STATE OF FLORIDA

Office of the Governor

THE CAPITOL
TALLAHASSEE, FLORIDA 32399-0001

CHARLIE CRIST
GOVERNOR

www.flgov.com
850-488-7146
850-487-0801 fax

LEGISLATIVE BUDGET REQUEST

Executive Office of the Governor
Tallahassee, Florida
October 15, 2009

Jerry L. McDaniel, Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Council Director
House Full Appropriations Council on General Government & Health Care
221 Capitol
Tallahassee, Florida 32399-1300

Skip Martin, Council Director
House Full Appropriations Council on Education & Economic Development
221 Capitol
Tallahassee, Florida 32399-1300

Cynthia Kelly, Staff Director
Senate Policy and Steering Committee on Ways and Means
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, *Florida Statutes*, our Legislative Budget Request for the Executive Office of the Governor is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2010-11 Fiscal Year.

This submission has been approved by Governor Charlie Crist.

Kelley P. Sasso
Finance & Accounting Director

State of Florida
Executive Office of the Governor

Department Level Exhibits and Schedules

LEGISLATIVE BUDGET REQUEST

2010-2011

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 1 000092 GOVERNOR-GENERAL OFFICE

    G-L   G-L ACCOUNT NAME
      CAT   BEGINNING BALANCE

    13100   UNEXPENDED GENERAL REVENUE RELEASES
    000000   BALANCE BROUGHT FORWARD   91,012,448.61

    15100   ACCOUNTS RECEIVABLE
    100562   ECONOMIC DEVELOPMENT PROJ   0.00
    100562 CF   ECONOMIC DEVELOPMENT PROJ   1,201.00
    107390   G/A QUALIFIED TARGET INDUSTRIES PROGRAM   0.00
    107390 CF   G/A QUALIFIED TARGET INDUSTRIES PROGRAM   359,864.46
                            ** GL 15100 TOTAL   361,065.46

    15400   LOANS AND NOTES RECEIVABLE
    000000   BALANCE BROUGHT FORWARD   36,190,603.41-
    000500   0.00
    001800   37,154,186.34
                            ** GL 15400 TOTAL   963,582.93

    16300   DUE FROM OTHER DEPARTMENTS
    010000   SALARIES AND BENEFITS   0.00

    31100   ACCOUNTS PAYABLE
    040000   EXPENSES   294.41
    040000 CF   EXPENSES   196,949.42-
    100236   G/A-BLK BUS INVEST BOARD   0.00
    100236 CF   G/A-BLK BUS INVEST BOARD   0.00
    100248   HISPANIC BUSINESS INITIATIVE FUND OUTREACH   0.00
    100248 CF   HISPANIC BUSINESS INITIATIVE FUND OUTREACH   50,000.00-
    100259   QUICK ACTION CLOSING FUND   0.00
    100259 CF   QUICK ACTION CLOSING FUND   63,378,000.00-
    100454   G/A ADVOCATING INT'L RELATIONSHIPS   0.00
    100454 CF   G/A ADVOCATING INT'L RELATIONSHIPS   726,487.00-
    100562   ECONOMIC DEVELOPMENT PROJ   0.00
    100562 CF   ECONOMIC DEVELOPMENT PROJ   2,135,475.40-
    100777   CONTRACTED SERVICES   0.00
    100777 CF   CONTRACTED SERVICES   75,143.11-
    100958   SUNSHINE STATE GAMES   50,000.00-
    100958 CF   SUNSHINE STATE GAMES   46,000.00-
    100963   CONTINGENT-DISCRETIONARY   80.00-
    100963 CF   CONTINGENT-DISCRETIONARY   16,621.47-
    102003   G/A-ENTERPRISE FLORIDA PRG   0.00
    102003 CF   G/A-ENTERPRISE FLORIDA PRG   2,855,435.00-
    102016 CF   G/A-EFI/FL OPPRTNY FD OPR   140,500.00-
    102024 CF   G/A-EFI/FL OPPORTUNITY FD   7,359,500.00-
    102026   G/A MILITARY BASE PROTECTION   0.00
    102026 CF   G/A MILITARY BASE PROTECTION   1,394,698.50-
    102031 CF   G/A-EFI/INST PUB RSRCH OPR   250,000.00-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 1 000092 GOVERNOR-GENERAL OFFICE

```
  G-L         G-L ACCOUNT NAME
   CAT                                                     BEGINNING BALANCE

   102241          G/A-ECONOMIC DEV PROGRAMS                         0.00
   102241  CF      G/A-ECONOMIC DEV PROGRAMS              21,520,000.00-
   102622          ECONOMIC RECOVERY ASSISTANCE PROGRAM              0.00
   102622  CF      ECONOMIC RECOVERY ASSISTANCE PROGRAM       128,716.73-
   105703          G/A-FLORIDA COMM/TOURISM                          0.00
   105703  CF      G/A-FLORIDA COMM/TOURISM                 1,650,000.00-
   106055          FRONT PORCH FLORIDA                               0.00
   106055  CF      FRONT PORCH FLORIDA                               0.00
   107390          G/A QUALIFIED TARGET INDUSTRIES PROGRAM           0.00
   107390  CF      G/A QUALIFIED TARGET INDUSTRIES PROGRAM   8,962,310.25-
   107470          FILM AND ENTERTAINMENT                            0.00
   107470  CF      FILM AND ENTERTAINMENT                     781,591.88-
   108325          G/A-BROWNFIELDS REDEVL PJT                        0.00
   108325  CF      G/A-BROWNFIELDS REDEVL PJT               1,071,222.51-
   108445          G/A - SPACE FLORIDA                               0.00
   108445  CF      G/A - SPACE FLORIDA                      4,339,943.00-
   109068          RURAL COMMUNITY DEVELOP                           0.00
   109068  CF      RURAL COMMUNITY DEVELOP                    506,794.00-
   109625          G/A-HIPI                                          0.00
   109625  CF      G/A-HIPI                                 2,567,000.00-
   130800          EOG/CF/FILM&ENTERTAINMENT                         0.00
   130800  CF      EOG/CF/FILM&ENTERTAINMENT                6,989,046.00-
                            ** GL  31100 TOTAL            127,191,219.86-


   32100       ACCRUED SALARIES AND WAGES
   010000          SALARIES AND BENEFITS                       35,380.71-
   010000  CF      SALARIES AND BENEFITS                       36,131.60-
   030000          OTHER PERSONAL SERVICES                        199.05-
   030000  CF      OTHER PERSONAL SERVICES                     16,361.14-
                            ** GL  32100 TOTAL                  88,072.50-


   35300       DUE TO OTHER DEPARTMENTS
   040000          EXPENSES                                         0.30
   040000  CF      EXPENSES                                    31,361.65-
   100777          CONTRACTED SERVICES                               0.00
   100777  CF      CONTRACTED SERVICES                         16,521.40-
   106055  CF      FRONT PORCH FLORIDA                               0.00
   108375          G/A-LOCAL ECON DEV INITIAT                        0.00
   108375  CF      G/A-LOCAL ECON DEV INITIAT                        0.00
                            ** GL  35300 TOTAL                  47,882.75-


   35600       DUE TO GENERAL REVENUE
   000000          BALANCE BROUGHT FORWARD                    963,582.93-
   040000          EXPENSES                                          0.00
                            ** GL  35600 TOTAL                 963,582.93-
```

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 1 000092 GOVERNOR-GENERAL OFFICE

    G-L   G-L ACCOUNT NAME
      CAT   BEGINNING BALANCE

    35700   DUE TO COMPONENT UNIT/PRIMARY
      102026   G/A MILITARY BASE PROTECTION   0.00
      102026 CF   G/A MILITARY BASE PROTECTION   0.00
      108345   G/A-SPACEPORT FL AUTHORITY   0.00
                          ** GL 35700 TOTAL   0.00

    38600   CURRENT COMPENSATED ABSENCES LIABILITY
      000000   BALANCE BROUGHT FORWARD   10,444.63-
      010000   SALARIES AND BENEFITS   49,518.56-
                          ** GL 38600 TOTAL   59,963.19-

    54900   FUND BALANCE UNRESERVED
      000000   BALANCE BROUGHT FORWARD   102,799,905.78

    54901   BEGINNING FUND BALANCE
      000000   BALANCE BROUGHT FORWARD   87,235.17-

    55100   FUND BALANCE RESERVED FOR ENCUMBRANCES
      000000   BALANCE BROUGHT FORWARD   16,197.50
      030000   OTHER PERSONAL SERVICES   12,623.00-
      040000   EXPENSES   107,579.64-
      060000   OPERATING CAPITAL OUTLAY   47,743.86-
      100225   INNOVATION INCENTIVE PROGRAM   15,000,000.00-
      100236   G/A-BLK BUS INVEST BOARD   2,753,712.50-
      100454   G/A ADVOCATING INT'L RELATIONSHIPS   250,000.00-
      100777   CONTRACTED SERVICES   21,843.81-
      100963   CONTINGENT-DISCRETIONARY   1,128.99-
      102026   G/A MILITARY BASE PROTECTION   11,197.50-
      107470   FILM AND ENTERTAINMENT   119,006.22-
      109888   SOFTWARE UPGRADE   33,861.33-
                          ** GL 55100 TOTAL   18,342,499.35-

    55600   RESERVED FOR FCO AND GRANTS/AID - FCO
      143150 01   SPACE, DEFENSE, RURAL INFR   0.00
      143150 02   SPACE, DEFENSE, RURAL INFR   434,883.88-
      143150 03   SPACE, DEFENSE, RURAL INFR   0.00
      143150 05   SPACE, DEFENSE, RURAL INFR   236,410.84-
      143150 06   SPACE, DEFENSE, RURAL INFR   776,945.02-
      143150 07   SPACE, DEFENSE, RURAL INFR   1,408,288.07-
      143150 08   SPACE, DEFENSE, RURAL INFR   26,965,843.17-
      143150 09   SPACE, DEFENSE, RURAL INFR   14,359,748.71
      144701 08   ECON DEV TRANSP PROJECTS   500,000.00-
      146558 09   FL ENERGY TECHNOLOGY PROJ   32,393,924.76-
                          ** GL 55600 TOTAL   48,356,547.03-

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 1 000092 GOVERNOR-GENERAL OFFICE

```
  G-L       G-L ACCOUNT NAME
   CAT                                                      BEGINNING BALANCE


  94100       ENCUMBRANCES
   040000  CF    EXPENSES                                          39,949.62
   060000  CF    OPERATING CAPITAL OUTLAY                           4,163.34
   100259         QUICK ACTION CLOSING FUND                     4,800,000.00
   100454         G/A ADVOCATING INT'L RELATIONSHIPS               73,495.00
   100777         CONTRACTED SERVICES                               7,137.64
   100777  CF    CONTRACTED SERVICES                               21,527.64
   100958         SUNSHINE STATE GAMES                             46,000.00
   100963  CF    CONTINGENT-DISCRETIONARY                           1,128.99
   143150  03    SPACE, DEFENSE, RURAL INFR                        13,260.99
   143150  05    SPACE, DEFENSE, RURAL INFR                       968,924.19
   143150  06    SPACE, DEFENSE, RURAL INFR                       818,654.72
   143150  07    SPACE, DEFENSE, RURAL INFR                     4,060,246.95
   143150  08    SPACE, DEFENSE, RURAL INFR                     1,873,054.95
   143150  09    SPACE, DEFENSE, RURAL INFR                     8,318,579.00
   146558  05    FL ENERGY TECHNOLOGY PROJ                        105,455.70
   146558  07    FL ENERGY TECHNOLOGY PROJ                      5,492,125.56
   146558  08    FL ENERGY TECHNOLOGY PROJ                     11,796,343.50
   146558  09    FL ENERGY TECHNOLOGY PROJ                     15,000,000.00
                        ** GL  94100 TOTAL                      53,440,047.79

  98100       BUDGETARY FND BAL RESERVED/ENCUMBRANCE
   040000  CF    EXPENSES                                          39,949.62-
   060000  CF    OPERATING CAPITAL OUTLAY                           4,163.34-
   100259         QUICK ACTION CLOSING FUND                     4,800,000.00-
   100454         G/A ADVOCATING INT'L RELATIONSHIPS               73,495.00-
   100777         CONTRACTED SERVICES                               7,137.64-
   100777  CF    CONTRACTED SERVICES                               21,527.64-
   100958         SUNSHINE STATE GAMES                             46,000.00-
   100963  CF    CONTINGENT-DISCRETIONARY                           1,128.99-
   143150  03    SPACE, DEFENSE, RURAL INFR                        13,260.99-
   143150  05    SPACE, DEFENSE, RURAL INFR                       968,924.19-
   143150  06    SPACE, DEFENSE, RURAL INFR                       818,654.72-
   143150  07    SPACE, DEFENSE, RURAL INFR                     4,060,246.95-
   143150  08    SPACE, DEFENSE, RURAL INFR                     1,873,054.95-
   143150  09    SPACE, DEFENSE, RURAL INFR                     8,318,579.00-
   146558  05    FL ENERGY TECHNOLOGY PROJ                        105,455.70-
   146558  07    FL ENERGY TECHNOLOGY PROJ                      5,492,125.56-
   146558  08    FL ENERGY TECHNOLOGY PROJ                     11,796,343.50-
   146558  09    FL ENERGY TECHNOLOGY PROJ                     15,000,000.00-
                        ** GL  98100 TOTAL                      53,440,047.79-


                     *** FUND TOTAL                                     0.00
```

                                        BEGINNING TRIAL BALANCE BY FUND   PAGE   5
                                              JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 1 000093 FUND NOT ON TITLE FILE

      G-L   G-L ACCOUNT NAME
       CAT   BEGINNING BALANCE

      11100   CASH ON HAND
       000000   BALANCE BROUGHT FORWARD   50.00

      45100   ADVANCES FROM OTHER FUNDS BETWEEN DEPA
       000000   BALANCE BROUGHT FORWARD   50.00-

                  *** FUND TOTAL   0.00

BEGINNING TRIAL BALANCE BY FUND   PAGE   6
JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 1 000095 FUND NOT ON TITLE FILE

```
   G-L         G-L ACCOUNT NAME
    CAT                                               BEGINNING BALANCE


   31100       ACCOUNTS PAYABLE
    040000       EXPENSES                                    0.00
    040000  CF   EXPENSES                                    0.00
                          ** GL  31100 TOTAL                 0.00


                          *** FUND TOTAL                     0.00
```

BEGINNING TRIAL BALANCE BY FUND   PAGE   7
JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
10 1 000196 EOG ADMINISTERED FUNDS

```
    G-L        G-L ACCOUNT NAME
     CAT                                              BEGINNING BALANCE


    13100      UNEXPENDED GENERAL REVENUE RELEASES
     000000        BALANCE BROUGHT FORWARD                        0.00

    35300      DUE TO OTHER DEPARTMENTS
     105251  CF    CATEGORY NAME NOT ON TITLE FILE                0.00

    54900      FUND BALANCE UNRESERVED
     000000        BALANCE BROUGHT FORWARD                        0.00


                      *** FUND TOTAL                              0.00
```

BEGINNING TRIAL BALANCE BY FUND   PAGE   8
JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
15 8 810002 FL SPACE AUTHORITY

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11100	CASH ON HAND	
000000	BALANCE BROUGHT FORWARD	0.00
11200	CASH IN BANK	
000000	BALANCE BROUGHT FORWARD	0.00
15100	ACCOUNTS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	0.00
16500	DUE FROM OTHER GOVERNMENTAL UNITS	
000000	BALANCE BROUGHT FORWARD	0.00
19100	PREPAID ITEMS	
000000	BALANCE BROUGHT FORWARD	0.00
19900	OTHER CURRENT ASSETS	
000000	BALANCE BROUGHT FORWARD	0.00
22200	RESTRICTED CASH IN BANK	
000000	BALANCE BROUGHT FORWARD	0.00
27200	BUILDINGS AND BUILDING IMPROVEMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
27300	ACC DEPR - BUILDINGS & BUILDING IMPROV	
000000	BALANCE BROUGHT FORWARD	0.00
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	0.00
27700	ACC DEPR - FURNITURE & EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	0.00
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	0.00
31400	CLAIMS PAYABLE	
000000	BALANCE BROUGHT FORWARD	0.00
32100	ACCRUED SALARIES AND WAGES	
000000	BALANCE BROUGHT FORWARD	0.00

BEGINNING TRIAL BALANCE BY FUND   PAGE   9
JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
15 8 810002 FL SPACE AUTHORITY

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
35500	DUE TO OTHER GOVERNMENTAL UNITS	
000000	BALANCE BROUGHT FORWARD	0.00
35700	DUE TO COMPONENT UNIT/PRIMARY	
000000	BALANCE BROUGHT FORWARD	0.00
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	0.00
38900	DEFERRED REVENUES	
000000	BALANCE BROUGHT FORWARD	0.00
54900	FUND BALANCE UNRESERVED	
000000	BALANCE BROUGHT FORWARD	4,521,003.11-
54901	BEGINNING FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	4,525,346.11
55900	OTHER FUND BALANCE RESERVED	
000000	BALANCE BROUGHT FORWARD	4,343.00-

                                *** FUND TOTAL   0.00

BEGINNING TRIAL BALANCE BY FUND   PAGE   10
JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
15 8 810005 ENTERPRISE FLORIDA, INC.

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11200	CASH IN BANK	
000000	BALANCE BROUGHT FORWARD	24,299,360.00
15100	ACCOUNTS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	78,893.00
16500	DUE FROM OTHER GOVERNMENTAL UNITS	
000000	BALANCE BROUGHT FORWARD	11,460,090.00
19900	OTHER CURRENT ASSETS	
000000	BALANCE BROUGHT FORWARD	614,312.00
22200	RESTRICTED CASH IN BANK	
000000	BALANCE BROUGHT FORWARD	12,219,684.00
24700	OTHER INVESTMENTS	
000000	BALANCE BROUGHT FORWARD	45,520.00
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	1,151,443.00
27700	ACC DEPR - FURNITURE & EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	544,208.00-
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	1,061,499.00-
32100	ACCRUED SALARIES AND WAGES	
000000	BALANCE BROUGHT FORWARD	1,118,108.00-
38900	DEFERRED REVENUES	
000000	BALANCE BROUGHT FORWARD	5,707,872.00-
54900	FUND BALANCE UNRESERVED	
000000	BALANCE BROUGHT FORWARD	55,758,313.00-
54901	BEGINNING FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	20,713,636.00
55900	OTHER FUND BALANCE RESERVED	
000000	BALANCE BROUGHT FORWARD	6,392,938.00-
	*** FUND TOTAL	0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
15 8 810016 FLORIDA TOURISM IND. MARK. CORPORATION

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11200	CASH IN BANK	
000000	BALANCE BROUGHT FORWARD	13,632,360.00
15100	ACCOUNTS RECEIVABLE	
000000	BALANCE BROUGHT FORWARD	2,402,167.00
19100	PREPAID ITEMS	
000000	BALANCE BROUGHT FORWARD	576,171.00
22200	RESTRICTED CASH IN BANK	
000000	BALANCE BROUGHT FORWARD	2,164,855.00
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	1,650,908.00
27700	ACC DEPR - FURNITURE & EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	1,224,555.00-
31100	ACCOUNTS PAYABLE	
000000	BALANCE BROUGHT FORWARD	1,020,338.00-
31200	VOUCHERS PAYABLE	
000000	BALANCE BROUGHT FORWARD	7,353,079.00-
38900	DEFERRED REVENUES	
000000	BALANCE BROUGHT FORWARD	1,855,267.00-
54900	FUND BALANCE UNRESERVED	
000000	BALANCE BROUGHT FORWARD	94,004,990.00-
54901	BEGINNING FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	87,031,768.00
55900	OTHER FUND BALANCE RESERVED	
000000	BALANCE BROUGHT FORWARD	2,000,000.00-

                              *** FUND TOTAL   0.00

```
310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 175001 ECONOMIC DEVELOPMENT TRANSPORTATION TF-EOG


   G-L        G-L ACCOUNT NAME
    CAT                                                    BEGINNING BALANCE



   12100      UNRELEASED CASH IN STATE TREASURY
    000000        BALANCE BROUGHT FORWARD                  14,076,132.03

   15100      ACCOUNTS RECEIVABLE
    000000        BALANCE BROUGHT FORWARD                   4,731,320.16
    144701        ECON DEV TRANSP PROJECTS                 27,790,463.20
                           ** GL  15100 TOTAL              32,521,783.36

   15300      INTEREST AND DIVIDENDS RECEIVABLE
    000500                                                         0.00

   31100      ACCOUNTS PAYABLE
    100777        CONTRACTED SERVICES                              0.00
    100777  CF    CONTRACTED SERVICES                        45,833.33-
                           ** GL  31100 TOTAL                45,833.33-

   35300      DUE TO OTHER DEPARTMENTS
    040000        EXPENSES                                         0.00

   35600      DUE TO GENERAL REVENUE
    310322        SERVICE CHARGE TO GEN REV                       35.49-

   54900      FUND BALANCE UNRESERVED
    000000        BALANCE BROUGHT FORWARD                   9,396,763.27

   55600      RESERVED FOR FCO AND GRANTS/AID - FCO
    000000        BALANCE BROUGHT FORWARD                           0.00
    144701        ECON DEV TRANSP PROJECTS                         0.00
    144701  01    ECON DEV TRANSP PROJECTS                   596,041.68-
    144701  02    ECON DEV TRANSP PROJECTS                 1,319,845.13-
    144701  03    ECON DEV TRANSP PROJECTS                 3,672,512.28-
    144701  04    ECON DEV TRANSP PROJECTS                 1,693,909.00-
    144701  05    ECON DEV TRANSP PROJECTS                 8,594,872.71-
    144701  09    ECON DEV TRANSP PROJECTS                40,071,629.04-
    144701  95    ECON DEV TRANSP PROJECTS                         0.00
    144701  96    ECON DEV TRANSP PROJECTS                         0.00
    144701  98    ECON DEV TRANSP PROJECTS                         0.00
    144701  99    ECON DEV TRANSP PROJECTS                         0.00
                           ** GL  55600 TOTAL              55,948,809.84-

   94100      ENCUMBRANCES
    144701  02    ECON DEV TRANSP PROJECTS                   460,483.87
    144701  03    ECON DEV TRANSP PROJECTS                 1,567,633.96
    144701  04    ECON DEV TRANSP PROJECTS                   827,239.00
    144701  05    ECON DEV TRANSP PROJECTS                 2,621,994.73
```

                                        BEGINNING TRIAL BALANCE BY FUND   PAGE   13
                                               JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 175001 ECONOMIC DEVELOPMENT TRANSPORTATION TF-EOG

