process. When an Approver creates an Accounting Entry associated to a Transaction, Works must check the Approver-entered data against data provided to Works by DFS as part of the API131. Validation of the Accounting Data Elements is critical to reduce the likelihood of an Accounting Entry being rejected by Florida PALM. The Department requires the Contractor to validate ten (10) Accounting Data Elements outlined in the Florida PALM Data Integration Plan as part of the Transaction Approval process.

The Florida PALM Data Validation file is uploaded each Business Day into Works via the API131 interface, which shall receive and store the Accounting Data Elements provided

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by DFS. The Contractor shall process a uniquely formatted Florida PALM Data Validation file containing Accounting Data Elements so that the data required for validation of every transaction is available in Works. Works and Florida PALM must remain in sync at all times.

### 3.2 Florida PALM Payment Settlement File (API058)

For Florida PALM to successfully process a Transaction for payment, Works must either 1) be capable of or 2) be made capable of transmitting each Transaction recorded and approved as part of the Transaction Approval & Transaction Approval Workflow in Works as no fewer than twenty (20) Accounting Entries which include at least five (5) and as many as twenty-one (21) User-entered Accounting Data Elements required for Florida PALM processing and utilizing a maximum of ten accounting code segment fields in Works. This file, known as the Florida PALM Payment Settlement File, shall be transmitted to DFS on a daily basis. The specific contents of the Florida PALM Payment Settlement File shall be in the State's required format and delivered according to timing determined and outlined in the Florida PALM Data Integration Plan.

Works shall transmit to DFS in the Florida PALM Payment Settlement File, on the night following each Business Day, the Accounting Entries associated to each approved Transaction.

### 3.3 Florida PALM Payment Settlement Error File (API132)

While validating certain Accounting Data Elements will reduce errors in Florida PALM processing, there will inevitably be some errors that cause an Accounting Entry to be rejected by Florida PALM. After the nightly processing of the Florida PALM Payment Settlement File by Florida PALM, DFS will transmit any Accounting Entries that are rejected by Florida PALM to Works as a Florida PALM Payment Settlement Error File. The specific content and format of the Florida PALM Payment Settlement Error File shall be as outlined in the Florida PALM Data Integration Plan.

The Department requires that Works match the Accounting Entries included in the Florida PALM Payment Settlement Error File to their original Transactions in Works and that those Transactions be flagged and placed in the Approval Workflow in Works to be manually checked and re-keyed if necessary.

Works shall receive and process the Florida PALM Payment Settlement Error File daily.

### 3.4 Automated Clearing House (ACH) File

The Department requires the Contractor to accept payments for each agency participating in the State of Florida Purchasing Card program (agency) in the form of Electronic Funds Transfer (EFT), and an ACH credit file from DFS. These payments made using the ACH File will be applied against an Agency's outstanding balance with the Contractor.

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Works shall receive and process the ACH File as payment against each Agency Corporate Account's outstanding balance.

Works will provide a Payment Acknowledgement Report daily, as confirmation of payments received and processed.

### 3.5 Charge Data File

The Department requires the Contractor to provide Transaction data to the Data Warehouse which will replace the FLAIR Information Warehouse. This Transaction data, along with the Accounting Entries and Supporting Documentation, will serve as the official archiving and accounting of Agency expenditures. As such, the Contractor must transmit to the Data Warehouse, on a periodic basis, a Charge Data file which contains the data elements as specified in the Florida PALM Data Integration Plan which must be accepted and approved by DFS

The Contractor shall transmit the Charge Data File to the Data Warehouse as specified in the Florida PALM Data Integration Plan.

The Charge Data File shall be transferred to the Data Warehouse in a manner allowing the Charge File to be electronically associated with the appropriate Scanned Images File data when available.

### 3.6 Scanned Images File

The Department requires the Contractor to provide the Supporting Documentation attached to each Transaction to the Data Warehouse. This Supporting Documentation, along with the Accounting Entries and Transaction data, will serve as the official archiving and accounting of Agency expenditures.

As such, the Contractor must transmit to the Data Warehouse, on a daily basis, a Scanned Images file when functionality becomes available which contains the scanned images of the Supporting Documentation associated with the Transaction data contained in the Charge Data File.

The Contractor shall transmit the Scanned Images File, when functionality becomes available, to the Data Warehouse as specified in the Florida PALM Data Integration Plan.

The Scanned Images File shall be transferred to the Data Warehouse in a manner allowing the Supporting Documentation to be electronically associated with the appropriate Charge Data File data.

**4. Post Go-Live Production Support** The Department requires the Contractor to provide post go-live production support if needed for file transfers to and from Florida PALM to include but not limited to data within files and formatting issues.

Requirements for support will be determined on a case-by-case basis dependent upon the support

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needed.

## 5. Compensation

The State has agreed to compensate the Contractor for the services detailed in this Appendix 1 and Amendment 8, at the rates stated in Exhibit G of the Contract, as amended. Compensation for milestones shall not exceed the amount of hours set forth in the approved Florida Palm Data Integration Plan.

Contractor shall submit documentation for services in detail sufficient for a proper pre-audit and post-audit. The Department reserves the right to request additional documentation.

The Contractor will submit monthly reports identifying the progress towards milestones achieved and the resources and time required to achieve the milestones. The Contractor shall submit monthly timesheets showing the tasks, activities, and hours worked each day during the previous month identifying the tasks, activities, and hours worked by personnel each day during the previous month to the Department's Contract Manager and the Department of Financial Services.

Payment will be made for each milestone that meet acceptance criteria, as determined by DFS, and identified in Amendment 8. Invoicing shall be in arrears after acceptance and approval by DFS of each milestone described in the Florida PALM Data Integration Plan..

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