

February 3, 2010

Implementation of Mainstream Fairness Act

Key Assumptions:

1. Businesses will have 3 options:
 - Register and file directly with each member state
 - Utilize a CSP
 - Utilize the SSTGB Clearing House process

2. Businesses, states and providers will need at least 1 year for preparation before the requirement for businesses to file and pay with member states is effective.

3. A phased in approach will be needed to allow businesses, states, CSPs and the SSTGB Clearing House to address problems and adjust their processes. Two possible options for phasing in, are:
 - Phase in by business size – largest first
 - Allow a 6 month period for all businesses

4. From 30,000 to over 100,000 businesses will be required to register and file. This number depends on the income threshold defined in the bill and needs to be determined early in the project so that service providers can ramp up.

5. Additional CSPs may need to be certified.

6. Member states need to be able to accept SERs directly from registered businesses

Key SSTGB Project Activities

1. Determine organization structure (LLC?)
2. Hire house and equip staff - project manager, staff and/or contractors
3. Establish stakeholder input processes
4. Clearing House Project – plan and implement
5. Develop communications plan and execute
6. Address member states readiness
7. Plan for follow-on compliance and audit activities
8. Develop and update rules
9. Appeals process?
10. Risk management –financial reporting and controls, system backup and disaster recovery, transparency, independent audit.
11. Performance management for key administration processes including Clearing House.

SSTGB Clearing House Project:

Key Assumptions:

- The clearing house process will provide basic registration, filing and payment services – Clearing House option 2.
- The clearing house will not provide the full range of services provided by CSPs such as systems integration, tax accounting and payment reconciliation.
- Staff will be hired for key activities such as project management, communications, web and systems development and maintenance.
- Funding can be obtained.
- Estimated time to complete - 1 year

Phase 1: Project Initiation:

Key activities:

- Determine governance model
- Obtain stakeholder input on project scope & objectives (e.g. businesses, states and CSPs)
- Identify funding sources

Key outputs/decisions

- Project scope, objectives and clearinghouse administration model
- Estimate resource requirements:
 - Staff - project manager, staff, contractors
 - Facilities, offices, equipment
 - Budget
- Hire, house and equip project staff
- Develop implementation plan

Phase 2: IT - analysis and design (see attached requirements document)

Phase 3: IT - development and test

Phase 4: System deployment