    G-L   G-L ACCOUNT NAME
      CAT   BEGINNING BALANCE

    144701 06   ECON DEV TRANSP PROJECTS   3,261,450.00
    144701 07   ECON DEV TRANSP PROJECTS   5,770,961.87
    144701 08   ECON DEV TRANSP PROJECTS   9,751,043.10
    144701 09   ECON DEV TRANSP PROJECTS   30,749,271.25
                          ** GL 94100 TOTAL   55,010,077.78

    98100   BUDGETARY FND BAL RESERVED/ENCUMBRANCE
    144701 02   ECON DEV TRANSP PROJECTS   460,483.87-
    144701 03   ECON DEV TRANSP PROJECTS   1,567,633.96-
    144701 04   ECON DEV TRANSP PROJECTS   827,239.00-
    144701 05   ECON DEV TRANSP PROJECTS   2,621,994.73-
    144701 06   ECON DEV TRANSP PROJECTS   3,261,450.00-
    144701 07   ECON DEV TRANSP PROJECTS   5,770,961.87-
    144701 08   ECON DEV TRANSP PROJECTS   9,751,043.10-
    144701 09   ECON DEV TRANSP PROJECTS   30,749,271.25-
                          ** GL 98100 TOTAL   55,010,077.78-

                 *** FUND TOTAL   0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 177001 ECONOMIC DEVELOPMENT TF EOG TRADE & TOURISM

```
    G-L       G-L ACCOUNT NAME
     CAT                                              BEGINNING BALANCE


    11100     CASH ON HAND
     000000       BALANCE BROUGHT FORWARD                 20,250.00

    11308     CASH WITH STATE BRD ADM INNOVATION
     000000       BALANCE BROUGHT FORWARD                     14.19

    12100     UNRELEASED CASH IN STATE TREASURY
     000000       BALANCE BROUGHT FORWARD             16,248,815.73

    14208     INVESTMENTS W STATE BRD OF ADM
     000000       BALANCE BROUGHT FORWARD            284,634,010.39

    15300     INTEREST AND DIVIDENDS RECEIVABLE
     000500                                              56,027.25

    15308     INTEREST & DIVIDENDS RECEIVABLE
     000000       BALANCE BROUGHT FORWARD              1,785,759.00

    15400     LOANS AND NOTES RECEIVABLE
     000000       BALANCE BROUGHT FORWARD                468,663.40
     000500                                             411,233.12
     002300                                              74,029.32-
                         ** GL  15400 TOTAL             805,867.20

    24700     OTHER INVESTMENTS
     000000       BALANCE BROUGHT FORWARD                100,000.00

    25400     OTHER LOANS AND NOTES RECEIVABLE
     000000       BALANCE BROUGHT FORWARD                553,767.98
     002300                                           1,698,556.87
                         ** GL  25400 TOTAL           2,252,324.85

    31100     ACCOUNTS PAYABLE
     107390       G/A QUALIFIED TARGET INDUSTRIES PROGRAM        0.00
     107390  CF   G/A QUALIFIED TARGET INDUSTRIES PROGRAM  2,330,537.55-
     108325       G/A-BROWNFIELDS REDEVL PJT                      0.00
     108325  CF   G/A-BROWNFIELDS REDEVL PJT              210,750.00-
     181251       TR/GDTF/PROGRAM ADMIN.                    1,443.52-
                         ** GL  31100 TOTAL           2,542,731.07-

    31108     ACCOUNTS PAYABLE
     000000       BALANCE BROUGHT FORWARD                302,718.96-
```

                                     BEGINNING TRIAL BALANCE BY FUND   PAGE   15
                                             JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 177001 ECONOMIC DEVELOPMENT TF EOG TRADE & TOURISM

    G-L   G-L ACCOUNT NAME
     CAT   BEGINNING BALANCE

    35300   DUE TO OTHER DEPARTMENTS
     181251   TR/GDTF/PROGRAM ADMIN.   3,722.42-

    35600   DUE TO GENERAL REVENUE
     000000   BALANCE BROUGHT FORWARD   846.93-
     310322   SERVICE CHARGE TO GEN REV   3,118.20-
                          ** GL 35600 TOTAL   3,965.13-

    39808   OBLIG UNDER SECURITY LND TRANS SBA
     000000   BALANCE BROUGHT FORWARD   135,363,628.63-

    54900   FUND BALANCE UNRESERVED
     000000   BALANCE BROUGHT FORWARD   14,145,949.57-

    54908   FUND BALANCE UNRESERVED INNOVATION INC
     000000   BALANCE BROUGHT FORWARD   150,753,436.75-

    55500   FB RESERVED FOR LONG-TERM RECEIVABLES
     000000   BALANCE BROUGHT FORWARD   2,786,916.08-

    55600   RESERVED FOR FCO AND GRANTS/AID - FCO
     000000   BALANCE BROUGHT FORWARD   289,333.05
     143150 04   SPACE, DEFENSE, RURAL INFR   289,333.05-
                          ** GL 55600 TOTAL   0.00

                          *** FUND TOTAL   0.00

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 338002 FLORIDA INTERNATIONAL TRADE & PROMOTION TRUST FUND

```
    G-L         G-L ACCOUNT NAME
     CAT                                                            BEGINNING BALANCE


    12100       UNRELEASED CASH IN STATE TREASURY
     000000         BALANCE BROUGHT FORWARD                            1,858,090.47


    14100       POOLED INVESTMENTS WITH STATE TREASURY
     000000         BALANCE BROUGHT FORWARD                                1,115.00


    15100       ACCOUNTS RECEIVABLE
     001500                                                             540,037.19


    15300       INTEREST AND DIVIDENDS RECEIVABLE
     000000         BALANCE BROUGHT FORWARD                                    3.12
     000500                                                                    2.47
                            ** GL  15300 TOTAL                                 5.59


    16300       DUE FROM OTHER DEPARTMENTS
     001500                                                             380,770.98
     040000         EXPENSES                                                  0.00
                            ** GL  16300 TOTAL                           380,770.98


    31100       ACCOUNTS PAYABLE
     040000  CF    EXPENSES                                              7,966.44-
     100777  CF    CONTRACTED SERVICES                                      47.12-
     102003        G/A-ENTERPRISE FLORIDA PRG                               0.00
     102003  CF    G/A-ENTERPRISE FLORIDA PRG                        2,768,395.00-
                            ** GL  31100 TOTAL                       2,776,408.56-


    35300       DUE TO OTHER DEPARTMENTS
     310018         DIST OF DONATE ORG-PASS IT ON LIC PLATE FUN             0.00


    35600       DUE TO GENERAL REVENUE
     000000         BALANCE BROUGHT FORWARD                                  0.17-
     310322         SERVICE CHARGE TO GEN REV                                1.90-
                            ** GL  35600 TOTAL                               2.07-


    35700       DUE TO COMPONENT UNIT/PRIMARY
     102003  CF    G/A-ENTERPRISE FLORIDA PRG                               0.00


    54900       FUND BALANCE UNRESERVED
     000000         BALANCE BROUGHT FORWARD                              3,608.60-


    99100       BUDGETARY FUND BALANCE
     000000         BALANCE BROUGHT FORWARD                                  0.00


                            *** FUND TOTAL                                   0.00
```

```
                                            BEGINNING TRIAL BALANCE BY FUND                          PAGE     17
                                                     JULY 01, 2009


310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339028 GRANTS & DONATIONS TF EOG

   G-L         G-L ACCOUNT NAME
    CAT                                                          BEGINNING BALANCE



   12100       UNRELEASED CASH IN STATE TREASURY
    000000         BALANCE BROUGHT FORWARD                          5,298,594.29

   14100       POOLED INVESTMENTS WITH STATE TREASURY
    000000         BALANCE BROUGHT FORWARD                          2,048,715.86

   15100       ACCOUNTS RECEIVABLE
    001500                                                              1,975.32
    001510                                                             57,476.43
                              ** GL  15100 TOTAL                       59,451.75

   15300       INTEREST AND DIVIDENDS RECEIVABLE
    000000         BALANCE BROUGHT FORWARD                              4,786.51
    000500                                                                946.39
                              ** GL  15300 TOTAL                        5,732.90

   16300       DUE FROM OTHER DEPARTMENTS
    001100                                                                  0.00
    001500                                                             33,012.64
    001510                                                                  0.00
    001903                                                                 54.94
    030000         OTHER PERSONAL SERVICES                               128.20
                              ** GL  16300 TOTAL                       33,195.78

   31100       ACCOUNTS PAYABLE
    030000         OTHER PERSONAL SERVICES                                 0.00
    030000  CF     OTHER PERSONAL SERVICES                            3,951.39-
    040000         EXPENSES                                           2,786.47-
    040000  CF     EXPENSES                                           2,549.14-
    100777         CONTRACTED SERVICES                                    0.00
    100777  CF     CONTRACTED SERVICES                                  190.40-
    100962         NGA/BEST PRACTICES-GRANTS                              0.00
    100962  CF     NGA/BEST PRACTICES-GRANTS                         50,000.00-
    105026         TRANSFER TO DEPT OF JUVENILE JUSTICE                   0.00
    105026  CF     TRANSFER TO DEPT OF JUVENILE JUSTICE             78,251.99-
    105028         ENFORCING UNDERAGE DRINKING LAWS                       0.00
    105028  CF     ENFORCING UNDERAGE DRINKING LAWS                 98,580.99-
                              ** GL  31100 TOTAL                     236,310.38-

   32100       ACCRUED SALARIES AND WAGES
    010000         SALARIES AND BENEFITS                                  0.00
    010000  CF     SALARIES AND BENEFITS                             4,221.48-
    030000         OTHER PERSONAL SERVICES                                0.00
    030000  CF     OTHER PERSONAL SERVICES                           1,212.22-
                              ** GL  32100 TOTAL                      5,433.70-
```

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339028 GRANTS & DONATIONS TF EOG

```
  G-L        G-L ACCOUNT NAME
   CAT                                                             BEGINNING BALANCE


  35300      DUE TO OTHER DEPARTMENTS
   040000       EXPENSES                                                    0.00
   040000  CF    EXPENSES                                              10,579.18-
   100777       CONTRACTED SERVICES                                         0.00
   100777  CF    CONTRACTED SERVICES                                    1,680.00-
   105028       ENFORCING UNDERAGE DRINKING LAWS                        1,673.87-
   180200  CF   TR/GENERAL REVENUE-SWCAP                                     0.00
   181052       TRANSFER FLORIDA ENERGY OFFICE CASH TO DEP              6,249.57-
   310018       DIST OF DONATE ORG-PASS IT ON LIC PLATE FUN                 0.00
                             ** GL  35300 TOTAL                        20,182.62-


  35600      DUE TO GENERAL REVENUE
   001800                                                             619,826.79-
   310322       SERVICE CHARGE TO GEN REV                              11,283.89-
                             ** GL  35600 TOTAL                       631,110.68-


  54900      FUND BALANCE UNRESERVED
   000000       BALANCE BROUGHT FORWARD                               600,890.72-


  54901      BEGINNING FUND BALANCE
   000000       BALANCE BROUGHT FORWARD                                      0.00


  55100      FUND BALANCE RESERVED FOR ENCUMBRANCES
   000000       BALANCE BROUGHT FORWARD                                      0.00
   030000       OTHER PERSONAL SERVICES                                59,388.00-
   040000       EXPENSES                                                  49.96-
                             ** GL  55100 TOTAL                        59,437.96-


  55600      RESERVED FOR FCO AND GRANTS/AID - FCO
   080622  06   G/A-ENERGY EFFICIENCY PROJ                            309,767.97-
   146556  09   US DEPT OF ENERGY/PROJECTS                          1,535,082.32-
   146558  07   FL ENERGY TECHNOLOGY PROJ                           4,047,474.23-
                             ** GL  55600 TOTAL                     5,892,324.52-


  94100      ENCUMBRANCES
   030000  CF    OTHER PERSONAL SERVICES                               59,388.00
   040000  CF    EXPENSES                                                  49.96
   080622  04   G/A-ENERGY EFFICIENCY PROJ                            200,000.00
   080622  06   G/A-ENERGY EFFICIENCY PROJ                            109,767.97
   100777       CONTRACTED SERVICES                                       122.49
   146556  06   US DEPT OF ENERGY/PROJECTS                            611,997.43
   146556  07   US DEPT OF ENERGY/PROJECTS                             76,084.89
   146556  08   US DEPT OF ENERGY/PROJECTS                             26,367.08
   146556  09   US DEPT OF ENERGY/PROJECTS                            820,632.92
   146558  07   FL ENERGY TECHNOLOGY PROJ                           4,047,474.23
                             ** GL  94100 TOTAL                     5,951,884.97
```

                                        BEGINNING TRIAL BALANCE BY FUND   PAGE   19
                                              JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 339028 GRANTS & DONATIONS TF EOG

   G-L   G-L ACCOUNT NAME
     CAT   BEGINNING BALANCE

   98100   BUDGETARY FND BAL RESERVED/ENCUMBRANCE
     030000 CF   OTHER PERSONAL SERVICES   59,388.00-
     040000 CF   EXPENSES   49.96-
     080622 04 G/A-ENERGY EFFICIENCY PROJ   200,000.00-
     080622 06 G/A-ENERGY EFFICIENCY PROJ   109,767.97-
     100777   CONTRACTED SERVICES   122.49-
     146556 06 US DEPT OF ENERGY/PROJECTS   611,997.43-
     146556 07 US DEPT OF ENERGY/PROJECTS   76,084.89-
     146556 08 US DEPT OF ENERGY/PROJECTS   26,367.08-
     146556 09 US DEPT OF ENERGY/PROJECTS   820,632.92-
     146558 07 FL ENERGY TECHNOLOGY PROJ   4,047,474.23-
                         ** GL 98100 TOTAL   5,951,884.97-

   99100   BUDGETARY FUND BALANCE
     000000   BALANCE BROUGHT FORWARD   0.00

                         *** FUND TOTAL   0.00

BEGINNING TRIAL BALANCE BY FUND   PAGE   20
JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 373001 FUND NOT ON TITLE FILE

```
   G-L          G-L ACCOUNT NAME
    CAT                                                        BEGINNING BALANCE


   12100        UNRELEASED CASH IN STATE TREASURY
    000000         BALANCE BROUGHT FORWARD                          0.00

   14100        POOLED INVESTMENTS WITH STATE TREASURY
    000000         BALANCE BROUGHT FORWARD                          0.00

   15300        INTEREST AND DIVIDENDS RECEIVABLE
    000500                                                          0.00
    002000                                                          0.00
                           ** GL  15300 TOTAL                       0.00


   31100        ACCOUNTS PAYABLE
    040000         EXPENSES                                         0.00
    040000  CF     EXPENSES                                         0.00
                           ** GL  31100 TOTAL                       0.00

   35600        DUE TO GENERAL REVENUE
    310322         SERVICE CHARGE TO GEN REV                        0.00

   54900        FUND BALANCE UNRESERVED
    000000         BALANCE BROUGHT FORWARD                          0.00

   55100        FUND BALANCE RESERVED FOR ENCUMBRANCES
    000000         BALANCE BROUGHT FORWARD                          0.00

                           *** FUND TOTAL                           0.00
```

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 535001 PLANNING AND BUDGETING SYSTEM TRUST FUND-EOG

```
G-L          G-L ACCOUNT NAME
  CAT                                                        BEGINNING BALANCE


  12100       UNRELEASED CASH IN STATE TREASURY
  000000          BALANCE BROUGHT FORWARD                       1,754,975.36

  31100       ACCOUNTS PAYABLE
  040000          EXPENSES                                              0.00
  040000  CF     EXPENSES                                           7,754.24-
  060000          OPERATING CAPITAL OUTLAY                              0.00
  060000  CF     OPERATING CAPITAL OUTLAY                          36,403.73-
  100777          CONTRACTED SERVICES                                   0.00
  100777  CF     CONTRACTED SERVICES                                1,050.00-
                       ** GL  31100 TOTAL                          45,207.97-

  32100       ACCRUED SALARIES AND WAGES
  010000          SALARIES AND BENEFITS                               378.00-
  010000  CF     SALARIES AND BENEFITS                              8,016.24-
  030000          OTHER PERSONAL SERVICES                               0.00
  030000  CF     OTHER PERSONAL SERVICES                            1,973.48-
                       ** GL  32100 TOTAL                          10,367.72-

  35300       DUE TO OTHER DEPARTMENTS
  040000          EXPENSES                                              0.00
  040000  CF     EXPENSES                                           4,224.61-
  100777          CONTRACTED SERVICES                                   0.00
  100777  CF     CONTRACTED SERVICES                                  240.00-
                       ** GL  35300 TOTAL                           4,464.61-

  54900       FUND BALANCE UNRESERVED
  000000          BALANCE BROUGHT FORWARD                       1,695,898.25-

  55100       FUND BALANCE RESERVED FOR ENCUMBRANCES
  000000          BALANCE BROUGHT FORWARD                          43,595.00
  040000          EXPENSES                                           8,087.94-
  060000          OPERATING CAPITAL OUTLAY                          25,687.86-
  100777          CONTRACTED SERVICES                                8,856.01-
                       ** GL  55100 TOTAL                             963.19

  94100       ENCUMBRANCES
  100777          CONTRACTED SERVICES                                3,523.53
  100777  CF     CONTRACTED SERVICES                                8,856.01
                       ** GL  94100 TOTAL                          12,379.54

  98100       BUDGETARY FND BAL RESERVED/ENCUMBRANCE
  100777          CONTRACTED SERVICES                                3,523.53-
  100777  CF     CONTRACTED SERVICES                                8,856.01-
                       ** GL  98100 TOTAL                          12,379.54-


                   *** FUND TOTAL                                       0.00
```

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 551001 PROFESSIONAL SPORTS DEVELOPMENT TRUST FUND

```
    G-L         G-L ACCOUNT NAME
      CAT                                                     BEGINNING BALANCE


    12100       UNRELEASED CASH IN STATE TREASURY
      000000        BALANCE BROUGHT FORWARD                      236,987.87

    15100       ACCOUNTS RECEIVABLE
      001500                                                      76,925.00

    16300       DUE FROM OTHER DEPARTMENTS
      001500                                                           0.00

    31100       ACCOUNTS PAYABLE
      101485        G/A-FL SPORTS FOUNDATION                          0.00
      101485   CF    G/A-FL SPORTS FOUNDATION                    396,395.25-
                          ** GL  31100 TOTAL                     396,395.25-

    35600       DUE TO GENERAL REVENUE
      310322        SERVICE CHARGE TO GEN REV                    140,509.25-

    54900       FUND BALANCE UNRESERVED
      000000        BALANCE BROUGHT FORWARD                      222,991.63

                          *** FUND TOTAL                               0.00
```

BEGINNING TRIAL BALANCE BY FUND   PAGE   23
JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 595001 BROWNFIELD PROPERTY OWNERSHIP CLEAR ASSIT REVOLV

```
   G-L        G-L ACCOUNT NAME
    CAT                                                  BEGINNING BALANCE


   12100      UNRELEASED CASH IN STATE TREASURY
    000000        BALANCE BROUGHT FORWARD                        0.00

   15300      INTEREST AND DIVIDENDS RECEIVABLE
    000500                                               9,817.44-

   35300      DUE TO OTHER DEPARTMENTS
    310018        DIST OF DONATE ORG-PASS IT ON LIC PLATE FUN    0.00

   35600      DUE TO GENERAL REVENUE
    310322        SERVICE CHARGE TO GEN REV                      0.00

   54900      FUND BALANCE UNRESERVED
    000000        BALANCE BROUGHT FORWARD                 9,817.44


                   *** FUND TOTAL                               0.00
```

BEGINNING TRIAL BALANCE BY FUND   PAGE   24
JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 722001 TOURISM PROMOTION TF EOG

```
   G-L        G-L ACCOUNT NAME
    CAT                                                      BEGINNING BALANCE


   12100       UNRELEASED CASH IN STATE TREASURY
    000000        BALANCE BROUGHT FORWARD                      2,149,652.07

   14100       POOLED INVESTMENTS WITH STATE TREASURY
    000000        BALANCE BROUGHT FORWARD                          7,526.14

   15100       ACCOUNTS RECEIVABLE
    001500                                                     2,001,314.29

   15300       INTEREST AND DIVIDENDS RECEIVABLE
    000000        BALANCE BROUGHT FORWARD                             21.06
    000500                                                            16.67
                        ** GL  15300 TOTAL                           37.73

   16300       DUE FROM OTHER DEPARTMENTS
    001500                                                     1,411,092.45

   31100       ACCOUNTS PAYABLE
    040000  CF    EXPENSES                                         2,149.62-
    105703        G/A-FLORIDA COMM/TOURISM                             0.00
    105703  CF    G/A-FLORIDA COMM/TOURISM                     5,098,418.00-
                        ** GL  31100 TOTAL                     5,100,567.62-

   35300       DUE TO OTHER DEPARTMENTS
    040000  CF    EXPENSES                                             0.00
    310018        DIST OF DONATE ORG-PASS IT ON LIC PLATE FUN          0.00
                        ** GL  35300 TOTAL                             0.00

   35600       DUE TO GENERAL REVENUE
    310322        SERVICE CHARGE TO GEN REV                           13.93-

   35700       DUE TO COMPONENT UNIT/PRIMARY
    105703  CF    G/A-FLORIDA COMM/TOURISM                             0.00

   38600       CURRENT COMPENSATED ABSENCES LIABILITY
    000000        BALANCE BROUGHT FORWARD                            671.06-

   54900       FUND BALANCE UNRESERVED
    000000        BALANCE BROUGHT FORWARD                        468,370.07-

   98100       BUDGETARY FND BAL RESERVED/ENCUMBRANCE
    107570        CATEGORY NAME NOT ON TITLE FILE                      0.00
```

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 2 722001 TOURISM PROMOTION TF EOG

     G-L   G-L ACCOUNT NAME
       CAT   BEGINNING BALANCE

     99100   BUDGETARY FUND BALANCE
       000000   BALANCE BROUGHT FORWARD   0.00

                          *** FUND TOTAL   0.00

                                       BEGINNING TRIAL BALANCE BY FUND   PAGE   26
                                              JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 8 520001 SCRIPPS FLORIDA FUNDING CORP.

```
   G-L         G-L ACCOUNT NAME
    CAT                                                    BEGINNING BALANCE


   11200       CASH IN BANK
    000000          BALANCE BROUGHT FORWARD                  183,907.00

   11300       CASH WITH STATE BOARD OF ADM.
    000000          BALANCE BROUGHT FORWARD                34,550,589.00

   14200       INVESTMENTS WITH STATE BOARD OF ADM.
    000000          BALANCE BROUGHT FORWARD               192,612,476.00

   15300       INTEREST AND DIVIDENDS RECEIVABLE
    000000          BALANCE BROUGHT FORWARD                 1,993,084.00

   19100       PREPAID ITEMS
    000000          BALANCE BROUGHT FORWARD                    13,163.00

   31100       ACCOUNTS PAYABLE
    000000          BALANCE BROUGHT FORWARD                     1,959.00-

   39800       OBLIG UNDER SECURITY LND TRANS - SBA
    000000          BALANCE BROUGHT FORWARD                87,629,757.00-

   39900       OTHER CURRENT LIABILITIES
    000000          BALANCE BROUGHT FORWARD                13,111,250.00-

   54900       FUND BALANCE UNRESERVED
    000000          BALANCE BROUGHT FORWARD                11,015,258.01

   55900       OTHER FUND BALANCE RESERVED
    000000          BALANCE BROUGHT FORWARD               139,625,511.01-

                   *** FUND TOTAL                                  0.00
```

BEGINNING TRIAL BALANCE BY FUND   PAGE   27
JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
20 8 530015 SPACE FLORIDA

```
  G-L        G-L ACCOUNT NAME
   CAT                                                    BEGINNING BALANCE


  11200      CASH IN BANK
   000000        BALANCE BROUGHT FORWARD                     1,983,959.00

  15100      ACCOUNTS RECEIVABLE
   000000        BALANCE BROUGHT FORWARD                       133,040.00

  16500      DUE FROM OTHER GOVERNMENTAL UNITS
   000000        BALANCE BROUGHT FORWARD                    17,388,934.00

  19900      OTHER CURRENT ASSETS
   000000        BALANCE BROUGHT FORWARD                       110,024.00

  31100      ACCOUNTS PAYABLE
   000000        BALANCE BROUGHT FORWARD                     3,020,555.00-

  31200      VOUCHERS PAYABLE
   000000        BALANCE BROUGHT FORWARD                        10,515.00-

  31400      CLAIMS PAYABLE
   000000        BALANCE BROUGHT FORWARD                        19,709.00-

  32100      ACCRUED SALARIES AND WAGES
   000000        BALANCE BROUGHT FORWARD                        48,028.00-

  38600      CURRENT COMPENSATED ABSENCES LIABILITY
   000000        BALANCE BROUGHT FORWARD                         8,891.00-

  38900      DEFERRED REVENUES
   000000        BALANCE BROUGHT FORWARD                       115,501.00-

  54900      FUND BALANCE UNRESERVED
   000000        BALANCE BROUGHT FORWARD                    16,392,758.00-

                       *** FUND TOTAL                               0.00
```

310000 EXECUTIVE OFFICE OF THE GOVERNOR
74 8 310002 TRAVEL REVOLVING FUND

      G-L   G-L ACCOUNT NAME
       CAT   BEGINNING BALANCE

      11200   CASH IN BANK
       000000   BALANCE BROUGHT FORWARD   10,000.00

      16800   DUE FROM STATE FUNDS - REVOLVING FUND
       000000   BALANCE BROUGHT FORWARD   0.00

      45100   ADVANCES FROM OTHER FUNDS BETWEEN DEPA
       000000   BALANCE BROUGHT FORWARD   10,000.00-

                    *** FUND TOTAL   0.00

BEGINNING TRIAL BALANCE BY FUND   PAGE   29
JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
80 9 000001 EXECUTIVE OFFICE OF THE GOVERNOR GEN FIXED ASSETS


```
  G-L        G-L ACCOUNT NAME
   CAT                                                 BEGINNING BALANCE


  27600       FURNITURE AND EQUIPMENT
   000000        BALANCE BROUGHT FORWARD                1,175,561.41
   060000        OPERATING CAPITAL OUTLAY               1,959,675.45
   146556        US DEPT OF ENERGY/PROJECTS                27,375.15
                     ** GL  27600 TOTAL                 3,162,612.01

  27700       ACC DEPR - FURNITURE & EQUIPMENT
   000000        BALANCE BROUGHT FORWARD                1,078,905.34-
   060000        OPERATING CAPITAL OUTLAY                 768,458.99-
   146556        US DEPT OF ENERGY/PROJECTS                 1,216.64-
                     ** GL  27700 TOTAL                 1,848,580.97-

  28200       LIBRARY RESOURCES
   000000        BALANCE BROUGHT FORWARD                        0.00

  28800       OTHER FIXED ASSETS
   000000        BALANCE BROUGHT FORWARD                        0.00

  54900       FUND BALANCE UNRESERVED
   000000        BALANCE BROUGHT FORWARD                1,314,031.04-


                     *** FUND TOTAL                            0.00
```

310000 EXECUTIVE OFFICE OF THE GOVERNOR
80 9 530015 GEN FIXED ASSET SPACE FL

    G-L   G-L ACCOUNT NAME
      CAT   BEGINNING BALANCE

    27200   BUILDINGS AND BUILDING IMPROVEMENTS
      000000   BALANCE BROUGHT FORWARD   35,502,739.00

    27300   ACC DEPR - BUILDINGS & BUILDING IMPROV
      000000   BALANCE BROUGHT FORWARD   1,362,744.00-

    27600   FURNITURE AND EQUIPMENT
      000000   BALANCE BROUGHT FORWARD   345,736.00

    27700   ACC DEPR - FURNITURE & EQUIPMENT
      000000   BALANCE BROUGHT FORWARD   59,780.00-

    27800   CONSTRUCTION WORK IN PROGRESS
      000000   BALANCE BROUGHT FORWARD   257,958.00

    28800   OTHER FIXED ASSETS
      000000   BALANCE BROUGHT FORWARD   1,085,092.00

    54900   FUND BALANCE UNRESERVED
      000000   BALANCE BROUGHT FORWARD   35,769,001.00-

                        *** FUND TOTAL   0.00

BEGINNING TRIAL BALANCE BY FUND   PAGE   31
JULY 01, 2009

310000 EXECUTIVE OFFICE OF THE GOVERNOR
90 9 101010 LONG TERM DEBT

```
   G-L          G-L ACCOUNT NAME
     CAT                                                   BEGINNING BALANCE


   38600        CURRENT COMPENSATED ABSENCES LIABILITY
     000000         BALANCE BROUGHT FORWARD                    581,358.00-

   48600        COMPENSATED ABSENCES LIABILITY
     000000         BALANCE BROUGHT FORWARD                  3,420,079.00-

   54900        FUND BALANCE UNRESERVED
     000000         BALANCE BROUGHT FORWARD                  4,001,437.00


                     *** FUND TOTAL                                0.00 E
```

Schedule I Narrative :2175 Economic Development Transportation Trust Fund

Revenue Estimating Methodology:

Revenues recorded in the Economic Development Transportation Trust Fund are transfers from the Florida Department of Transportation to fund Economic Development Transportation Projects. In fiscal year 2002-2003, the Legislature required that all cash currently held by the EOG/OTTED for FCO Grants and Aids Road Projects be transferred back to the Department of Transportation. As cash is needed for specific projects expenditures, the DOT shall transfer the monies back to the Economic Development Transportation for use by EOG/OTTED for this program. All revenues estimated to this fund were based on historical expenditures of the program for the next fiscal year.

Adjustments :

Statewide Financial Statement Adjustment to reserve the fund balances for fixed capital outlay obligations, accounts receivable and reserve for FCO/grants.

Schedule I Narrative :2177 Economic Development Trust Fund

Revenue Estimating Methodology:

Revenues in this fund consists of local financial support received from local governments as a component of the Qualified Targeted Industries Tax Refund (QTI) program Qualified Defense Contractors Incentive Tax Refund (QDC).and Brownfield Bonus Refunds. Additionally, Rural Community Development Loans and Grants are funded in this trust fund by transfers from General Revenue or other trust funds. Rural loans also have an interest component which generates additional revenue for the continued administration of the loan program.

Adjustments:

The first adjustment is for September 2009 Reversions per the instructions. Additionally, Statewide Financial Statement adjustments were done to correct payables and receivables from prior year and to record Innovation Incentive program balances per the State Board of Administration. The post closing amount comprise of the following amounts: **$53,200,579**, **$18,913,939** and the **($868,366**)

Schedule I Narrative: 2338 International Trade and Promotion Trust Fund

Revenue Estimating Methodology:

The revenues to this fund are rental car surcharge receipts collected on each car rented in the State. Our revenue estimates are based on the most current Revenue Estimating Conference amounts provided.

Adjustments:

The Statewide Financial Statement Adjustment proposed is to eliminate an accounts receivable that was not adjusted prior to closing the fiscal year.

Schedule I Narrative: 2339 Grants and Donations Trust Fund.

Revenue Estimating Methodology:

Revenues in this fund consist of the following Federal grants for the Office of Drug Control and the Governor's Energy Office: U.S. DOE Administration Formula, U.S. DOE Umbrella, Enforcing Underage Drinking Laws, , Smart Grid Technology American Recovery and Reinvestment Act (ARRA), State Energy Program(ARRA), Energy Efficiency Block Grant (ARRA) and Energy Appliance Rebates(ARRA). Additional revenues included are Notary Fee collections transferred from Department of State as required in Section 117.01, Florida Statutes. The revenue for the Federal grants is estimated by the Office of Drug Control and the Governor's Energy Office for their needs in the upcoming year. This primarily includes payments to sub-grantees as required in their contracts, as well as estimated travel and administrative costs. Notary fees estimated revenue is based on historical collections and verified by the Department of State.

Adjustments:

The adjustment is for September 2009 reversions per the instructions and a Statewide Financial Statement Adjustment to balance receivables and payables for the current fiscal year.   Unfunded budget indicated in the Schedule I is due to the timing of revenues and expenditures in relation to the FCO spending authority for most Federal grants. We anticipate that the grants for American Recovery and Reinvestment Act will take approximately two to three years for projects to be completed and full expenditures made.

Schedule I Narrative: 2535 Planning and Budgeting System Trust Fund

Revenue Estimating Methodology:

All revenues are based on a transfer from the Legislature general revenue fund to the Executive Office of the Governor.   The revenues are determined by the legislatures approved budget process for the fiscal year.

Adjustments:

The adjustment is for September 2008 reversions per the instructions. The $378 adjustment on the Schedule I is for a non certified forward payable that should not have been on the trial balance and was not already accounted for in column A01.

Schedule I Narrative: 2551 Professional Sports Development

Revenue Estimating Methodology:

Revenues in this fund are transfers from the Department of Highway Safety and Motor Vehicles (DHSMV) pursuant to law from the sales of specific sports related vehicle tags. Revenue is estimated by the DHSMV and recorded by the EOG. All tag revenues collected (less service charge to General Revenue) are transferred to the Florida Sports Foundation and no transfers can be made in excess of funds collected-regardless of spending authority.

Adjustments:

Statewide Financial Statement adjustments were made for accounts receivable understated and "due to general revenue" overstated.

Schedule I Narrative :2722 Tourism Promotion Trust Fund

Revenue Estimating Methodology:

Revenue to this trust fund is collections from the rental car surcharge on all vehicles rented in the state. Revenue estimates are based on the most current Revenue Estimating Conference dated March 2009.

Adjustments:

Statewide Financial Statement adjustments were made to adjust down accounts payable and accounts receivable. The net adjustment in column A01 was arrived by the SWFS receivable and the non operating accounts payable amount.

Dept/Agency: **Executive Office of the Governor**

Submitted by: **Bruce Slager**

Phone: **850.413.0902**

Date submitted: **October 9, 2009**

IT Support Service for Agency Financial and Administrative Systems

This service enables users in the agency's administrative and support areas to operate and maintain the non-strategic applications that support agency administrative. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify major IT Systems (applications) that are included (in whole or part) in this IT Service:			
1	Attachmate	5	
2	Entire Connect	6	
3	People First	7	
4	FLAIR/SAMAS	8	

1. **IT Service Definition**

    1.1. Who is the service provider? *(Indicate all that apply)*

    - x☐ Central IT staff
    - ☐ Program staff
    - x☐ Another State agency
    - ☐ State Primary Data Center
    - ☐ Other External service provider

    1.2. Who uses the service? *(Indicate all that apply)*

    - x☐ Agency staff (state employees or contractors)
    - Employees or contractors from one or more additional state agencies
    - External service providers
    - ☐ Public (please explain in Question 5.2)

    1.3. Please identify the number of users of this service.   10

    1.4. How many locations currently host agency financial/ administrative systems?   1

2. **Service Unique to Agency**

    2.1. Is a similar or identical IT service provided by another agency or external service provider?
    (Identical, Very Similar, No)   Identical

    2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

    x☐ Yes   ☐ No

    2.2.1. If yes, what must happen for your agency to use another IT service provider?

    Training, same level of services and applications.

    2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

File: 31100100-Executive Direction and Supoort IT Support Service.doc
Last Saved at: 10/12/2009 3:48:00 PM
Page 41 of 246

FY 2010-11

Page 1 of 3

3. IT Service Levels Required to Support Business Functions

Answer the following questions for the primary or dominant IT system within this IT Service.

3.1. Has the agency specified the service level requirements for this IT Service?

- ☐ Yes; formal Service Level Agreement(s)
- ☐ Yes; informal agreement(s)
- x☐ No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required *(e.g., 0700-1800 M-F, 24/7)* for:

3.2.1.1. User-facing components of this IT service (online)   0800-1700 M-F

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance)   0800-1700 M-F

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 15 min, 30 min, 60 min)?*   60 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Delayed payroll, lost productivity

3.2.3. Are there any agency-unique service requirements?   ☐ Yes   x☐ No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- x☐ User ID/Password
- x☐ Access through internal network only
- ☐ Other _____
- ☐ Access through Internet or external network
- ☐ Access through Internet with secure encryption

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- ☐ Yes   x☐ No

3.2.5.1. If yes, please specify and describe:

4. User/customer satisfaction

IT Service Requirements Worksheet: IT Support Service for Agency Financial and Administrative Functions

---

4.1.   Are service level metrics reported to business stakeholders or agency management

☐   Yes   x☐   No

   If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

x☐   Yes   ☐   No

4.2.1.   If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2.   List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

General revenue

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

Dept/Agency: **Executive Office of the Governor**

Submitted by: **Bruce Slager**

Phone: **850.413.0902**

Date submitted: **October 9, 2009**

IT Administration and Management Service

This service enables the management and administration of the agency's central IT program or unit. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify major IT Systems (applications) that are included (in whole or part) in this IT Service:			
1	None	5	
2		6	
3		7	
4		8	

1. **IT Service Definition**

    1.1. Who is the service provider? *(Indicate all that apply)*

    ☒ Central IT staff

    ☐ Program staff

    ☐ Another State agency

    ☐ External service provider

    1.2. How many locations currently host assets and resources used to provide IT administration and management services?   1

2. **Service Unique to Agency**

    2.1. If the same level of service could be provided through another agency or external source for less than the current cost of the IT service, could your agency change to another service provider?

    ☐ Yes   x☐ No

    2.1.1. If yes, what must happen for your agency to use another IT service provider?

    2.1.2. If not, why does your agency need to maintain the current provider for this IT service?

    Service provided by the agency CIO.

3. **IT Service Levels Required to Support Business Functions**

    3.1. Has the agency specified the service level requirements for this IT Service?

    ☐ Yes; formal Service Level Agreement(s)

    x☐ Yes; informal agreement(s)

    ☐ No; specific requirements have not been determined and approved by the department

    If you answered "Yes," identify major (formal or informal) service level requirements:

    Insure all IT services are provided on a timely basis.

3.2. Timing and Service Delivery Requirements

   3.2.1. Hours/Days that service is required *(e.g., 0800-1600 M-F, 24/7)* for the systems included in this service: <mark>24-7</mark>

   3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 5 min, 15 min, 60 min)*? <mark>5 mins</mark>

   3.2.3. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

   ☐ Yes   x☐ No

   If yes, please specify and describe:

   <mark></mark>

   3.2.4. Are there any agency-unique service requirements?   x☐ Yes   ☐ No

   If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

   <mark>Provide support for the Governor of state of Florida.</mark>

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?
   ☐ Yes   x☐ No

   If yes, briefly describe the frequency of reports and how they are provided:

   <mark></mark>

4.2. Are currently defined IT service levels adequate to support the business needs of the agency?

   x☐ Yes   ☐ No

   If no, what changes need to be made to the current IT service? *(Briefly explain)*

   <mark></mark>

4.3. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

<mark>General revenue</mark>

5.2. Other comments

Dept/Agency:	**Executive Office of the Governor**
Submitted by:	**Bruce Slager, Chief Information Officer**
Phone:	**850.413.0902**
Date submitted:	**October 9, 2009**

Desktop Computing Service

This service enables use of standard office automation functions, as well as access to other applications that require standard desktop functionality. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

	Identify the major commercial hardware and software associated with the Desktop Computer Service:		
1	Microsoft Office Suite	5	HP Printers
2	Dell, HP computers and laptops	6	Windows XP and Vista
3	Lotus Notes 6.5	7	
4	Lotus SameTime	8	

1. **IT Service Definition**

    1.1. Who is the service provider? *(Indicate all that apply)*

    X ☐ Central IT staff   ☐ State Primary Data Center

    ☐ Program staff   ☐ Other External service provider

    ☐ Another State agency

    1.2. Who uses the service? *(Indicate all that apply)*

    X ☐ Agency staff (state employees or contractors)

    ☐ Employees or contractors from one or more additional state agencies

    ☐ External service providers

    ☐ Public

    1.3. Please identify the number of users of this service.   243

    1.4. How many locations currently use desktop computing services?   8

2. **Service Unique to Agency**

    2.1. Is a similar or identical IT service provided by another agency or external service provider?
    (Identical, Very Similar, No, Unknown)   Unknown

    2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

    ☐ Yes   x ☐ No

    2.2.1. If yes, what must happen for your agency to use another IT service provider?

    2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

    The current IT Staff provides more services than just desktop support.

File: 31100100-Executive Direction and Support Desktop Computing Service.doc
Last Saved at: 10/12/2009 2:29:00 PM
Page 47 of 246

FY 2010-11

Page 1 of 3

3. **IT Service Levels Required to Support Business Functions**

   3.1. Has the agency specified the service level requirements for this IT Service?

        ☐   Yes; formal Service Level Agreement(s)

        ☐   Yes; informal agreement(s)

        X ☐   No; specific requirements have not been determined and approved by the department

        If you answered "Yes," identify major (formal or informal) service level requirements:

   3.2. Timing and Service Delivery Requirements

       3.2.1. Hours/Days that service is required *(e.g., 0800-1600 M-F, 24/7)*   24/7

       3.2.2. What are the impacts on the agency's business if the Desktop Service is not available?

        Users cannot do work that is assigned. No productivity.

       3.2.3. Are there any agency-unique service requirements?   ☐ Yes   x ☐ No

        If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

       3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

        X ☐ User ID/Password   ☐ Access through Internet or external network

        X ☐ Access through internal network only   x ☐ Access through Internet with secure encryption

        ☐ Other _____

       3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

        ☐ Yes   x ☐ No

        3.2.5.1. If yes, please specify and describe:

4. **User/customer satisfaction**

   4.1. Are service level metrics reported to business stakeholders or agency management

        ☐ Yes   x ☐ No

        If yes, briefly describe the frequency of reports and how they are provided:

   4.2. Are currently defined IT service levels adequate to support the business needs?

        X ☐ Yes   ☐ No

       4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects (e.g., total cost more than $500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

5.2. Other comments

Dept/Agency: **Executive Office of the Governor**

Submitted by: **Bruce Slager**

Phone: **850.413.0902**

Date submitted: **October 9, 2009**

E-Mail, Messaging, and Calendaring Service

This service enables users to send and receive e-mail and attachments, perform departmental calendaring, manage address lists, create and maintain shared or private folders, and store message data provided through the e-mail service. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major commercial hardware and software associated with the E-Mail Service:			
1	Windows Server 2003	5	
2	Exchange 2003	6	
3	Active Directory	7	
4	Two servers - clustered	8	

1. **IT Service Definition**

    1.1. Who is the service provider? *(Indicate all that apply)*

X ☐ Central IT staff	☐ State Primary Data Center
☐ Program staff	☐ Other External service provider
☐ Another State agency	

    1.2. Who uses the service? *(Indicate all that apply)*

    X ☐ Agency staff (state employees or contractors)

    ☐ Employees or contractors from one or more additional state agencies

    ☐ External service providers

    ☐ Public (please explain in Question 5.2)

    1.3. Please identify the number of users (e-mail accounts/mailboxes) of this service.   269

    1.4. How many locations currently host IT assets and resources used to provide e-mail, messaging, and calendaring services?   1

2. **Service Unique to Agency**

    2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No)*   Very Similar

    2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

    ☐ Yes   ☐ No

    2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2.   If not, why does your agency need to maintain the current provider for this IT service?

3. **IT Service Levels Required to Support Business Functions**

    3.1. Has the agency specified the service level requirements for this IT Service?

   ☐   Yes; formal Service Level Agreement(s)

   ☐   Yes; informal agreement(s)

   X ☐   No; specific requirements have not been determined and approved by the department

   If you answered "Yes," identify major (formal or informal) service level requirements:

    3.2.   Timing and Service Delivery Requirements

    3.2.1.   Hours/Days that service is required *(e.g., 0600-2100 M-F, 24/7)*:   <u>24-7</u>

    3.2.2.   What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 5 min, 15 min, 60 min)?*   <u>5 min</u>

    3.2.2.1.   What are the impacts on the agency's business if this down-time standard is exceeded?

   Limited productivity and communication

    3.2.3.   Are there any agency-unique service requirements?   ☐ Yes   ☐ No

   If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

    3.2.4.   What are security requirements for this IT service? *(Indicate all that apply)*

   x☐ User ID/Password   ☐ Access through Internet or external network

   x☐ Access through internal network only   x☐ Access through Internet with secure encryption

   ☐ Other _____

    3.2.5.   Are there any federal, state, or agency records retention or privacy policies, restrictions, or requirements applicable to this IT Service?

   x ☐ Yes   ☐ No

    3.2.5.1.   If yes, please specify and describe:

   Have to keep emails for set number of years due to public records retention requirements.

4. **User/customer satisfaction**

    4.1. Are service level metrics reported to business stakeholders or agency management?

   ☐ Yes   x☐ No

   If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

x☐ Yes ☐ No

4.2.1.   If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2.   List any significant projects (e.g., total cost greater than $500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

Dept/Agency:	**Executive Office of the Governor**	
Submitted by:	**Bruce Slager**	
Phone:	**850.413.0902**	
Date submitted:	**October 9, 2009**	

Helpdesk Service

This service involves the centralized or consolidated intake and resolution of IT system problems for users and stakeholders throughout the department. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify any major commercial hardware and software associated with the Helpdesk Service:			
1	Microsoft Outlook	5	
2		6	
3		7	
4		8	

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- x☐ Central IT staff
- ☐ Program staff
- ☐ Another State agency
- ☐ State Primary Data Center
- ☐ Other External service provider

1.2. Who uses the service? *(Indicate all that apply)*

- x☐ Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- ☐ Public (please explain in Question 5.2)

1.3. Please identify the number of users of this service: 243

1.4. How many locations currently host IT assets and resources used to provide helpdesk services? 8

1.5. What communication channels are used for the service? *(Indicate all that apply)*

- On-line self-serve
- x Telephone/IVR
- x Remote desktop (e.g., PC Anywhere)
- ☐ Other
- On-line interactive
- x Face-to-face

1.6. What is the scope of the service provided by the Help Desk: *(Check all boxes that apply)*

Help Desk Action	Simple problems	Moderately complex problems	Complex problems
Accepting and logging	x	x	x
Referring/escalating		x	x
Tracking and reporting	x	x	x
Resolving/closing	x	x	x

1.7. Please identify the major IT systems or services for which the Help Desk must provide assistance:

1	**All Computers and laptops**	5	**Printers**
2	**Application support**	6	
3	**Network connectivity**	7	
4	**Phones**	8	

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
   (Identical, Very Similar, No, Unknown)   Unknown

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

   ☐ Yes   x☐ No

   2.2.1.   If yes, what must happen for your agency to use another IT service provider?

   2.2.2.   If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

   ☐   Yes; formal Service Level Agreement(s)

   ☐   Yes; informal agreement(s)

   x☐   No; specific requirements have not been determined and approved by the department

   If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Timing and Service Delivery Requirements

   3.2.1.   Hours/Days the Help Desk service is required **(e.g., 0800-1600 M-F, 24/7)**   24-7

   3.2.2.   What are the impacts on the agency's business if the Help Desk service is not available?

   Loss of productivity

   3.2.3.   What is the average monthly volume of calls/cases/tickets? +/- 800 calls per month

   3.2.4.   Are there any agency-unique service requirements?   ☐ Yes   x☐ No

   If yes, specify **(include any applicable constitutional, statutory, or rule requirements)**

   3.2.5.   What are security requirements for this IT service? **(Indicate all that apply)**

   x☐ User ID/Password   ☐ Access through Internet or external network

   x☐ Access through internal network only   x☐ Access through Internet with secure encryption

   ☐ Other _____

3.2.6. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

☐ Yes   x ☐ No

3.2.6.1. If yes, please specify and describe:

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

☐ Yes   x☐ No

If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

x☐ Yes   ☐ No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects (e.g., total cost greater than $500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

Dept/Agency:	**Executive Office of the Governor**
Submitted by:	**Bruce Slager**
Phone:	**850.413.0902**
Date submitted:	**October 9, 2009**

Network Service

This service enables data connectivity and transport using Local Area Network (LAN) and/or Wide Area Network (WAN) technologies. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major commercial hardware and software associated with the LAN Service:			
1	Router	5	
2	Switches	6	
3	Cat 5 cables	7	
4		8	

1. IT Service Definition

1.1. Who is the LAN service provider? *(Indicate all that apply)*

- x☐ Central IT staff
- ☐ Program staff
- ☐ Another State agency
- ☐ State Primary Data Center
- ☐ Other External service provider

1.2. Who is the WAN service provider? *(Indicate all that apply)*

- ☐ Central IT staff
- ☐ Program staff
- ☐ Another State agency
- x☐ External service provider

1.3. Who uses the service? *(Indicate all that apply)*

- x☐ Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- ☐ Public (please explain in Question 5.2)

1.4. Please identify the number of users of the Network Service. — 243

1.5. How many locations currently host IT assets and resources used to provide LAN services? — 3

1.6. How many locations currently use WAN services? — 2

1.7. What types of WAN connections are included in this service? *(Indicate all that apply)*

ATM	Frame Relay	Cellular Network
SUNCOM RTS	x Internet	Dedicated Wired connection
Radio	Satellite	Dial-up connection
Other		

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
   (Identical, Very Similar, No)   Identical

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

   x☐   Yes   ☐   No

   2.2.1.   If yes, what must happen for your agency to use another IT service provider?

   If they provide the same level of current service.

   2.2.2.   If not, why does your agency need to maintain the current provider for this IT service?

3. **IT Service Levels Required to Support Business Functions**

   3.1. Has the agency specified the service level requirements for LAN service?

   ☐   Yes; formal Service Level Agreement(s)
   x☐   Yes; informal agreement(s)
   ☐   No; specific requirements have not been determined and approved by the department

   If you answered "Yes," identify major (formal or informal) service level requirements:

   It needs to be working 24-7.

   3.2. Has the agency specified the service level requirements for WAN service?

   x☐   Yes; formal Service Level Agreement(s)
   ☐   Yes; informal agreement(s)
   ☐   No; specific requirements have not been determined and approved by the department

   If you answered "Yes," identify major (formal or informal) service level requirements:

   Formal agreement is 99% up time and 2 hr response time.

   3.3.   Timing and Service Delivery Requirements

   3.3.1.   Hours/Days that service is required *(e.g., 0800-1600 M-F, 24/7) for*:

   3.3.1.1.   Online availability   24x7

   3.3.1.2.   Offline and availability for maintenance   0

   3.3.2.   What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 5 min, 15 min, 60 min)?*   15 min

   3.3.2.1.   What are the impacts on the agency's business if this down-time standard is exceeded?

   No productivity; loss of connection to network resources

   3.3.3.   Does the agency have a standard for required bandwidth its locations?   ☐ Yes x☐ No

   If yes, indicate the standard *(e.g. fiber channels for certain locations)*

   3.3.4.   Are there any agency-unique service requirements?   ☐ Yes   x☐ No

File: 31100100-Executive Direction and Support Network Service.doc
Page 57 of 246
Last Saved at: 10/12/2009 3:49:00 PM

FY 2010-11

Page 2 of 4

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

3.3.5.   What are security requirements for this IT service? *(Indicate all that apply)*

x☐ User ID/Password   ☐ Access through Internet or external network

x☐ Access through internal network only   x☐ Access through Internet with secure encryption

☐ Other _____

3.3.6.   Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

     ☐ Yes   x☐ No

3.3.6.1.   If yes, please specify and describe:

4. User/customer satisfaction

4.1.   Are service level metrics reported to business stakeholders or agency management?

     ☐ Yes   x☐ No

If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

     ☐ Yes   x☐ No

4.2.1.   If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2.   List any significant projects (e.g., total cost greater than $500,000) that are underway or planned to upgrade or enhance any resources or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

Dept/Agency:	**Executive Office of the Governor**
Submitted by:	**Bruce Slager**
Phone:	**850.413.0902**
Date submitted:	**October 9, 2009**

Portal/Web Management Service

The Portal/Web Management service enables the publishing of the agency's standard, mission-critical information with its employees and the public. Please consult the Guidelines for Schedule IV-C: IT Costs and Service Requirements for the complete definition of this IT Service and specific direction on how to complete this document.

	Identify the major commercial hardware and software associated with this service:		
1	Dell Server	5	FTP application
2	Windows Server 2003	6	Ruby Apps
3	IIS	7	
4	Homesite	8	

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

x☐ Central IT staff ☐ State Primary Data Center

☐ Program staff ☐ Other External service provider

x☐ Another State agency

1.2. Who uses the service? *(Indicate all that apply)*

x☐ Agency staff (state employees or contractors)

☐ Employees or contractors from one or more additional state agencies

☐ External service providers

x☐ Public (please explain in Question 5.2)

1.3. Please identify the number of Internet users of this service. Not known

1.4. Please identify the number of intranet users of this service. 243

1.5. How many locations currently host IT assets and resources used to provide this service? 1

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No)* Identical

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

x☐ Yes ☐ No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Same level of service. Would need access to internal servers.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. **IT Service Levels Required to Support Business Functions**

   3.1. Has the agency specified the service level requirements for this IT Service?

   - ☐ Yes; formal Service Level Agreement(s)
   - x☐ Yes; informal agreement(s)
   - ☐ No; specific requirements have not been determined and approved by the department

   If you answered "Yes," identify major (formal or informal) service level requirements:

   Available 24-7 with 99% uptime

   3.2. Timing and Service Delivery Requirements

   3.2.1. Hours/Days that service is required *(e.g., 0600-2100 M-F, 24/7)*:   24-7

   3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 5 min, 15 min, 60 min)?*   60 mins

   3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

   None

   3.2.3. Are there any agency-unique service requirements?   ☐ Yes   x ☐ No

   If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

   3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

   - x☐ User ID/Password
   - x☐ Access through internal network only
   - ☐ Other _____
   - x☐ Access through Internet or external network
   - x☐ Access through Internet with secure encryption

   3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

   - ☐ Yes   x ☐ No

   3.2.5.1. If yes, please specify and describe:

4. **User/customer satisfaction**

   4.1. Are service level metrics reported to business stakeholders or agency management?

   - ☐ Yes   x☐ No

   4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

   4.2. Are currently defined IT service levels adequate to support the business needs?

   - x☐ Yes   ☐ No

File: 31100100-Executive Direction and Support Portal-Web Management.doc
Page 61 of 246
Last Saved at: 10/12/2009 2:01:00 PM

FY 2010-11
Page 2 of 3

4.2.1.   If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2.   List any significant projects (e.g., total cost greater than $500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1.   Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

General Revenue

5.2.   Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

Dept/Agency:	**Executive Office of the Governor**
Submitted by:	**Bruce Slager**
Phone:	**850.413.0902**
Date submitted:	**October 9, 2009**

IT Security/Risk Mitigation Service

This service involves the implementation of measures to reduce risk and ensure continuity of the IT Services supporting the agency. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

1. **IT Service Definition**

   1.1. Who is the service provider? *(Indicate all that apply)*

x☐	Central IT staff	☐	State Primary Data Center
☐	Program staff	☐	Other External service provider
☐	Another State agency		

   1.2. Who uses the service? *(Indicate all that apply)*

   - x☐ Agency staff (state employees or contractors)
   - Employees or contractors from one or more additional state agencies
   - External service providers
   - ☐ Public (please explain in Question 5.2)

2. **Service Unique to Agency**

   2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No)*   Identical

   2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

   x☐ Yes   ☐ No

   2.2.1. If yes, what must happen for your agency to use another IT service provider?

   Funds to contract out the services.

   2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. **IT Service Levels Required to Support Business Functions**

   3.1. Has the agency specified the service level requirements for this IT Service?

   - ☐ Yes; formal Service Level Agreement(s)
   - ☐ Yes; informal agreement(s)
   - x☐ No; specific requirements have not been determined and approved by the department

   If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Timing and Service Delivery Requirements

    3.2.1. Hours/Days that service is required *(e.g., 0800-1600 M-F, 24/7)*:   24-7

    3.2.2. In the event of an emergency, how quickly must essential services be restored to maintain the agency's continuity of operations?   ASAP

    3.2.3. How frequently must the IT disaster recovery plan be tested?   No

    3.2.4. In the event of a security breach, what is the agency's tolerance for down time of security IT services during peak periods, i.e., time before management-level intervention occurs *(e.g., 10 min, 60 min, 4 hours)*?   4 hours

    3.2.5. Are there any agency-unique service requirements?   ☐ Yes   x ☐ No

         If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

    3.2.6. What are security requirements for this IT service? *(Indicate all that apply)*

      x☐ User ID/Password   ☐ Access through Internet or external network

      x☐ Access through internal network only   x☐ Access through Internet with secure encryption

      ☐ Other _____

    3.2.7. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

      ☐ Yes   x☐ No

      If yes, please specify and describe:

4. User/customer satisfaction

    4.1. Are service level metrics reported regularly to business stakeholders or agency management?
      ☐ Yes   x☐ No

      If yes, briefly describe the frequency of reports and how they are provided:

    4.2. Are currently defined IT service levels adequate to support the business needs?

      x☐ Yes   ☐ No

    4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

    4.2.2. List any significant projects (e.g., total cost greater than $500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

General Revenue

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

File: 31100100-Executive Direction and Support Security-Risk Mitigation Service.doc
Last Saved at: 10/12/2009 3:47:00 PM

Page 65 of 246

FY 2010-11

Page 3 of 3

Dept/Agency: **Executive Office of the Governor**
Prepared by: **Bruce Slager**
Phone: **850.413.0902**
Date Completed: October 13, 2009

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
1	BOATS	Boards and Appointments tracking system	Appointments	
2	EDIS	Economic development grant tracking system	Office of Tourism, Trade and Economic Development	
3	Lotus Notes	Correspondence tracking	Citizen Services	
4	IG Tracking	Complaint tracking	Inspector General	
5	MS Office Suite	Word processing/spreadsheet/flat file database/presentations/Email/Calendaring	Enterprise	
6	FMPro	Governor's scheduling program	Scheduling	
7	HelpTrak	Helpdesk app for desktop support	Information Systems	
8	Sametime	Instant messaging application	Enterprise	
9	Sharepoint	Document archiving system	Enterprise	
10				
11				
12				
13				
14				
15				
16				

Non-Strategic IT Service:	**Network Service**							

Dept/Agency:	**Executive Office of the Governor**				Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1			
Prepared by:	Bruce Slager							
Phone:	850.413.0902							

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		*A* Initial Estimate for Fiscal Year 2009-10	*B* Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*C* Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*D* Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
		Number used for this service	Number w/ costs in FY 2010-11				
A. Personnel		0.02		$1,172	$1,172	$1,172	$0
A-1.1 State FTE		0.02		$1,172	$1,172	$1,172	$0
A-2.1 OPS FTE		0.00		$0	$0	$0	$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		14.02	3.02	$3,030	$3,030	$3,030	$0
B-1 Servers		0	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		0	0	$0	$0	$0	$0
B-3.1 Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)		14	3	$3,000	$3,000	$3,000	$0
B-3.2 Other Hardware Assets (e.g., system mgt workstation, printers, UPS, etc)		0.02	0.02	$30	$30	$30	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)				$1,115	$1,115	$1,115	$0
D-1 LAN External Service Provider		0	0	$0	$0	$0	$0
D-2 WAN External Service Provider		1	1	$1,115	$1,115	$1,115	$0
E. Plant & Facility for LAN/WAN Service		0	0	$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
H. Total for IT Service				$5,317	$5,317	$5,317	$0

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Non-Strategic IT Service:	**E-Mail, Messaging, and Calendaring Service**

Agency:	**Executive Office of the Governor**	Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1
Prepared by:	**Bruce Slager**	
Phone:	**850.413.0902**	

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2009-10		Estimated IT Service Costs			
				A	*B*	*C*	*D*
					Estimated FY 2009-10 Allocation of Recurring Base Budget	Estimated FY 2010-11 Allocation of Recurring Base Budget	Planned Increase/Decrease Use of Recurring Base Funding
		Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	*(based on Column G64 minus G65)*	*(based on Column G64 minus G65)*	*(Columns C - B)*
A. Personnel		0.70		$44,486	$44,486	$44,486	$0
A-1 State FTE		0.70		$44,486	$44,486	$44,486	$0
A-2 OPS FTE		0.00		$0	$0	$0	$0
A-3 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		9.2	4.7	$7,850	$7,850	$7,850	$0
B-1 Servers		4	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		3	3	$4,500	$4,500	$4,500	$0
B-3.1 Wireless Communication Devices & Related Hardware	1	1.5	1	$2,300	$2,300	$2,300	$0
B-3.2 Other Hardware Assets (e.g., system mgt workstation, printers, etc)		0.7	0.7	$1,050	$1,050	$1,050	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		0	0	$0	$0	$0	$0
E. Plant & Facility	2	2	2	$7,439	$7,439	$7,439	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$59,775	$59,775	$59,775	$0

Administrative Overhead – Percentage of Other Non-Strategic IT Service Costs Supporting Email Service

	Non-Strategic Service	Footnote	%	Cost	
OT-1	Network				To determine the fully-loaded cost of the e-mail service, agencies must estimate the amount (percentage) of the other non-strategic IT services that are "consumed" by the e-mail service. For example, desktop support personnel install and configure the e-mail software on the desktop, which is used in the e-mail service, so to obtain a fully-loaded cost for the e-mail service, it is important to include the indirect workload and associated costs of the desktop service expended in support of the e-mail service. The portion of Network, IT Security & Risk Mitigation, and IT Administration & Management services will be estimated by the AEIT based on the agency Schedule IV-C submissions for these IT services. **For the purposes of the Schedule IV-C analysis, the data submitted in this section will NOT be added to the cost of the e-mail service.**
OT-2	Desktop IT Service		10.00%	$ 4,400	
OT-3	Help Desk		10.00%	$ 4,400	
OT-4	IT Security & Risk Mitigation				
OT-5	IT Administration & Management				
			SUBTOTAL	$ 8,800	
	Fully-loaded IT Service Cost		$	68,575	

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	.5 VPN SSL Device / 1 Blackberry Enterprise Server
2	Floor tiles /port charges at SSRC/Office rental
3	
4	
5	
6	
7	
8	
9	
10	

File: EOG-FY2010-11_Sched_IV-C_NonStrategic.xls
Tab: Email
Path: H:\2010-2011 Budget\LBR\SCH IV-C\Executive\

Printed: 10/12/2009
at 4:07 PM

Non-Strategic IT Service:	**Desktop Computing Service**							

Agency: Executive Office of the Governor

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Prepared by: Bruce Slager

Phone: 850.413.0902

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2010-11	A Initial Estimate for Fiscal Year 2009-10	B Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	C Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	D Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
A. Personnel		2.50		$102,645	$102,645	$102,645	$0
A-1 State FTE		2.00		$93,683	$93,683	$93,683	$0
A-2 OPS FTE		0.50		$8,962	$8,962	$8,962	$0
A-3 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		310	45	$67,308	$67,308	$67,308	$0
B-1 Servers		15	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		10	10	$15,000	$15,000	$15,000	$0
B-3.1 Desktop Computers		213	0	$0	$0	$0	$0
B-3.2 Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)		37	0	$0	$0	$0	$0
B-3.3 Other Hardware Assets (e.g., system mgt workstation, printers, scanners, etc)		35	35	$52,308	$52,308	$52,308	$0
C. Software				$0	$0	$0	$0
D. External Service		0	0	$0	$0	$0	$0
E. Plant & Facility		0	0	$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$169,953	$169,953	$169,953	$0

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: EOG-FY2010-11_Sched_IV-C_NonStrategic.xls
Tab: Desktop
Path: H:\2010-2011 Budget\LBR\SCH IV-C\Executive\

Printed: 10/12/2009
at 4:07 PM

Non-Strategic IT Service:	**Helpdesk Service**							

Agency: **Executive Office of the Governor**

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Prepared by: **Bruce Slager**

Phone: **850.413.0902**

		Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
					A	*B*	*C*	*D*
Service Provisioning -- Assets & Resources *(Cost Elements)*			Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
A.	**Personnel**		0.50		$12,875	$12,875	$12,875	$0
A-1	State FTE		0.00		$0	$0	$0	$0
A-2	OPS FTE		0.50		$12,875	$12,875	$12,875	$0
A-3	Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B.	**Hardware**		0.5	0	$0	$0	$0	$0
B-1	Servers		0	0	$0	$0	$0	$0
B-2	Server Maintenance & Support		0	0	$0	$0	$0	$0
B-3	Other Hardware Assets (e.g., system mgt workstation, printers, etc)		0.5	0	$0	$0	$0	$0
C.	**Software**				$0	$0	$0	$0
D.	**External Service Provider(s)**		0	0	$0	$0	$0	$0
E.	**Plant & Facility**	1	1	1	$1,355	$1,355	$1,355	$0
F.	**Other** *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G.	**Total for IT Service**				$14,230	$14,230	$14,230	$0

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	Actual .5
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Non-Strategic IT Service: **IT Security/Risk Mitigation Service**

Agency: Executive Office of the Governor

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Prepared by: Bruce Slager

Phone: 850.413.0902

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2010-11	*A* Initial Estimate for Fiscal Year 2009-10	*B* Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*C* Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*D* Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
A. Personnel		0.20		$10,605	$10,605	$10,605	$0
A-1 State FTE		0.20		$10,605	$10,605	$10,605	$0
A-2 OPS FTE		0.00		$0	$0	$0	$0
A-3 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		3	1.5	$2,250	$2,250	$2,250	$0
B-1 Servers		1.5	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		1.5	1.5	$2,250	$2,250	$2,250	$0
B-3 Other Hardware Assets (e.g., system mgt workstation, printers, UPS, etc)		0	0	$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		0	0	$0	$0	$0	$0
E. Plant & Facility		1	1	$542	$542	$542	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$13,397	$13,397	$13,397	$0

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

IT Support Service for Agency Financial and Administrative Systems

Non-Strategic IT Service:

Agency: **Executive Office of the Governor**

Prepared by: **Bruce Slager**

Phone: **850.413.0902**

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
				A	*B*	*C*	*D*
		Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B)
A. Personnel		1.25		$53,875	$53,875	$53,875	$0
A-1 State FTE		1.00		$47,438	$47,438	$47,438	$0
A-2 OPS FTE		0.25		$6,437	$6,437	$6,437	$0
A-3 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		16	7	$10,500	$10,500	$10,500	$0
B-1 Servers		7	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		7	7	$10,500	$10,500	$10,500	$0
B-3 Other Hardware Assets (e.g., system mgt workstation, printers, etc)		2	0	$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		0	0	$0	$0	$0	$0
E. Plant & Facility		1	1	$2,711	$2,711	$2,711	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$67,086	$67,086	$67,086	$0

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: EOG-FY2010-11_Sched_IV-C_NonStrategic.xls
Tab: Agency_Admin
Path: H:\2010-2011 Budget\LBR\SCH IV-C\Executive\

Printed: 10/12/2009
at 4:07 PM

IT Administration and Management Service

Non-Strategic IT Service:

Agency: **Executive Office of the Governor**

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Prepared by: **Bruce Slager**

Phone: **850.413.0902**

Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
				A	*B*	*C*	*D*
		Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65)	Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B)
A. Personnel		0.50		$50,000	$50,000	$50,000	$0
A-1 State FTE		0.50		$50,000	$50,000	$50,000	$0
A-2 OPS FTE		0.00		$0	$0	$0	$0
A-3 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		3	1	$1,500	$1,500	$1,500	$0
B-1 Servers		1	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		1	1	$1,500	$1,500	$1,500	$0
B-3 Other Hardware Assets (e.g., system mgt workstation, printers, etc)		1	0	$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		0	0	$0	$0	$0	$0
E. Plant & Facility		1	1	$2,700	$2,700	$2,700	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$54,200	$54,200	$54,200	$0

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Non-Strategics; Ver 1

Agency: Executive Office of the Governor

Budget Entity Name	BE Code	Program Component Code	Program Component Name	Costs within BE	Funding Identified for IT Service	Network Service	E-Mail, Messaging, and Calendaring Service	Desktop Computing Service	Helpdesk Service	IT Security/Risk Mitigation Service	IT Support Service for Agency Financial and Administrative Systems	IT Administration and Management Service
			Identified Funding as % of Total Cost of Service			*100.0%*	*100.0%*	*100.0%*	*100.0%*	*100.0%*	*100.0%*	*100.0%*
						$5,317	*$59,775*	*$169,953*	*$14,230*	*$13,397*	*$67,086*	*$54,200*
Executive Direction and Support S	31100100	16020000	Executive Direction		$383,958	$5,317	$59,775	$169,953	$14,230	$13,397	$67,086	$54,200
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							

Sum of IT Cost Elements Across IT Services

IT Cost Element Data as entered on IT Service Worksheets											
Personnel	*State FTE (#)*	4.42	0.02	0.70	2.00	0.00	0.20	1.00	0.50
	State FTE (Costs)	$247,384	$1,172	$44,486	$93,683	$0	$10,605	$47,438	$50,000
Personnel	*OPS FTE (#)*	1.25	0.00	0.00	0.50	0.50	0.00	0.25	0.00
	OPS FTE (Cost)	$28,274	$0	$0	$8,962	$12,875	$0	$6,437	$0
Personnel	*Vendor/Staff Augmentation (# Positions)*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Vendor/Staff Augmentaion (Costs)	$0	$0	$0	$0	$0	$0	$0	$0
Hardware		$92,438	$3,030	$7,850	$67,308	$0	$2,250	$10,500	$1,500
Software		$0	$0	$0	$0	$0	$0	$0	$0
External Services		$1,115	$1,115	$0	$0	$0	$0	$0	$0
Plant & Facility		$14,747	$0	$7,439	$0	$1,355	$542	$2,711	$2,700
Other		$0	$0	$0	$0	$0	$0	$0	$0
Totals of Costs		$383,958	$5,317	$59,775	$169,953	$14,230	$13,397	$67,086	$54,200
Totals of FTE		5.67	0.02	0.70	2.50	0.50	0.20	1.25	0.50

Dept/Agency:	**Executive Office of the Governor/Systems Design and Development**
Submitted by:	**(Insert the name of Agency Budget Officer, Administrative Services Director, or Chief Information Officer)**
Phone:	**(insert phone number for person identified above)**
Date submitted:	**(insert date submitted)**

Desktop Computing Service

This service enables use of standard office automation functions, as well as access to other applications that require standard desktop functionality. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major commercial hardware and software associated with the Desktop Computer Service:			
1	Dell	5	Attachmate
2	Microsoft Office 2007	6	
3	Microsoft Windows XP	7	
4	Symantec Anti-Virus	8	

1. **IT Service Definition**

   1.1. Who is the service provider? *(Indicate all that apply)*

X	Central IT staff	☐	State Primary Data Center
☐	Program staff	☐	Other External service provider
☐	Another State agency		

   1.2. Who uses the service? *(Indicate all that apply)*

   X   Agency staff (state employees or contractors)

   X   Employees or contractors from one or more additional state agencies

        External service providers

   ☐   Public

   1.3. Please identify the number of users of this service.   250

   1.4. How many locations currently use desktop computing services?   4

2. **Service Unique to Agency**

   2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No, Unknown)*   Very Similar

   2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

   ☐ Yes   X   No

   2.2.1. If yes, what must happen for your agency to use another IT service provider?

   2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

   Systems Design and Development provides services for both Executive and Legislative staff.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

☐   Yes; formal Service Level Agreement(s)

X   Yes; informal agreement(s)

☐   No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Maintain desktop service with no downtime to users. Provide 24/7 desktop support

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required *(e.g., 0800-1600 M-F, 24/7)*   24/7

3.2.2. What are the impacts on the agency's business if the Desktop Service is not available?

Deadlines surrounding Governor's recommendations or appropriation bill processing may not be met.

3.2.3. Are there any agency-unique service requirements?   ☐ Yes   X No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Timelines associated with budget processing including Legislature 72-hour rule.

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

X   User ID/Password   ☐   Access through Internet or external network

☐   Access through internal network only   X   Access through Internet with secure encryption

☐   Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

☐ Yes   X No

3.2.5.1.   If yes, please specify and describe:

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

☐ Yes   X No

If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

X Yes   ☐   No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects (e.g., total cost more than $500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

Legislative Appropriation System/Planning and Budgeting Subsystem Trust Fund

5.2. Other comments

Dept/Agency:	**Executive Office of the Governor/Systems Design and Development**
Submitted by:	**(Insert the name of Agency Budget Officer, Administrative Services Director, or Chief Information Officer)**
Phone:	**(insert phone number for person identified above)**
Date submitted:	**(insert date submitted)**

E-Mail, Messaging, and Calendaring Service

This service enables users to send and receive e-mail and attachments, perform departmental calendaring, manage address lists, create and maintain shared or private folders, and store message data provided through the e-mail service. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major commercial hardware and software associated with the E-Mail Service:			
1	Dell Server	5	
2	Microsoft Exchange 2007	6	
3	Blackberry Exchange Server Software 5.0	7	
4		8	

1. **IT Service Definition**

   1.1. Who is the service provider? *(Indicate all that apply)*

X	Central IT staff	☐	State Primary Data Center
☐	Program staff	☐	Other External service provider
☐	Another State agency		

   1.2. Who uses the service? *(Indicate all that apply)*

X	Agency staff (state employees or contractors)
X	Employees or contractors from one or more additional state agencies
	External service providers
☐	Public (please explain in Question 5.2)

   1.3. Please identify the number of users (e-mail accounts/mailboxes) of this service.　　　250

   1.4. How many locations currently host IT assets and resources used to provide e-mail, messaging, and calendaring services?　　　1

2. **Service Unique to Agency**

   2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No)*　　　<u>Very Similar</u>

   2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

   ☐ Yes　　　X No

   　2.2.1. If yes, what must happen for your agency to use another IT service provider?

File: 31100500-LASPBS Systems Design and Development E-Mail Service.doc
Last Saved at: 9/28/2009 8:45:00 AM
Page 78 of 246

FY 2010-11

Page 1 of 3

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

LAS/PBS messaging system provides services for both Executive and Legislative users.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

☐   Yes; formal Service Level Agreement(s)

X   Yes; informal agreement(s)

☐   No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required *(e.g., 0600-2100 M-F, 24/7)*:   24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 5 min, 15 min, 60 min)?*   5 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Messaging between OPB and EOG as well as between House and Senate staff and members would not be possible.

3.2.3. Are there any agency-unique service requirements?   ☐ Yes   X No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

X   User ID/Password   ☐   Access through Internet or external network

☐   Access through internal network only   X   Access through Internet with secure encryption

☐   Other _____

3.2.5. Are there any federal, state, or agency records retention or privacy policies, restrictions, or requirements applicable to this IT Service?

X Yes   ☐ No

3.2.5.1. If yes, please specify and describe:

Standard state public records policies and requirements.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

☐   Yes   X   No

If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

X Yes ☐ No

    4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

    4.2.2. List any significant projects (e.g., total cost greater than $500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

Legislative Appropriation System/Planning and Budgeting Subsystem Trust Fund

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

LAS/PBS messaging system is used by EOG and Legislative staff to communicate with the rest of EOG, the Legislature and outside agencies.

Dept/Agency:	**Executive Office of the Governor/Systems Design and Development**
Submitted by:	**(Insert the name of Agency Budget Officer, Administrative Services Director, or Chief Information Officer)**
Phone:	**(insert phone number for person identified above)**
Date submitted:	**(insert date submitted)**

Helpdesk Service

This service involves the centralized or consolidated intake and resolution of IT system problems for users and stakeholders throughout the department. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify any major commercial hardware and software associated with the Helpdesk Service:			
1	N/A	5	
2		6	
3		7	
4		8	

1. **IT Service Definition**

   1.1. Who is the service provider? *(Indicate all that apply)*

X	Central IT staff	☐	State Primary Data Center
☐	Program staff	☐	Other External service provider
☐	Another State agency		

   1.2. Who uses the service? *(Indicate all that apply)*

   - X   Agency staff (state employees or contractors)
   - X   Employees or contractors from one or more additional state agencies
   -     External service providers
   - ☐   Public (please explain in Question 5.2)

   1.3. Please identify the number of users of this service: 500

   1.4. How many locations currently host IT assets and resources used to provide helpdesk services? 1

   1.5. What communication channels are used for the service? *(Indicate all that apply)*

	On-line self-serve		On-line interactive
X	Telephone/IVR	X	Face-to-face
X	Remote desktop (e.g., PC Anywhere)		
X	Other Email		

   1.6. What is the scope of the service provided by the Help Desk: *(Check all boxes that apply)*

Help Desk Action	Simple problems	Moderately complex problems	Complex problems
Accepting and logging	X	X	X
Referring/escalating	X	X	X
Tracking and reporting	X	X	X
Resolving/closing	X	X	X

1.7. Please identify the major IT systems or services for which the Help Desk must provide assistance:

1	PC Support (Hardware/OS)	5	AMTRK Support
2	LAS/PBS Support	6	CITS Support
3	BAPS Support	7	SITS Support
4	CBIRS Support	8	MS Office Suite
9	Printer Support		

2. **Service Unique to Agency**

2.1. Is a similar or identical IT service provided by another agency or external service provider?
   (Identical, Very Similar, No, Unknown)   No

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

   ☐ Yes   X No

   2.2.1. If yes, what must happen for your agency to use another IT service provider?

   2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

   Systems Design and Development provides services for both Executive and Legislative staff.

3. **IT Service Levels Required to Support Business Functions**

3.1. Has the agency specified the service level requirements for this IT Service?

   ☐ Yes; formal Service Level Agreement(s)

   X Yes; informal agreement(s)

   ☐ No; specific requirements have not been determined and approved by the department

   If you answered "Yes," identify major (formal or informal) service level requirements:

   Provide Helpdesk Service 24/7.

3.2. Timing and Service Delivery Requirements

   3.2.1. Hours/Days the Help Desk service is required *(e.g., 0800-1600 M-F, 24/7)*   24/7

   3.2.2. What are the impacts on the agency's business if the Help Desk service is not available?

   Deadlines surrounding Governor's recommendations or appropriation bill processing may not be met.

   3.2.3. What is the average monthly volume of calls/cases/tickets?   >800

   3.2.4. Are there any agency-unique service requirements?   X Yes   ☐ No

   If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

   Chapter 216, Florida Statutes, requirement to create and maintain the LAS/PBS system.

   3.2.5. What are security requirements for this IT service? *(Indicate all that apply)*

   ☐ User ID/Password   ☐ Access through Internet or external network

   ☐ Access through internal network only   ☐ Access through Internet with secure encryption

File: 31100500-LASPBS Systems Design and Development Helpdesk Service.doc   **FY 2010-11**
Page 82 of 246
Last Saved at: 9/28/2009 8:45:00 AM   Page 2 of 4

X Other N/A

3.2.6. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

☐ Yes   X No

3.2.6.1. If yes, please specify and describe:

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

☐ Yes   X No

If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

X Yes   ☐ No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects (e.g., total cost greater than $500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
N/A				

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

Legislative Appropriation System/Planning and Budgeting Subsystem Trust Fund

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

PC Support is constant throughout the year. Other application support varies with seasonal appropriations work. Most intense workload occurs during agency recommendations, Governor's recommendations and legislative session.

File: 31100500-LASPBS Systems Design and Development Helpdesk Service.doc
Page 83 of 246
Last Saved at: 9/28/2009 8:45:00 AM

FY 2010-11
Page 3 of 4

Dept/Agency:	**Executive Office of the Governor/Systems Design and Development**
Submitted by:	**(Insert the name of Agency Budget Officer, Administrative Services Director, or Chief Information Officer)**
Phone:	**(insert phone number for person identified above)**
Date submitted:	**(insert date submitted)**

IT Administration and Management Service

This service enables the management and administration of the agency's central IT program or unit. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify major IT Systems (applications) that are included (in whole or part) in this IT Service:			
1	N/A	5	
2		6	
3		7	
4		8	

1. IT Service Definition

    1.1. Who is the service provider? *(Indicate all that apply)*

        X   Central IT staff

        ☐   Program staff

        ☐   Another State agency

        ☐   External service provider

    1.2. How many locations currently host assets and resources used to provide IT administration and management services?   1

2. Service Unique to Agency

    2.1. If the same level of service could be provided through another agency or external source for less than the current cost of the IT service, could your agency change to another service provider?

      ☐ Yes   X No

      2.1.1. If yes, what must happen for your agency to use another IT service provider?

        ???

      2.1.2. If not, why does your agency need to maintain the current provider for this IT service?

        SDD provides IT Administration and Management for House, Senate and Governor's Office.

3. IT Service Levels Required to Support Business Functions

    3.1. Has the agency specified the service level requirements for this IT Service?

        ☐   Yes; formal Service Level Agreement(s)

        X   Yes; informal agreement(s)

        ☐   No; specific requirements have not been determined and approved by the department

      If you answered "Yes," identify major (formal or informal) service level requirements:

???

3.2. Timing and Service Delivery Requirements

    3.2.1. Hours/Days that service is required *(e.g., 0800-1600 M-F, 24/7)* for the systems included in this service: 24/7

    3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 5 min, 15 min, 60 min)?*   5 min

    3.2.3. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

       ☐ Yes   X No

       If yes, please specify and describe:

    3.2.4. Are there any agency-unique service requirements?   ☐ Yes   X No

       If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?
    ☐ Yes   X No

   If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs of the agency?

    X Yes   ☐ No

   If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.3. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion
N/A				

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

File: 31100500-LASPBS Systems Design and Development IT Admin Service.doc   **FY 2010-11**
Page 86 of 246
Last Saved at: 9/28/2009 8:46:00 AM   Page 2 of 3

Legislative Appropriation System/Planning and Budgeting Subsystem

5.2. Other comments

File: 31100500-LASPBS Systems Design and Development IT Admin Service.doc
Last Saved at: 9/28/2009 8:46:00 AM
Page 87 of 246

FY 2010-11

Page 3 of 3

IT Service Requirements Worksheet: IT Support Service for Agency Financial and Administrative Functions

Dept/Agency:	**Executive Office of the Governor/Systems Design and Development**
Submitted by:	**(Insert the name of Agency Budget Officer, Administrative Services Director, or Chief Information Officer)**
Phone:	**(insert phone number for person identified above)**
Date submitted:	**(insert date submitted)**

IT Support Service for Agency Financial and Administrative Systems

This service enables users in the agency's administrative and support areas to operate and maintain the non-strategic applications that support agency administrative. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify major IT Systems (applications) that are included (in whole or part) in this IT Service:			
1	N/A	5	
2		6	
3		7	
4		8	

1. **IT Service Definition**

    1.1. Who is the service provider? *(Indicate all that apply)*

    ☐ Central IT staff   ☐ State Primary Data Center

    ☐ Program staff   ☐ Other External service provider

    ☐ Another State agency

    1.2. Who uses the service? *(Indicate all that apply)*

    ☐ Agency staff (state employees or contractors)

    ☐ Employees or contractors from one or more additional state agencies

    ☐ External service providers

    ☐ Public (please explain in Question 5.2)

    1.3. Please identify the number of users of this service.

    1.4. How many locations currently host agency financial/ administrative systems?

2. **Service Unique to Agency**

    2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No)*

    2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

    ☐ Yes   ☐ No

    2.2.1. If yes, what must happen for your agency to use another IT service provider?

    2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

_____

3. IT Service Levels Required to Support Business Functions

Answer the following questions for the primary or dominant IT system within this IT Service.

3.1. Has the agency specified the service level requirements for this IT Service?

□   Yes; formal Service Level Agreement(s)

□   Yes; informal agreement(s)

□   No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Timing and Service Delivery Requirements

    3.2.1. Hours/Days that service is required *(e.g., 0700-1800 M-F, 24/7) for*:

        3.2.1.1. User-facing components of this IT service (online)

        3.2.1.2. Back-office-facing components of this IT service (batch and maintenance)

    3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 15 min, 30 min, 60 min)?*

        3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

    3.2.3. Are there any agency-unique service requirements?   □ Yes   □ No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

    3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

□ User ID/Password   □ Access through Internet or external network

□ Access through internal network only   □ Access through Internet with secure encryption

□ Other _____

    3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

        □ Yes   □ No

        3.2.5.1. If yes, please specify and describe:

4. User/customer satisfaction

IT Service Requirements Worksheet: IT Support Service for Agency Financial and Administrative Functions

4.1.   Are service level metrics reported to business stakeholders or agency management

☐   Yes   ☐   No

If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

☐   Yes   ☐   No

4.2.1.   If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2.   List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

5.   Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

Dept/Agency:	**Executive Office of the Governor/Systems Design and Development**
Submitted by:	**(Insert the name of Agency Budget Officer, Administrative Services Director, or Chief Information Officer)**
Phone:	**(insert phone number for person identified above)**
Date submitted:	**(insert date submitted)**

Network Service

This service enables data connectivity and transport using Local Area Network (LAN) and/or Wide Area Network (WAN) technologies. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major commercial hardware and software associated with the LAN Service:			
1	CISCO	5	
2		6	
3		7	
4		8	

1. IT Service Definition

1.1. Who is the LAN service provider? *(Indicate all that apply)*

X	Central IT staff	☐	State Primary Data Center
☐	Program staff	☐	Other External service provider
☐	Another State agency		

1.2. Who is the WAN service provider? *(Indicate all that apply)*

- ☐ Central IT staff
- ☐ Program staff
- X Another State agency
- ☐ External service provider

1.3. Who uses the service? *(Indicate all that apply)*

- X Agency staff (state employees or contractors)
- X Employees or contractors from one or more additional state agencies
- ☐ External service providers
- ☐ Public (please explain in Question 5.2)

1.4. Please identify the number of users of the Network Service.   250

1.5. How many locations currently host IT assets and resources used to provide LAN services?   1

1.6. How many locations currently use WAN services?   1

1.7. What types of WAN connections are included in this service? *(Indicate all that apply)*

ATM	Frame Relay	Cellular Network
SUNCOM RTS	X Internet	Dedicated Wired connection
Radio	Satellite	Dial-up connection
Other		

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No)   No

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

   ☐ Yes   X No

   2.2.1. If yes, what must happen for your agency to use another IT service provider?

   2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

   SDD maintains network for House, Senate and Governor's Office providing unique security and infrastructure requirements.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for LAN service?

   ☐ Yes; formal Service Level Agreement(s)

   X Yes; informal agreement(s)

   ☐ No; specific requirements have not been determined and approved by the department

   If you answered "Yes," identify major (formal or informal) service level requirements:

   Maintain network service with no downtime to users.

3.2. Has the agency specified the service level requirements for WAN service?

   ☐ Yes; formal Service Level Agreement(s)

   X Yes; informal agreement(s)

   ☐ No; specific requirements have not been determined and approved by the department

   If you answered "Yes," identify major (formal or informal) service level requirements:

   SDD adheres to the Department of Management Services' service level agreement(s) for availability.

3.3. Timing and Service Delivery Requirements

   3.3.1. Hours/Days that service is required *(e.g., 0800-1600 M-F, 24/7) for*:

      3.3.1.1. Online availability   24/7

      3.3.1.2. Offline and availability for maintenance   Sundays 6–9am

   3.3.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 5 min, 15 min, 60 min)*?   5 min

      3.3.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

      Deadlines surrounding Governor's recommendations or appropriation bill processing may not be met.

    3.3.3. Does the agency have a standard for required bandwidth its locations?   X Yes ☐ No

          If yes, indicate the standard *(e.g. fiber channels for certain locations)*

> GB fiber between network devices.

    3.3.4. Are there any agency-unique service requirements?   X Yes   ☐ No

          If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

> Chapter, 216, Florida Statutes, concerning production and maintenance of appropriations process.

    3.3.5. What are security requirements for this IT service? *(Indicate all that apply)*

X User ID/Password	☐ Access through Internet or external network
☐ Access through internal network only	X Access through Internet with secure encryption
☐ Other _____	

    3.3.6. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

          ☐ Yes   X No

        3.3.6.1.   If yes, please specify and describe:

>

4. User/customer satisfaction

    4.1. Are service level metrics reported to business stakeholders or agency management?

        ☐ Yes   X No

        If yes, briefly describe the frequency of reports and how they are provided:

>

    4.2. Are currently defined IT service levels adequate to support the business needs?

        X Yes ☐ No

    4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

>

    4.2.2. List any significant projects (e.g., total cost greater than $500,000) that are underway or planned to upgrade or enhance any resources or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete

File: 31100500-LASPBS Systems Design and Development Network Service.doc   **FY 2010-11**
Last Saved at: 9/28/2009 8:47:00 AM
Page 93 of 246   Page 3 of 4

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

Legislative Appropriation Subsystem/Planning and Budget Subsystem Trust Fund

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

This LAS/PBS LAN is used by House, Senate and agency budget staff to create and maintain the state budget.

Dept/Agency:	**Executive Office of the Governor**
Submitted by:	**(Insert the name of Agency Budget Officer, Administrative Services Director, or Chief Information Officer)**
Phone:	**(insert phone number for person identified above)**
Date submitted:	**(insert date submitted)**

Portal/Web Management Service

The Portal/Web Management service enables the publishing of the agency's standard, mission-critical information with its employees and the public. Please consult the Guidelines for Schedule IV-C: IT Costs and Service Requirements for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major commercial hardware and software associated with this service:			
1	Dell (Hardware)	5	IBM Cognos 8 Business Intelligence (Software)
2	Oracle (Software)	6	
3	Microsoft Visual Studio (Software)	7	
4	Microsoft SharePoint (Software)	8	

1. **IT Service Definition**

    1.1. Who is the service provider? *(Indicate all that apply)*

X	Central IT staff	☐	State Primary Data Center
☐	Program staff	☐	Other External service provider
☐	Another State agency		

    1.2. Who uses the service? *(Indicate all that apply)*

X	Agency staff (state employees or contractors)
X	Employees or contractors from one or more additional state agencies
	External service providers
X	Public (please explain in Question 5.2)

    1.3. Please identify the number of Internet users of this service. Worldwide

    1.4. Please identify the number of intranet users of this service. Statewide

    1.5. How many locations currently host IT assets and resources used to provide this service?   2

2. **Service Unique to Agency**

    2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No)* Similar

    2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

    ☐ Yes   X No

    2.2.1. If yes, what must happen for your agency to use another IT service provider?

    2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

    Systems Design and Development provides services for both Executive and Legislative staff.

File: 31100500-LASPBS Systems Design and Development Portal-Web Management.doc   **FY 2010-11**
Last Saved at: 9/28/2009 8:42:00 AM
Page 95 of 246   Page 1 of 3

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- ☐ Yes; formal Service Level Agreement(s)
- X Yes; informal agreement(s)
- ☐ No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Provide portal and web management service 24/7.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required *(e.g., 0600-2100 M-F, 24/7)*: 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 5 min, 15 min, 60 min)?* 5 min

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Deadlines surrounding Governor's recommendations or appropriation bill processing may not be met.

3.2.3. Are there any agency-unique service requirements? X Yes ☐ No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Some websites are used to publish documents associated with the appropriation process which carries time sensitive deadlines.

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- X User ID/Password
- X Access through internal network only
- ☐ Other _____
- X Access through Internet or external network
- X Access through Internet with secure encryption

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

☐ Yes   X No

3.2.5.1. If yes, please specify and describe:

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

☐ Yes   X No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

X Yes   ☐ No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects (e.g., total cost greater than $500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
N/A				

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

Legislative Appropriation System/Planning and Budgeting Subsystem Trust Fund

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

Several worldwide web applications are used year round. Others are used primarily during peak periods when budget documents are released.

Dept/Agency:	**Executive Office of the Governor/Systems Design and Development**
Submitted by:	**(Insert the name of Agency Budget Officer, Administrative Services Director, or Chief Information Officer)**
Phone:	**(insert phone number for person identified above)**
Date submitted:	**(insert date submitted)**

IT Security/Risk Mitigation Service

This service involves the implementation of measures to reduce risk and ensure continuity of the IT Services supporting the agency. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

1. **IT Service Definition**

    1.1. Who is the service provider? *(Indicate all that apply)*

X	Central IT staff	☐	State Primary Data Center
☐	Program staff	☐	Other External service provider
☐	Another State agency		

    1.2. Who uses the service? *(Indicate all that apply)*

X	Agency staff (state employees or contractors)
X	Employees or contractors from one or more additional state agencies
	External service providers
☐	Public (please explain in Question 5.2)

2. **Service Unique to Agency**

    2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No)* <u>No</u>

    2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

    ☐ Yes   ☐ No

    2.2.1. If yes, what must happen for your agency to use another IT service provider?

    2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

    SDD maintains service for House, Senate, and EOG OPB.

3. **IT Service Levels Required to Support Business Functions**

    3.1. Has the agency specified the service level requirements for this IT Service?

☐	Yes; formal Service Level Agreement(s)
X	Yes; informal agreement(s)
☐	No; specific requirements have not been determined and approved by the department

    If you answered "Yes," identify major (formal or informal) service level requirements:

    Maintain IT security with no downtime.

3.2.   Timing and Service Delivery Requirements

   3.2.1.   Hours/Days that service is required *(e.g., 0800-1600 M-F, 24/7)*:   24/7

   3.2.2.   In the event of an emergency, how quickly must essential services be restored to maintain the agency's continuity of operations?   1 hour

   3.2.3.   How frequently must the IT disaster recovery plan be tested?   Annually

   3.2.4.   In the event of a security breach, what is the agency's tolerance for down time of security IT services during peak periods, i.e., time before management-level intervention occurs *(e.g., 10 min, 60 min, 4 hours)*?   5 min

   3.2.5.   Are there any agency-unique service requirements?   ☐ Yes   ☐ No

   If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

   SDD maintains unique IT Security requirements for House, Senate and Governor's Office.

   3.2.6.   What are security requirements for this IT service? *(Indicate all that apply)*

   X User ID/Password   ☐ Access through Internet or external network
   ☐ Access through internal network only   ☐ Access through Internet with secure encryption
   ☐ Other _____

   3.2.7.   Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

   ☐ Yes   X No

   If yes, please specify and describe:

4. User/customer satisfaction

   4.1.   Are service level metrics reported regularly to business stakeholders or agency management?
   X Yes   ☐ No
   If yes, briefly describe the frequency of reports and how they are provided:

   4.2. Are currently defined IT service levels adequate to support the business needs?

   ☐ Yes   ☐ No

   4.2.1.   If no, what changes need to be made to the current IT service? *(Briefly explain)*

   4.2.2.   List any significant projects (e.g., total cost greater than $500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
N/A				

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

Legislative Appropriation System/Planning and Budgeting Subsystem Trust Fund

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

Dept/Agency: Executive Office of the Governor/Systems Design & Development

Prepared by: Michael Jones

Phone: 850-921-1980

Date Completed: 09-18-2009

1. State Budgeting Preparation

(Define the strategic IT service; provide a brief description of the "end-to-end" service that enables the agency to perform the associated program function.)

The following IT Systems are constituent elements of this Strategic IT Service.

1.a. ***LAS/PBS*** *– Legislative Appropriation System/Planning and Budgeting Subsystem*

1.b. ***BAPS*** *– Budget Amendment Processing System*

1.c. ***AMTRK*** *– Budget Amendment Tracking System*

1.d. ***CBIRS*** *– Community-Based Issue Request System*

1.e. ***SITS*** *– Special Issue Tracking System*

(If a Strategic IT Service has more IT Systems, simply continue the list and follow the paragraph format with automatic numbering sequence.)

2. Budget Document Publication

(Define the strategic IT service; provide a brief description of the "end-to-end" service that enables the agency to perform the associated program function.)

The following IT Systems are constituent elements of this Strategic IT Service.

2.a. ***People's Budget*** *– Online Governor's Budget Recommendations*

2.b. ***Florida Fiscal Portal*** *– Provides public access to all budget documents*

2.c. ***Transparency Florida*** *– Provides the public with a detailed view of all state budget information*

3. Other

(Define the strategic IT service; provide a brief description of the "end-to-end" service that enables the agency to perform the associated program function.)

The following IT Systems are constituent elements of this Strategic IT Service.

3.a. *Sunshine Census 2010 – Provides the public with information concerning the 2010 Census*

3.b. *LAS/PBS Portal – Provides the House, Senate and EOG/OPB with a document management portal*

4. (Insert Name of Fourth Strategic IT Service)

(Define the strategic IT service; provide a brief description of the "end-to-end" service that enables the agency to perform the associated program function.)

The following IT Systems are constituent elements of this Strategic IT Service.

4.a. *(List IT System) – briefly describe the system*

4.b. *(List IT System) – briefly describe the system*

4.c. *(List IT System) – briefly describe the system*

4.d. *(List IT System) – briefly describe the system*

5. (Insert Name of Fifth Strategic IT Service)

(Define the strategic IT service; provide a brief description of the "end-to-end" service that enables the agency to perform the associated program function.)

The following IT Systems are constituent elements of this Strategic IT Service.

5.a. *(List IT System) – briefly describe the system*

5.b. *(List IT System) – briefly describe the system*

5.c. *(List IT System) – briefly describe the system*

5.d. *(List IT System)* – *briefly describe the system*

6. (Insert Name of Sixth Strategic IT Service)

(Define the strategic IT service; provide a brief description of the "end-to-end" service that enables the agency to perform the associated program function.)

The following IT Systems are constituent elements of this Strategic IT Service.

6.a. *(List IT System)* – *briefly describe the system*

6.b. *(List IT System)* – *briefly describe the system*

6.c. *(List IT System)* – *briefly describe the system*

6.d. *(List IT System)* – *briefly describe the system*

7. (Insert Name of Seventh Strategic IT Service)

(Define the strategic IT service; provide a brief description of the "end-to-end" service that enables the agency to perform the associated program function.)

The following IT Systems are constituent elements of this Strategic IT Service.

7.a. *(List IT System)* – *briefly describe the system*

7.b. *(List IT System)* – *briefly describe the system*

7.c. *(List IT System)* – *briefly describe the system*

7.d. *(List IT System)* – *briefly describe the system*

8. (Insert Name of Eighth Strategic IT Service)

(Define the strategic IT service; provide a brief description of the "end-to-end" service that enables the agency to perform the associated program function.)

The following IT Systems are constituent elements of this Strategic IT Service.

8.a. *(List IT System)* – *briefly describe the system*

8.b. ***(List IT System)*** *– briefly describe the system*

8.c. ***(List IT System)*** *– briefly describe the system*

8.d. ***(List IT System)*** *– briefly describe the system*

9. (Insert Name of Ninth Strategic IT Service)

(Define the strategic IT service; provide a brief description of the "end-to-end" service that enables the agency to perform the associated program function.)

The following IT Systems are constituent elements of this Strategic IT Service.

9.a. ***(List IT System)*** *– briefly describe the system*

9.b. ***(List IT System)*** *– briefly describe the system*

9.c. ***(List IT System)*** *– briefly describe the system*

9.d. ***(List IT System)*** *– briefly describe the system*

10. (Insert Name of Tenth Strategic IT Service)

(Define the strategic IT service; provide a brief description of the "end-to-end" service that enables the agency to perform the associated program function.)

The following IT Systems are constituent elements of this Strategic IT Service.

10.a. ***(List IT System)*** *– briefly describe the system*

10.b. ***(List IT System)*** *– briefly describe the system*

10.c. ***(List IT System)*** *– briefly describe the system*

10.d. ***(List IT System)*** *– briefly describe the system*

(If agency has more than 10 Strategic IT Services, continue the listing of each additional service using established numbering sequence.)

Dept/Agency: **Executive Office of the Governor/Systems Design and Development**

Prepared by: **Michael Jones**

Phone: **850-921-1980**

Date Completed: 09-18-2009

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
1	LAS/PBS	Legislative Appropriation System/Planning and Budgeting Subsystem	State Budgeting and Appropriations	This system is used by the House, Senate, EOG/OPB, and state agencies to create the state budget each year.
2	BAPS	Budget Amendment Processing System	State Budgeting and Appropriations	This system is used to process budget amendments.
3	AMTRK	Budget Amendment Tracking System	Legislative Appropriations Bill Amendment Processing	This system is used by the House and Senate to process budget amendments to their respective appropriations bills.
4	CBIRS	Community-Based Issue Request System	Member Project Requests	This system is used by legislative members to request projects to be added to the appropriations bill.
5	SITS	Special Issue Tracking System	Governor's Vetoes	This application is used to process the Governor's vetoes after the appropriation process is completed.
6	People's Budget	Online Governor's Budget Recommendations	Publishing Governor's Budget Recommendations	This website is used to make the Governor's budget recommendations

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
				available to the public.
7	Florida Fiscal Portal	Provides public access to all budget documents.	Publishment of State Budget Documents	This website is used to publish all state budget related documents to the public.
8	Transparency Florida	Provides the public with a detailed view of all state budget information.	Management desired to make state spending more transparent to the public.	This application is used to provide all budget and expenditure information to the public.
9	LAS/PBS Portal	Provides the House, Senate, and EOG/OPB with a document management portal.	Document archiving and sharing between user groups.	This application is used by the House, Senate, and EOG/OPB to share and store documents in a common area.
10	Sunshine Census 2010	Provides the public with information concerning the 2010 Census.	The Governor's Office needed to provide fast and accurate data to the public concerning the 2010 Census.	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

Listing of Agency IT Systems

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				

(Insert as many rows into table as needed.)

Last Saved: Monday, September 28, 2009
H:\2010-2011 Budget\LBR\SCH IV-C\SDD\31100500-LASPBS Systems Design and Development SysListSC1.doc
Page 107 of 246

Page 3 of 3

Non-Strategic IT Service:	**Network Service**							

Dept/Agency:	**Executive Office of the Governor/Systems Design and Development**		Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1					
Prepared by:	**Michael Jones**							
Phone:	**850-921-1980**							

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2010-11	*A* Initial Estimate for Fiscal Year 2009-10	*B* Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*C* Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*D* Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
A. Personnel		4.00		$350,105	$0	$0	$0
A-1.1 State FTE		4.00		$350,105	$0	$0	$0
A-2.1 OPS FTE		0.00		$0	$0	$0	$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		120	3	$0	$0	$80,500	$80,500
B-1 Servers		70	0	$0	$0	$0	$0
B-2 Server Maintenance & Support	1	3	3	$0	$0	$80,500	$80,500
B-3.1 Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)		47	0	$0	$0	$0	$0
B-3.2 Other Hardware Assets (e.g., system mgt workstation, printers, UPS, etc)		0	0	$0	$0	$0	$0
C. Software				$0	$0	$300,110	$300,110
D. External Service Provider(s)				$0	$0	$13,900	$13,900
D-1 LAN External Service Provider		0	0	$0	$0	$0	$0
D-2 WAN External Service Provider		2	2	$0	$0	$13,900	$13,900
E. Plant & Facility for LAN/WAN Service		3	3	$0	$0	$107,830	$107,830
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
H. Total for IT Service				$350,105	$0	$502,340	$502,340

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	Includes server, network device, and printer maintenance.
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: FY2010-11_Sched_IV-C_NonStrategic-SDD.xls
Tab: Network
Path: H:\2010-2011 Budget\LBR\SCH IV-C\SDD\

Page 1 of 8

Printed: 10/9/2009
at 10:26 AM

Non-Strategic IT Service:	**E-Mail, Messaging, and Calendaring Service**						

Agency: **Executive Office of the Governor/Systems Design and Development**

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Prepared by: **Michael Jones**

Phone: **850-921-1980**

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2009-10		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2010-11	*A* Initial Estimate for Fiscal Year 2009-10	*B* Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*C* Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*D* Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
A. Personnel		1.00		$0	$0	$109,327	$109,327
A-1 **State FTE**		1.00		$0	$0	$109,327	$109,327
A-2 **OPS FTE**		0.00		$0	$0	$0	$0
A-3 **Contractor Positions** (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		31	0	$0	$0	$0	$0
B-1 **Servers**		3	0	$0	$0	$0	$0
B-2 **Server Maintenance & Support**		0	0	$0	$0	$0	$0
B-3.1 **Wireless Communication Devices & Related Hardware**		28	0	$0	$0	$0	$0
B-3.2 **Other Hardware Assets** (e.g., system mgt workstation, printers, etc)		0	0	$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		1	0	$0	$0	$18,612	$18,612
E. Plant & Facility	1	0	0	$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$0	$0	$127,939	$127,939

Administrative Overhead – Percentage of Other Non-Strategic IT Service Costs Supporting Email Service

	Non-Strategic Service	Footnote	%	Cost	
OT-1	Network				To determine the fully-loaded cost of the e-mail service, agencies must estimate the amount (percentage) of the other non-strategic IT services that are "consumed" by the e-mail service. For example, desktop support personnel install and configure the e-mail software on the desktop, which is used in the e-mail service, so to obtain a fully-loaded cost for the e-mail service, it is important to include the indirect workload and associated costs of the desktop service expended in support of the e-mail service. The portion of Network, IT Security & Risk Mitigation, and IT Administration & Management services will be estimated by the AEIT based on the agency Schedule IV-C submissions for these IT services. **For the purposes of the Schedule IV-C analysis, the data submitted in this section will NOT be added to the cost of the e-mail service.**
OT-2	Desktop IT Service			$ -	
OT-3	Help Desk			$ -	
OT-4	IT Security & Risk Mitigation				
OT-5	IT Administration & Management				
	SUBTOTAL			$ -	

Fully-loaded IT Service Cost	**$**	**127,939**

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	Included in overall plant and facility cost for unit.
2	
3	
4	
5	
6	
7	
8	
9	
10	

File: FY2010-11_Sched_IV-C_NonStrategic-SDD.xls
Tab: Email
Path: H:\2010-2011 Budget\LBR\SCH IV-C\SDD\

Printed: 10/9/2009
at 10:26 AM

Non-Strategic IT Service:	**Desktop Computing Service**							

Agency: Executive Office of the Governor/Systems Design and Development

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Prepared by: Michael Jones

Phone: 850-921-1980

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2010-11	*A* Initial Estimate for Fiscal Year 2009-10	*B* Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*C* Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*D* Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
A. Personnel		2.50		$0	$0	$163,654	$163,654
A-1 State FTE		2.50		$0	$0	$163,654	$163,654
A-2 OPS FTE		0.00		$0	$0	$0	$0
A-3 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		650	0	$0	$0	$0	$0
B-1 Servers		0	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		0	0	$0	$0	$0	$0
B-3.1 Desktop Computers		250	0	$0	$0	$0	$0
B-3.2 Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)		40	0	$0	$0	$0	$0
B-3.3 Other Hardware Assets (e.g., system mgt workstation, printers, scanners, etc)	1	360	0	$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service		0	0	$0	$0	$0	$0
E. Plant & Facility		0	0	$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$0	$0	$163,654	$163,654

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	Includes monitors.
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: FY2010-11_Sched_IV-C_NonStrategic-SDD.xls
Tab: Desktop
Path: H:\2010-2011 Budget\LBR\SCH IV-C\SDD\

Page 3 of 8

Printed: 10/9/2009
at 10:26 AM

Non-Strategic IT Service:	**Helpdesk Service**							

Agency: Executive Office of the Governor/Systems Design and Development

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Prepared by: Michael Jones
Phone: 850-921-1980

Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2010-11	*A* Initial Estimate for Fiscal Year 2009-10	*B* Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*C* Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*D* Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
A. Personnel		2.50		$0	$0	$163,654	$163,654
A-1 State FTE		2.50		$0	$0	$163,654	$163,654
A-2 OPS FTE		0.00		$0	$0	$0	$0
A-3 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		0	0	$0	$0	$0	$0
B-1 Servers		0	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		0	0	$0	$0	$0	$0
B-3 Other Hardware Assets (e.g., system mgt workstation, printers, etc)		0	0	$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		0	0	$0	$0	$0	$0
E. Plant & Facility		0	0	$0	$0	$0	$0
F. Other (Please describe in Footnotes Section below)				$0	$0	$0	$0
G. Total for IT Service				$0	$0	$163,654	$163,654

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: FY2010-11_Sched_IV-C_NonStrategic-SDD.xls
Tab: HelpDesk
Path: H:\2010-2011 Budget\LBR\SCH IV-C\SDD\

Page 4 of 8

Printed: 10/9/2009
at 10:26 AM

Non-Strategic IT Service:	**IT Security/Risk Mitigation Service**						

Agency: Executive Office of the Governor/Systems Design and Development

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Prepared by: Michael Jones

Phone: 850-921-1980

		Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
					A	B	C	D
Service Provisioning -- Assets & Resources *(Cost Elements)*			Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
A. Personnel			0.00		$0	$0	$0	$0
A-1	State FTE		0.00		$0	$0	$0	$0
A-2	OPS FTE		0.00		$0	$0	$0	$0
A-3	Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware			0	0	$0	$0	$0	$0
B-1	Servers		0	0	$0	$0	$0	$0
B-2	Server Maintenance & Support		0	0	$0	$0	$0	$0
B-3	Other Hardware Assets (e.g., system mgt workstation, printers, UPS, etc)		0	0	$0	$0	$0	$0
C. Software					$0	$0	$0	$0
D. External Service Provider(s)			0	0	$0	$0	$0	$0
E. Plant & Facility			0	0	$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*					$0	$0	$0	$0
G. Total for IT Service					$0	$0	$0	$0

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: FY2010-11_Sched_IV-C_NonStrategic-SDD.xls
Tab: Risk
Path: H:\2010-2011 Budget\LBR\SCH IV-C\SDD\

Printed: 10/9/2009
at 10:26 AM

Non-Strategic IT Service:	**IT Support Service for Agency Financial and Administrative Systems**

Agency: Executive Office of the Governor/Systems Design and Development

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Prepared by: Michael Jones
Phone: 850-921-1980

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
		Number used for this service	*Number w/ costs in FY 2010-11*	*A* Initial Estimate for Fiscal Year 2009-10	*B* Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*C* Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*D* Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
A. Personnel		0.00		$0	$0	$0	$0
A-1 State FTE		0.00		$0	$0	$0	$0
A-2 OPS FTE		0.00		$0	$0	$0	$0
A-3 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		0	0	$0	$0	$0	$0
B-1 Servers		0	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		0	0	$0	$0	$0	$0
B-3 Other Hardware Assets (e.g., system mgt workstation, printers, etc)		0	0	$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		0	0	$0	$0	$0	$0
E. Plant & Facility		0	0	$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$0	$0	$0	$0

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Non-Strategic IT Service:	**IT Administration and Management Service**						

Agency: **Executive Office of the Governor/Systems Design and Development**

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Prepared by: **Michael Jones**
Phone: **850-921-1980**

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2010-11	*A* Initial Estimate for Fiscal Year 2009-10	*B* Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*C* Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*D* Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
A. Personnel		6.00		$0	$0	$498,442	$498,442
A-1 State FTE		6.00		$0	$0	$498,442	$498,442
A-2 OPS FTE		0.00		$0	$0	$0	$0
A-3 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		0	0	$0	$0	$0	$0
B-1 Servers		0	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		0	0	$0	$0	$0	$0
B-3 Other Hardware Assets (e.g., system mgt workstation, printers, etc)		0	0	$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		0	0	$0	$0	$0	$0
E. Plant & Facility		0	0	$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$0	$0	$498,442	$498,442

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: FY2010-11_Sched_IV-C_NonStrategic-SDD.xls
Tab: IT_Admin
Path: H:\2010-2011 Budget\LBR\SCH IV-C\SDD\

Page 7 of 8

Printed: 10/9/2009
at 10:26 AM

Non-Strategics; Ver 1

Agency: **Executive Office of the Governor/Systems Design and Development**

Budget Entity Name	BE Code	Program Component Code	Program Component Name	Costs within BE	Funding Identified for IT Service	Network Service	E-Mail, Messaging, and Calendaring Service	Desktop Computing Service	Helpdesk Service	IT Security/Risk Mitigation Service	IT Support Service for Agency Financial and Administrative Systems	IT Administration and Management Service
			Identified Funding as % of Total Cost of Service			*100.0%*	*100.0%*	*100.0%*	*100.0%*			*100.0%*
						$502,340	*$127,939*	*$163,654*	*$163,654*	*$0*	*$0*	*$498,442*
LAS/PBS	31100500	1603000000	Information Technology		$1,456,029	$502,340	$127,939	$163,654	$163,654			$498,442
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							

IT Cost Element Data as entered on IT Service Worksheets

		Sum of IT Cost Elements Across IT Services						
Personnel	*State FTE (#)*	16.00	4.00	1.00	2.50	2.50	0.00	0.00	6.00
	State FTE (Costs)	$935,077	$0	$109,327	$163,654	$163,654	$0	$0	$498,442
Personnel	*OPS FTE (#)*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OPS FTE (Cost)	$0	$0	$0	$0	$0	$0	$0	$0
Personnel	*Vendor/Staff Augmentation (# Positions)*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Vendor/Staff Augmentaion (Costs)	$0	$0	$0	$0	$0	$0	$0	$0
Hardware		$80,500	$80,500	$0	$0	$0	$0	$0	$0
Software		$300,110	$300,110	$0	$0	$0	$0	$0	$0
External Services		$32,512	$13,900	$18,612	$0	$0	$0	$0	$0
Plant & Facility		$107,830	$107,830	$0	$0	$0	$0	$0	$0
Other		$0	$0	$0	$0	$0	$0	$0	$0
Totals of Costs		$1,456,029	$502,340	$127,939	$163,654	$163,654	$0	$0	$498,442
Totals of FTE		16.00	4.00	1.00	2.50	2.50	0.00	0.00	6.00

File: FY2010-11_Sched_IV-C_NonStrategic-SDD.xls
Tab: Budget Entity ID
Path: H:\2010-2011 Budget\LBR\SCH IV-C\SDD\

Page 8 of 8

Printed: 10/9/2009
at 10:26 AM

Dept/Agency: **Agency for Enterprise Information Technology**

Submitted by: **David W. Taylor**

Phone: **(850)922-7502**

Date submitted: **September 18, 2009**

IT Support Service for Agency Financial and Administrative Systems

This service enables users in the agency's administrative and support areas to operate and maintain the non-strategic applications that support agency administrative. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify major IT Systems (applications) that are included (in whole or part) in this IT Service:			
1	None	5	
2		6	
3		7	
4		8	

1. **IT Service Definition**

   1.1. Who is the service provider? *(Indicate all that apply)*

   ☐ Central IT staff ☐ State Primary Data Center

   ☐ Program staff ☐ Other External service provider

   ☒ Another State agency

   1.2. Who uses the service? *(Indicate all that apply)*

   ☒ Agency staff (state employees or contractors)

   ☐ Employees or contractors from one or more additional state agencies

   ☐ External service providers

   ☐ Public (please explain in Question 5.2)

   1.3. Please identify the number of users of this service.   14

   1.4. How many locations currently host agency financial/ administrative systems?   0

2. **Service Unique to Agency**

   2.1. Is a similar or identical IT service provided by another agency or external service provider?
   (Identical, Very Similar, No)   Identical

   2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

   ☐ Yes ☒ No

   2.2.1. If yes, what must happen for your agency to use another IT service provider?

   2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

   Approval from the Governor's office.

---

3. IT Service Levels Required to Support Business Functions

Answer the following questions for the primary or dominant IT system within this IT Service.

3.1. Has the agency specified the service level requirements for this IT Service?

☐ Yes; formal Service Level Agreement(s)

☒ Yes; informal agreement(s)

☐ No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

AEIT is administratively housed by the EOG and is therefore subject to their services.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required *(e.g., 0700-1800 M-F, 24/7) for*:

3.2.1.1. User-facing components of this IT service (online)   0700-1800 M-F

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance)   N/A

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 15 min, 30 min, 60 min)?*   1 day

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Inability to access HR information.

3.2.3. Are there any agency-unique service requirements?   ☐ Yes   ☒ No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

☒ User ID/Password   ☒ Access through Internet or external network

☒ Access through internal network only   ☒ Access through Internet with secure encryption

☐ Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

☒ Yes   ☐ No

3.2.5.1. If yes, please specify and describe:

Ch. 119.07, F. S - Confidential information, and Ch. 282.318, F. S.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

☐ Yes   ☒ No

If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

☐ Yes   ☒ No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

Reporting mechanisms to be implemented.

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
N/A				

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

GR

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

File: 31901000- Agency for Enterprise Information Technology Agency Financial Admin IT Support Service.doc
Last Saved at: 9/21/2009 3:24:00 PM

Page 118 of 246

FY 2010-11
Page 3 of 3

Dept/Agency:	**Agency for Enterprise Information Technology**
Submitted by:	**David W. Taylor**
Phone:	**(850)922-7502**
Date submitted:	**September 18, 2009**

Desktop Computing Service

This service enables use of standard office automation functions, as well as access to other applications that require standard desktop functionality. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

**Identify the major commercial hardware and software associated with the Desktop Computer Service:**			
1	Intel Desktops/laptops	5	Project 2007
2	Windows operating system	6	
3	Office 2007 suite	7	
4	Visio 2007	8	

1. **IT Service Definition**

   1.1. Who is the service provider? *(Indicate all that apply)*

   - ☐ Central IT staff
   - ☐ Program staff
   - ☒ Another State agency
   - ☐ State Primary Data Center
   - ☐ Other External service provider

   1.2. Who uses the service? *(Indicate all that apply)*

   - ☒ Agency staff (state employees or contractors)
   - ☐ Employees or contractors from one or more additional state agencies
   - ☐ External service providers
   - ☐ Public

   1.3. Please identify the number of users of this service. 14

   1.4. How many locations currently use desktop computing services? 1

2. **Service Unique to Agency**

   2.1. Is a similar or identical IT service provided by another agency or external service provider?
   (Identical, Very Similar, No, Unknown) Identical

   2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

   ☒ Yes   ☐ No

   2.2.1. If yes, what must happen for your agency to use another IT service provider?

   Appropriate approval from the Governor's office

   2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- ☐ Yes; formal Service Level Agreement(s)
- ☐ Yes; informal agreement(s)
- ☒ No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required *(e.g., 0800-1600 M-F, 24/7)*   0800-1700 M-F

3.2.2. What are the impacts on the agency's business if the Desktop Service is not available?

Unable to perform statutory functions.

3.2.3. Are there any agency-unique service requirements?   ☒ Yes   ☐ No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Higher security requirements due to sensitive nature of documentation. (e.g. a technicians ability to remotely manage a machine)

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- ☒ User ID/Password
- ☐ Access through internal network only
- ☐ Other _____
- ☒ Access through Internet or external network
- ☒ Access through Internet with secure encryption

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

☒ Yes   ☐ No

3.2.5.1. If yes, please specify and describe:

AEIT has policies on the use of IT resources which all agencies must be adhered to.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

☐ Yes   ☒ No

If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

☐ Yes   ☒ No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

Establish appropriate metrics.

4.2.2. List any significant projects (e.g., total cost more than $500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
N/A				

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

GR

5.2. Other comments

Dept/Agency:	**Agency for Enterprise Information Technology**
Submitted by:	**David W. Taylor**
Phone:	**(850)922-7502**
Date submitted:	**September 18, 2009**

IT Administration and Management Service

This service enables the management and administration of the agency's central IT program or unit. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify major IT Systems (applications) that are included (in whole or part) in this IT Service:			
1	None	5	
2		6	
3		7	
4		8	

1. **IT Service Definition**

    1.1. Who is the service provider? *(Indicate all that apply)*

    - ☐ Central IT staff
    - ☐ Program staff
    - ☒ Another State agency
    - ☐ External service provider

    1.2. How many locations currently host assets and resources used to provide IT administration and management services? 2

2. **Service Unique to Agency**

    2.1. If the same level of service could be provided through another agency or external source for less than the current cost of the IT service, could your agency change to another service provider?

    ☐ Yes ☒ No

    2.1.1. If yes, what must happen for your agency to use another IT service provider?

    2.1.2. If not, why does your agency need to maintain the current provider for this IT service?

    Appropriate approval from the Governor's office.

3. **IT Service Levels Required to Support Business Functions**

    3.1. Has the agency specified the service level requirements for this IT Service?

    - ☐ Yes; formal Service Level Agreement(s)
    - ☐ Yes; informal agreement(s)
    - ☒ No; specific requirements have not been determined and approved by the department

    If you answered "Yes," identify major (formal or informal) service level requirements:

File: 31901000-Agency for Enterprise Information Technology Admin Service.doc   **FY 2010-11**
Last Saved at: 9/21/2009 3:27:00 PM
Page 122 of 246   Page 1 of 3

3.2.   Timing and Service Delivery Requirements

    3.2.1.   Hours/Days that service is required *(e.g., 0800-1600 M-F, 24/7)* for the systems included in this service: 0800-1630, M-F

    3.2.2.   What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 5 min, 15 min, 60 min)*?   15 min

    3.2.3.   Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

        ☒ Yes   ☐ No

        If yes, please specify and describe:

        Requirements of Chapter 119, F.S. and Chapter 282.318, F. S.

    3.2.4.   Are there any agency-unique service requirements?   ☐ Yes   ☒ No

        If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

4.   User/customer satisfaction

4.1.   Are service level metrics reported to business stakeholders or agency management?
    ☐ Yes   ☒ No

    If yes, briefly describe the frequency of reports and how they are provided:

4.2.   Are currently defined IT service levels adequate to support the business needs of the agency?

    ☒ Yes   ☐ No

    If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.3.   List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost of Completion
N/A				

5.   Additional Information

5.1.   Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

GR

File: 31901000-Agency for Enterprise Information Technology Admin Service.doc   **FY 2010-11**
Last Saved at: 9/21/2009 3:27:00 PM
Page 123 of 246   Page 2 of 3

5.2. Other comments

AEIT currently has no IT unit.

File: 31901000-Agency for Enterprise Information Technology Admin Service.doc
Page 124 of 246
Last Saved at: 9/21/2009 3:27:00 PM

FY 2010-11

Page 3 of 3

Dept/Agency:	**Agency for Enterprise Information Technology**
Submitted by:	**David W. Taylor**
Phone:	**(850)922-7502**
Date submitted:	**September 18, 2009**

E-Mail, Messaging, and Calendaring Service

This service enables users to send and receive e-mail and attachments, perform departmental calendaring, manage address lists, create and maintain shared or private folders, and store message data provided through the e-mail service. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major commercial hardware and software associated with the E-Mail Service:			
1	MS Outlook client software	5	
2	Hardware and exchange software provided by service provider.	6	
3		7	
4		8	

1. **IT Service Definition**

    1.1. Who is the service provider? *(Indicate all that apply)*

    ☐ Central IT staff   ☐ State Primary Data Center

    ☐ Program staff   ☐ Other External service provider

    ☒ Another State agency

    1.2. Who uses the service? *(Indicate all that apply)*

    ☒ Agency staff (state employees or contractors)

    ☐ Employees or contractors from one or more additional state agencies

    ☐ External service providers

    ☐ Public (please explain in Question 5.2)

    1.3. Please identify the number of users (e-mail accounts/mailboxes) of this service.   14

    1.4. How many locations currently host IT assets and resources used to provide e-mail, messaging, and calendaring services?   1

2. **Service Unique to Agency**

    2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No)*   Identical

    2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

    ☒ Yes   ☐ No

    2.2.1. If yes, what must happen for your agency to use another IT service provider?

    Permission from the legislature per Ch. 282.34, F. S.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. **IT Service Levels Required to Support Business Functions**

3.1. Has the agency specified the service level requirements for this IT Service?

☐   Yes; formal Service Level Agreement(s)

☐   Yes; informal agreement(s)

☒   No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required *(e.g., 0600-2100 M-F, 24/7)*:   24/7/365

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 5 min, 15 min, 60 min)?*   99.95% uptime (~4 hours downtime yearly)

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Inability to perform statutory obligations. Considerable legislative impact depending on time of outages.

3.2.3. Are there any agency-unique service requirements?   ☒ Yes   ☐ No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Access to email in order to perform duties specified in statute.

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

☒ User ID/Password   ☒ Access through Internet or external network

☐ Access through internal network only ☐ Access through Internet with secure encryption

☐ Other _____

3.2.5. Are there any federal, state, or agency records retention or privacy policies, restrictions, or requirements applicable to this IT Service?

☒ Yes   ☐ No

3.2.5.1. If yes, please specify and describe:

Normal retention requirements specified by DOS.

4. **User/customer satisfaction**

4.1. Are service level metrics reported to business stakeholders or agency management?

☐ Yes   ☒ No

If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

☐ Yes   ☒ No

4.2.1.   If no, what changes need to be made to the current IT service? *(Briefly explain)*

Reporting mechanisms to be implemented.

4.2.2.   List any significant projects (e.g., total cost greater than $500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
N/A				

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

GR

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

Dept/Agency:	**Agency for Enterprise Information Technology**
Submitted by:	**David W. Taylor**
Phone:	**(850)922-7502**
Date submitted:	**September 18, 2009**

Helpdesk Service

This service involves the centralized or consolidated intake and resolution of IT system problems for users and stakeholders throughout the department. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify any major commercial hardware and software associated with the Helpdesk Service:			
1	None	5	
2		6	
3		7	
4		8	

1. **IT Service Definition**

    1.1. Who is the service provider? *(Indicate all that apply)*

    ☐ Central IT staff ☐ State Primary Data Center

    ☐ Program staff ☐ Other External service provider

    ☒ Another State agency

    1.2. Who uses the service? *(Indicate all that apply)*

    ☒ Agency staff (state employees or contractors)

    ☐ Employees or contractors from one or more additional state agencies

    ☐ External service providers

    ☐ Public (please explain in Question 5.2)

    1.3. Please identify the number of users of this service: <u>14</u>

    1.4. How many locations currently host IT assets and resources used to provide helpdesk services? <u>1</u>

    1.5. What communication channels are used for the service? *(Indicate all that apply)*

    ☒ On-line self-serve ☐ On-line interactive

    ☒ Telephone/IVR ☐ Face-to-face

    ☒ Remote desktop (e.g., PC Anywhere)

    ☒ Other <u>Help desk tickets submitted via email.</u>

    1.6. What is the scope of the service provided by the Help Desk: *(Check all boxes that apply)*

Help Desk Action	Simple problems	Moderately complex problems	Complex problems
Accepting and logging	✓	✓	✓
Referring/escalating	✓	✓	✓
Tracking and reporting	✓	✓	✓
Resolving/closing	✓	✓	✓

File: 31901000-Agency for Enterprise Information Technology Helpdesk Service.doc
Last Saved at: 9/21/2009 3:27:00 PM

Page 128 of 246

FY 2010-11

Page 1 of 3

1.7. Please identify the major IT systems or services for which the Help Desk must provide assistance:

1	**None**	5	
2		6	
3		7	
4		8	

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No, Unknown)   Identical

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

☒ Yes   ☐ No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Appropriate approval from the Governor's office

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

☐ Yes; formal Service Level Agreement(s)

☐ Yes; informal agreement(s)

☒ No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days the Help Desk service is required *(e.g., 0800-1600 M-F, 24/7)*   0800-1700 M-F

3.2.2. What are the impacts on the agency's business if the Help Desk service is not available?

Unable to perform statutory functions.

3.2.3. What is the average monthly volume of calls/cases/tickets?   2

3.2.4. Are there any agency-unique service requirements?   ☐ Yes   ☒ No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

3.2.5. What are security requirements for this IT service? *(Indicate all that apply)*

☒ User ID/Password   ☒ Access through Internet or external network

☐ Access through internal network only   ☐ Access through Internet with secure encryption

☐ Other _____

File: 31901000-Agency for Enterprise Information Technology Helpdesk Service.doc
Page 129 of 246
Last Saved at: 9/21/2009 3:27:00 PM

FY 2010-11

Page 2 of 3

3.2.6.   Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

☒ Yes   ☐ No

3.2.6.1.   If yes, please specify and describe:

Chapters 119 and 282.318, F. S.

4.   User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

☐ Yes   ☒ No

If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

☒ Yes   ☐ No

4.2.1.   If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2.   List any significant projects (e.g., total cost greater than $500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
N/A				

5.   Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

GR

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

Dept/Agency:	**Agency for Enterprise Information Technology**
Submitted by:	**David W. Taylor**
Phone:	**(850)922-7502**
Date submitted:	**September 18, 2009**

IT Security/Risk Mitigation Service

This service involves the implementation of measures to reduce risk and ensure continuity of the IT Services supporting the agency. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

1. **IT Service Definition**

   1.1. Who is the service provider? *(Indicate all that apply)*

   ☐ Central IT staff   ☒ State Primary Data Center

   ☒ Program staff   ☐ Other External service provider

   ☒ Another State agency

   1.2. Who uses the service? *(Indicate all that apply)*

   ☒ Agency staff (state employees or contractors)

     Employees or contractors from one or more additional state agencies

     External service providers

   ☐ Public (please explain in Question 5.2)

2. **Service Unique to Agency**

   2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No)* Similar

   2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

   ☐ Yes   ☒ No

   2.2.1. If yes, what must happen for your agency to use another IT service provider?

   2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

   The Information Security Program is specific to the functions of the AEIT and the relative security requirements of the information collected and developed by the agency. Also, as the oversight for the Enterprise Information Security, the AEIT program functions as a testing ground for security requirements promulgated by the Office of Information Security.

3. **IT Service Levels Required to Support Business Functions**

   3.1. Has the agency specified the service level requirements for this IT Service?

   ☐ Yes; formal Service Level Agreement(s)

   ☐ Yes; informal agreement(s)

   ☒ No; specific requirements have not been determined and approved by the department

   If you answered "Yes," identify major (formal or informal) service level requirements:

3.2.   Timing and Service Delivery Requirements

3.2.1.   Hours/Days that service is required *(e.g., 0800-1600 M-F, 24/7)*:   24/7

3.2.2.   In the event of an emergency, how quickly must essential services be restored to maintain the agency's continuity of operations?   24 hours (email)

3.2.3.   How frequently must the IT disaster recovery plan be tested?   annually

3.2.4.   In the event of a security breach, what is the agency's tolerance for down time of security IT services during peak periods, i.e., time before management-level intervention occurs *(e.g., 10 min, 60 min, 4 hours)*?   15 min

3.2.5.   Are there any agency-unique service requirements?   ☒ Yes   ☐ No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

The agency-unique service is the understanding of the confidentiality requirements of the information AEIT collects and develops

3.2.6.   What are security requirements for this IT service? *(Indicate all that apply)*

☐ User ID/Password   ☐ Access through Internet or external network

☐ Access through internal network only   ☐ Access through Internet with secure encryption

☒ Other __Physical security – agency door access codes and internal office door locks_____

3.2.7.   Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

☒ Yes   ☐ No

If yes, please specify and describe:

F.S. 282.318 confidentiality of risk analysis data, audit information, and certain policies and processes
F.S. 282.318 requirements of an agency information Security Program
F.S. 119 public records exemptions of certain data collected by AEIT
60DD-2 F.A.C. – Florida Information Resource Security Policies and Standards

4. User/customer satisfaction

4.1.   Are service level metrics reported regularly to business stakeholders or agency management?
☒ Yes   ☐ No

If yes, briefly describe the frequency of reports and how they are provided:

Reporting as needed with regular weekly updates.

4.2. Are currently defined IT service levels adequate to support the business needs?

☒ Yes   ☐ No

4.2.1.   If no, what changes need to be made to the current IT service? *(Briefly explain)*

File: 31901000-Agency for Enterprise Information Technology IT Security-Risk Mitigation Service.doc
Last Saved at: 9/21/2009 3:28:00 PM
Page 132 of 246

FY 2010-11
Page 2 of 3

4.2.2. List any significant projects (e.g., total cost greater than $500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
N/A				

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

GR and DHS grants.

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

Dept/Agency:	**Agency for Enterprise Information Technology**
Submitted by:	**David W. Taylor**
Phone:	**(850)922-7502**
Date submitted:	**September 18, 2009**

Network Service

This service enables data connectivity and transport using Local Area Network (LAN) and/or Wide Area Network (WAN) technologies. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major commercial hardware and software associated with the LAN Service:			
1	Network printer and scanner	5	
2		6	
3		7	
4		8	

1. **IT Service Definition**

    1.1. Who is the LAN service provider? *(Indicate all that apply)*

    ☐ Central IT staff   ☐ State Primary Data Center

    ☐ Program staff   ☐ Other External service provider

    ☒ Another State agency

    1.2. Who is the WAN service provider? *(Indicate all that apply)*

    ☐ Central IT staff

    ☐ Program staff

    ☒ Another State agency

    ☐ External service provider

    1.3. Who uses the service? *(Indicate all that apply)*

    ☒ Agency staff (state employees or contractors)

    ☐ Employees or contractors from one or more additional state agencies

    ☐ External service providers

    ☐ Public (please explain in Question 5.2)

    1.4. Please identify the number of users of the Network Service. **14**

    1.5. How many locations currently host IT assets and resources used to provide LAN services? **1**

    1.6. How many locations currently use WAN services? **1**

    1.7. What types of WAN connections are included in this service? *(Indicate all that apply)*

☐ ATM	☐ Frame Relay	☐ Cellular Network
☒ SUNCOM RTS	☒ Internet	☐ Dedicated Wired connection
☐ Radio	☐ Satellite	☐ Dial-up connection
☐ Other		

2. **Service Unique to Agency**

File: 31901000-Agency for Enterprise Information Technology Network Service.doc
Last Saved at: 9/21/2009 3:28:00 PM

Page 134 of 246

FY 2010-11

Page 1 of 4

2.1. Is a similar or identical IT service provided by another agency or external service provider?
   (Identical, Very Similar, No)   <u>Identical</u>

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

   ☒ Yes   ☐ No

   2.2.1. If yes, what must happen for your agency to use another IT service provider?

   Approvals required from the Governor's office.

   2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. **IT Service Levels Required to Support Business Functions**

   3.1. Has the agency specified the service level requirements for LAN service?

   ☐ Yes; formal Service Level Agreement(s)
   ☐ Yes; informal agreement(s)
   ☒ No; specific requirements have not been determined and approved by the department

   If you answered "Yes," identify major (formal or informal) service level requirements:

   3.2. Has the agency specified the service level requirements for WAN service?

   ☐ Yes; formal Service Level Agreement(s)
   ☐ Yes; informal agreement(s)
   ☒ No; specific requirements have not been determined and approved by the department

   If you answered "Yes," identify major (formal or informal) service level requirements:

   3.3. Timing and Service Delivery Requirements

   3.3.1. Hours/Days that service is required **(e.g., 0800-1600 M-F, 24/7)** for:

   3.3.1.1. Online availability   <u>24/7</u>

   3.3.1.2. Offline and availability for maintenance   <u>After hours</u>

   3.3.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs **(e.g., 5 min, 15 min, 60 min)?**   <u>15 min</u>

   3.3.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

   AEIT is unable to comply with its statutory functions.

   3.3.3. Does the agency have a standard for required bandwidth its locations?   ☐ Yes ☒ No

   If yes, indicate the standard **(e.g. fiber channels for certain locations)**

   3.3.4. Are there any agency-unique service requirements?   ☐ Yes   ☒ No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

> [ ]

3.3.5. What are security requirements for this IT service? *(Indicate all that apply)*

- ☒ User ID/Password
- ☐ Access through internal network only
- ☐ Other _____
- ☒ Access through Internet or external network
- ☐ Access through Internet with secure encryption

3.3.6. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

> ☒ Yes   ☐ No

3.3.6.1. If yes, please specify and describe:

> Chapters 119 and 282.318, F. S.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

> ☐ Yes   ☒ No

If yes, briefly describe the frequency of reports and how they are provided:

> [ ]

4.2. Are currently defined IT service levels adequate to support the business needs?

> ☒ Yes   ☐ No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

> [ ]

4.2.2. List any significant projects (e.g., total cost greater than $500,000) that are underway or planned to upgrade or enhance any resources or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
N/A				

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

> GR

File: 31901000-Agency for Enterprise Information Technology Network Service.doc
Last Saved at: 9/21/2009 3:28:00 PM

Page 136 of 246

FY 2010-11

Page 3 of 4

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

Dept/Agency:	**Agency for Enterprise Information Technology**
Submitted by:	**David W. Taylor**
Phone:	**(850)922-7502**
Date submitted:	**September 18, 2009**

Portal/Web Management Service

The Portal/Web Management service enables the publishing of the agency's standard, mission-critical information with its employees and the public. Please consult the Guidelines for Schedule IV-C: IT Costs and Service Requirements for the complete definition of this IT Service and specific direction on how to complete this document.

Identify the major commercial hardware and software associated with this service:			
1	Dell Server		Connection to core network
2	MS Server Licenses		Backup services (200GB)
3	Backup Exec SharePoint License		Monitoring and Support
4	VRanger Licenses (2 Processors)		

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- ☐ Central IT staff
- ☒ Program staff
- ☐ Another State agency
- ☒ State Primary Data Center
- ☐ Other External service provider

1.2. Who uses the service? *(Indicate all that apply)*

- ☒ Agency staff (state employees or contractors)
- ☒ Employees or contractors from one or more additional state agencies
- ☒ External service providers
- ☒ Public (please explain in Question 5.2)

1.3. Please identify the number of Internet users of this service. unlimited

1.4. Please identify the number of intranet users of this service. 14

1.5. How many locations currently host IT assets and resources used to provide this service? 1

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No)* very similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

☒ Yes ☐ No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Our hardware, software assets and licenses would need to move to another agency's hosted environment.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

☒ Yes; formal Service Level Agreement(s)

☐ Yes; informal agreement(s)

☐ No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Basic SLA established by the Data Center will be agreed upon including security, availability requirements and disaster recovery options.

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required *(e.g., 0600-2100 M-F, 24/7)*: 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs *(e.g., 5 min, 15 min, 60 min)?* 7 days

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

The agency will establish a communication plan to continue operations and provided information and data to our customers

3.2.3. Are there any agency-unique service requirements?   ☐ Yes   ☒ No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

☒ User ID/Password   ☒ Access through Internet or external network

☐ Access through internal network only   ☒ Access through Internet with secure encryption

☐ Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

☒ Yes   ☐ No

3.2.5.1. If yes, please specify and describe:

The internal data may be subject to exemption (119.01 or 282.318 F.S.) based on the collection of confidential and or exempt data from other agencies. (Example 282.318 confidentiality of risk analysis data, audit information, and certain policies and processes) Rule 60DD-2 also applies to agency security data requirements.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

☐ Yes   ☒ No

4.1.1. If yes, briefly describe the frequency of reports and how they are provided:

4.2. Are currently defined IT service levels adequate to support the business needs?

File: 31901000-Agency for Enterprise Information Technology Portal-Web Management.doc   **FY 2010-11**
Last Saved at: 9/21/2009 3:28:00 PM
Page 139 of 246   Page 2 of 3

☒ Yes ☐ No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects (e.g., total cost greater than $500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

Project Name	Description	Start Date	End Date	Estimated Total Cost to Complete
None				

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

GR

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self-service, or optional use, and any other comments to explain the service.)

It is the responsibility of the agency to provide access to public records and availability to agency data. A website offers the means for citizens, public and private partners to access information on a self serve bases.

Dept/Agency: <mark>**Agency for Enterprise Information Technology**</mark>
Submitted by: <mark>David W. Taylor</mark>
Phone: <mark>(850)922-7502</mark>
Date submitted: <mark>September 18, 2009</mark>

The Agency for Enterprise Information Technology oversees two enterprise services for the State of Florida. These services are Security and Enterprise messaging services.

1. Information Security

The Enterprise Office of Information Security is required by statute to create security policies, procedures and provide training along with security monitoring for statewide data. AEIT will produce a service catalog for the new security offerings as services.

AEIT does not have any IT systems.

2. Strategic Policy and Planning

The Enterprise Office of Strategic Policy and Planning provides monitoring and makes recommendations for the following strategic state IT systems.

AEIT does not have any IT systems.

Dept/Agency: **Agency for Enterprise Information Technology**

Submitted by: **David W. Taylor**

Phone: **(850)922-7502**

Date submitted: **September 18, 2009**

#	Name of IT System	Description of IT System	Agency Program or Function Supported	Notes
1	None			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

Non-Strategic IT Service:	**Network Service**									

Dept/Agency: AEIT

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Prepared by: Jean-Maree Phillips/Dawn Creamer/Jason Allison

Phone: (850) 922-7502

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2010-11	*A* Initial Estimate for Fiscal Year 2009-10	*B* Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*C* Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*D* Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
A. Personnel		0.00		$0	$0	$0	$0
A-1.1 State FTE		0.00		$0	$0	$0	$0
A-2.1 OPS FTE		0.00		$0	$0	$0	$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		1	1	$2,250	$0	$0	$0
B-1 Servers		0	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		0	0	$0	$0	$0	$0
B-3.1 Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)		0	0	$0	$0	$0	$0
B-3.2 Other Hardware Assets (e.g., system mgt workstation, printers, UPS, etc)	1	1	1	$2,250	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)				$0	$0	$0	$0
D-1 LAN External Service Provider	1	1	1	$0	$0	$0	$0
D-2 WAN External Service Provider	1	1	1	$0	$0	$0	$0
E. Plant & Facility for LAN/WAN Service	2	14	14	$87,612	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
H. Total for IT Service				$89,862	$0	$0	$0

	Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*
1	LAN and WAN services provided by DMS.
2	SUNCOM and VoIP
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Non-Strategic IT Service:	**E-Mail, Messaging, and Calendaring Service**					
Agency:	**AEIT**				Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1	

			# of Assets & Resources Apportioned to this IT Service in FY 2009-10		Estimated IT Service Costs			
Prepared by:	**Jean-Maree Phillips/Dawn Creamer/Jason Allison**				A	B	C	D
Phone:	**(850) 922-7502**					Estimated FY 2009-10 Allocation of Recurring Base Budget	Estimated FY 2010-11 Allocation of Recurring Base Budget	Planned Increase/Decrease Use of Recurring Base Funding
	Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	*(based on Column G64 minus G65)*	*(based on Column G64 minus G65)*	*(Columns C - B)*
A. Personnel			0.00		$0	$0	$0	$0
A-1	State FTE		0.00		$0	$0	$0	$0
A-2	OPS FTE		0.00		$0	$0	$0	$0
A-3	Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware			0	0	$0	$0	$0	$0
B-1	Servers		0	0	$0	$0	$0	$0
B-2	Server Maintenance & Support		0	0	$0	$0	$0	$0
B-3.1	Wireless Communication Devices & Related Hardware		0	0	$0	$0	$0	$0
B-3.2	Other Hardware Assets (e.g., system mgt workstation, printers, etc)		0	0	$0	$0	$0	$0
C. Software					$0	$0	$0	$0
D. External Service Provider(s)		1,2,3,4	1	1	$4,200	$5,169	$1,804	-$3,364
E. Plant & Facility			0	0	$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*					$0	$0	$0	$0
G. Total for IT Service					$4,200	$5,169	$1,804	-$3,364

Administrative Overhead – Percentage of Other Non-Strategic IT Service Costs Supporting Email Service

	Non-Strategic Service	Footnote	%	Cost	
OT-1	Network				To determine the fully-loaded cost of the e-mail service, agencies must estimate the amount (percentage) of the other non-strategic IT services that are "consumed" by the e-mail service. For example, desktop support personnel install and configure the e-mail software on the desktop, which is used in the e-mail service, so to obtain a fully-loaded cost for the e-mail service, it is important to include the indirect workload and associated costs of the desktop service expended in support of the e-mail service. The portion of Network, IT Security & Risk Mitigation, and IT Administration & Management services will be estimated by the AEIT based on the agency Schedule IV-C submissions for these IT services. **For the purposes of the Schedule IV-C analysis, the data submitted in this section will NOT be added to the cost of the e-mail service.**
OT-2	Desktop IT Service			$ -	
OT-3	Help Desk			$ -	
OT-4	IT Security & Risk Mitigation				
OT-5	IT Administration & Management				
	SUBTOTAL			$ -	

Fully-loaded IT Service Cost	**$**	**1,804**

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	Email, messaging and calendaring services provided by SSRC.
2	Cell H17= $4200.00 is what was initally thought to be the charge from the SSRC ($25.00 *12 months*14 employees)
3	Cell I17= $5168.00 is what is current with the SSRC utilization issues. [(Jul 1, 09 - Dec 31, 10 = $50.79 *6months*14 employees = $4266.36) + (Jan 1, 10 - Jun 30, 10 = $10.74 *6months*14 employees = $902.16) = $5168.00
4	Cell J17= $1804.32. is what is anticpated to be the charged for the SSRC contacting to another state agency to provide service ($10.74 *12 months*14 employees)
5	
6	
7	
8	
9	
10	

Page 144 of 246

2 of 8

File: AEIT_FY2010-11_Sched_IV-C_NonStrategic.xls
Tab: Email
Path: H:\2010-2011 Budget\LBR\SCH IV-C\AEIT\

Page 2 of 8

Printed: 10/9/2009
at 10:15 AM

Non-Strategic IT Service:	**Desktop Computing Service**							

	Agency: **AEIT**						Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1	
	Prepared by: **Jean-Maree Phillips/Dawn Creamer/Jason Allison**							
	Phone: **(850) 922-7502**							

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		*A* Initial Estimate for Fiscal Year 2009-10	*B* Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*C* Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*D* Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
		Number used for this service	Number w/ costs in FY 2010-11	Estimated IT Service Costs			
A. Personnel		0.00		$0	$0	$0	$0
A-1 State FTE		0.00		$0	$0	$0	$0
A-2 OPS FTE		0.00		$0	$0	$0	$0
A-3 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		22	0	$1,293	$0	$0	$0
B-1 Servers		0	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		0	0	$0	$0	$0	$0
B-3.1 Desktop Computers		2	0	$0	$0	$0	$0
B-3.2 Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)		15	0	$0	$0	$0	$0
B-3.3 Other Hardware Assets (e.g., system mgt workstation, printers, scanners, etc)		5	0	$1,293	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service	1, 2	1	1	$8,064	$8,064	$8,064	$0
E. Plant & Facility		0	0	$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$9,357	$8,064	$8,064	$0

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	Services provided by DMS.
2	Cell H17= $8064.00 is what the charge from the DMS was anticpated to be ($48.00 *12 months*14 employees)
3	Cell I17= $8064.00 is what the charge from the DMS will be ($48.00 *12 months*14 employees)
4	Cell J17= $8064.00 is what the charge from the DMS is forecasted for next year. ($48.00 *12 months*14 employees)
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: AEIT_FY2010-11_Sched_IV-C_NonStrategic.xls
Tab: Desktop
Path: H:\2010-2011 Budget\LBR\SCH IV-C\AEIT\

Printed: 10/9/2009
at 10:15 AM

Non-Strategic IT Service:	**Helpdesk Service**						

Agency: AEIT

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Prepared by: Jean-Maree Phillips/Dawn Creamer/Jason Allison

Phone: (850) 922-7502

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2010-11	*A* Initial Estimate for Fiscal Year 2009-10	*B* Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*C* Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*D* Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
A. Personnel		0.00		$0	$0	$0	$0
A-1 State FTE		0.00		$0	$0	$0	$0
A-2 OPS FTE		0.00		$0	$0	$0	$0
A-3 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		0	0	$0	$0	$0	$0
B-1 Servers		0	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		0	0	$0	$0	$0	$0
B-3 Other Hardware Assets (e.g., system mgt workstation, printers, etc)		0	0	$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)	1	1	1	$0	$0	$0	$0
E. Plant & Facility		0	0	$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$0	$0	$0	$0

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	Services provided by DMS. No invoice submitted to AEIT.
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: AEIT_FY2010-11_Sched_IV-C_NonStrategic.xls
Tab: HelpDesk
Path: H:\2010-2011 Budget\LBR\SCH IV-C\AEIT\

Printed: 10/9/2009
at 10:15 AM

Non-Strategic IT Service:	IT Security/Risk Mitigation Service						

Agency: **AEIT**

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Prepared by: Jean-Maree Phillips/Dawn Creamer/Jason Allison

Phone: (850) 922-7502

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	Number used for this service	Number w/ costs in FY 2010-11	*A* Initial Estimate for Fiscal Year 2009-10	*B* Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*C* Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*D* Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
A. Personnel		0.17		$11,560	$0	$0	$0
A-1 State FTE		0.17		$11,560	$0	$0	$0
A-2 OPS FTE		0.00		$0	$0	$0	$0
A-3 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		0	0	$0	$0	$0	$0
B-1 Servers		0	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		0	0	$0	$0	$0	$0
B-3 Other Hardware Assets (e.g., system mgt workstation, printers, UPS, etc)		0	0	$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)	1	1	1	$0	$0	$0	$0
E. Plant & Facility		0	0	$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$11,560	$0	$0	$0

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	Services provided by DMS.
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Non-Strategic IT Service:	**IT Support Service for Agency Financial and Administrative Systems**							

Agency: **AEIT**

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Prepared by: **Jean-Maree Phillips/Dawn Creamer/Jason Allison**

Phone: **(850) 922-7502**

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2010-11	*A* Initial Estimate for Fiscal Year 2009-10	*B* Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*C* Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*D* Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
A. Personnel		0.00		$0	$0	$0	$0
A-1 State FTE		0.00		$0	$0	$0	$0
A-2 OPS FTE		0.00		$0	$0	$0	$0
A-3 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		0	0	$0	$0	$0	$0
B-1 Servers		0	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		0	0	$0	$0	$0	$0
B-3 Other Hardware Assets (e.g., system mgt workstation, printers, etc)		0	0	$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)	1	1	1	$5,586	$0	$0	$0
E. Plant & Facility		0	0	$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$5,586	$0	$0	$0

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	Includes People First, Finanical systems charges and other charges from EOG. This service largely provided by EOG.
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: AEIT_FY2010-11_Sched_IV-C_NonStrategic.xls
Tab: Agency_Admin
Path: H:\2010-2011 Budget\LBR\SCH IV-C\AEIT\

Page 6 of 8

Printed: 10/9/2009
at 10:15 AM

Non-Strategic IT Service: **IT Administration and Management Service**

Agency: AEIT

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Prepared by: Jean-Maree Phillips/Dawn Creamer/Jason Allison

Phone: (850) 922-7502

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
				A	*B*	*C*	*D*
		Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Planned Increase/Decrease Use of Recurring Base Funding *(Columns C - B)*
A. Personnel		0.00		$0	$0	$0	$0
A-1 State FTE		0.00		$0	$0	$0	$0
A-2 OPS FTE		0.00		$0	$0	$0	$0
A-3 Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		0	0	$0	$0	$0	$0
B-1 Servers		0	0	$0	$0	$0	$0
B-2 Server Maintenance & Support		0	0	$0	$0	$0	$0
B-3 Other Hardware Assets (e.g., system mgt workstation, printers, etc)		0	0	$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		1	1	$0	$0	$0	$0
E. Plant & Facility		0	0	$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$0	$0	$0	$0

Footnotes – *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	Service provided by DMS. No invoice has been submitted to AEIT.
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Non-Strategics; Ver 1

Agency: **AEIT**

Budget Entity Name	BE Code	Program Component Code	Program Component Name	Costs within BE	Funding Identified for IT Service	Network Service	E-Mail, Messaging, and Calendaring Service	Desktop Computing Service	Helpdesk Service	IT Security/Risk Mitigation Service	IT Support Service for Agency Financial and Administrative Systems	IT Administration and Management Service
			Identified Funding as % of Total Cost of Service				232.8%	116.0%				
						$89,862	$4,200	$9,357	$0	$11,560	$5,586	$0
Agency for Enterprise Information	319010000	16030000	Information Technology		$120,565	$89,862	$4,200	$9,357	$0	$11,560	$5,586	$0
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							
					$0							

IT Cost Element Data as entered on IT Service Worksheets

		Sum of IT Cost Elements Across IT Services	Network Service	E-Mail, Messaging, and Calendaring Service	Desktop Computing Service	Helpdesk Service	IT Security/Risk Mitigation Service	IT Support Service	IT Administration
Personnel	*State FTE (#)*	0.17	0.00	0.00	0.00	0.00	0.17	0.00	0.00
	State FTE (Costs)	$0	$0	$0	$0	$0	$0	$0	$0
Personnel	*OPS FTE (#)*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OPS FTE (Cost)	$0	$0	$0	$0	$0	$0	$0	$0
Personnel	*Vendor/Staff Augmentation (# Positions)*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Vendor/Staff Augmentaion (Costs)	$0	$0	$0	$0	$0	$0	$0	$0
Hardware		$0	$0	$0	$0	$0	$0	$0	$0
Software		$0	$0	$0	$0	$0	$0	$0	$0
External Services		$9,868	$0	$1,804	$8,064	$0	$0	$0	$0
Plant & Facility		$0	$0	$0	$0	$0	$0	$0	$0
Other		$0	$0	$0	$0	$0	$0	$0	$0
Totals of Costs		$9,868	$0	$1,804	$8,064	$0	$0	$0	$0
Totals of FTE		0.17	0.00	0.00	0.00	0.00	0.17	0.00	0.00

Non-Strategic IT Service:	**Portal/Web Management Service**							

Dept/Agency: **AEIT**

Form: Schedule IV-C -Strategic; v.20090701

Prepared by: **Jean-maree Phillips/Amy Caldeira**

Phone: **(850) 922-7502**

			# of Assets & Resources apportioned to this IT Service in FY 2010-11		Estimated IT Service Costs			
					A	*B*	*C*	*D*
Service Provisioning -- Assets & Resources *(Cost Elements)*		**Footnote Number**	**Number used for this service**	**Number w/ costs in FY 2010-11**	**Initial Estimate for Fiscal Year 2009-10**	**Estimated FY 2009-10 Allocation of Recurring Base Budget** *(based on Column G64 minus G65)*	**Estimated FY 2010-11 Allocation of Recurring Base Budget** *(based on Column G64 minus G65)*	**Planned Increase/Decrease Use of Recurring Base Funding**
A. Personnel			0.00		$0	$0	$0	$0
A-1.1	**State FTE**		0.00		$0	$0	$0	$0
A-2.1	**OPS FTE**		0.00		$0	$0	$0	$0
A-3.1	**Contractor Positions** (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware					$0	$0	$0	$0
B-1	**Servers**		0	0	$0	$0	$0	$0
B-2	**Server Maintenance & Support**		0	0	$0	$0	$0	$0
B-3	**Other Hardware Assets** (e.g., system mgt workstation, printers, UPS, etc)		0	0	$0	$0	$0	$0
C. Software					$0	$0	$0	$0
D. External Service Provider(s)		1	1	1	$5,000	$0	$0	$0
E. Plant & Facility			0	0	$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*					$0	$0	$0	$0
G. Total for IT Service					**$5,000**	**$0**	**$0**	**$0**

	Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*
1	AEIT does not current have this service and has not paid for this service at any time. This is a future request for which a number of estimates ranging from $5,000 to $12,000 were obtained. AEIT intends to achieve the lowest costs possible for this proposed service.
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: H:\2010-2011 Budget\LBR\SCH IV-C\AEIT\AEIT_FY2010-11_Sched_IV-C_Strategic.xls
Tab: Portal

Strategic IT Service:	**Agency Strategic IT Service #1**							
Dept/Agency:	**AEIT**						*Form: Schedule IV-C -Strategic; v.20090701*	
Prepared by:	**Jean-maree Phillips/Amy Caldeira**							
Phone:	**(850) 922-7502**							

| | | | # of Assets & Resources apportioned to this IT Service | | Estimated IT Service Costs | | | |
| | | | | | *A* | *B* | *C* | *D* |
Service Provisioning -- Assets & Resources *(Cost Elements)*		Footnote Number	Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel			**0.00**		$0	$0	$0	$0
A-1.1	**State FTE**		0.00		$0	$0	$0	$0
A-2.1	**OPS FTE**		0.00		$0	$0	$0	$0
A-3.1	**Contractor Positions** (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware			**0**	**0**	$0	$0	$0	$0
B-1	**Servers** - Mainframe		0	0	$0	$0	$0	$0
B-2	**Servers** - Other than mainframe		0	0	$0	$0	$0	$0
B-3	**Server Maintenance & Support**				$0	$0	$0	$0
B-4	**Other Hardware Assets** (e.g., system mgt workstation, printers, UPS)				$0	$0	$0	$0
C. Software					$0	$0	$0	$0
D. External Service Provider(s)			0	0	$0	$0	$0	$0
E. Plant & Facility			**Total SF**	**Est SF Utilized**	$0	$0	$0	$0
E-1	**Data Center**		0	0	$0	$0	$0	$0
E-2	**Computer/Server Room**		0	0	$0	$0	$0	$0
E-3	**Office Space** (e.g., lease & associated maintenance fees)		0	0	$0	$0	$0	$0
E-4	**Utilities and Other** *(please specify in Footnotes Section below)*				$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*					$0	$0	$0	$0
G. Total for IT Service					**$0**	**$0**	**$0**	**$0**
	Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*							
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Strategic IT Service:	**Agency Strategic IT Service #2**							
Dept/Agency:	**AEIT**						*Form: Schedule IV-C -Strategic: v.20090701*	
Prepared by:	**Jean-maree Phillips/Amy Caldeira**							
Phone:	**(850) 922-7502**							

			# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
					A	*B*	*C*	*D*
Service Provisioning -- Assets & Resources *(Cost Elements)*		*Footnote Number*	*Number used for this service*	*Number w/ costs in FY 2010-11*	**Initial Estimate for Fiscal Year 2009-10**	**Estimated FY 2009-10 Allocation of Recurring Base Budget** *(based on Column G64 minus G65)*	**Estimated FY 2010-11 Allocation of Recurring Base Budget** *(based on Column G64 minus G65)*	**Planned Increase/Decrease Use of Recurring Base Funding**
A. Personnel			0.00		$0	$0	$0	$0
A-1.1	State FTE		0.00		$0	$0	$0	$0
A-2.1	OPS FTE		0.00		$0	$0	$0	$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware			0	0	$0	$0	$0	$0
B-1	Servers - Mainframe		0	0	$0	$0	$0	$0
B-2	Servers - Other than mainframe		0	0	$0	$0	$0	$0
B-3	Server Maintenance & Support				$0	$0	$0	$0
B-4	Other Hardware Assets (e.g., system mgt workstation, printers, UPS)				$0	$0	$0	$0
C. Software					$0	$0	$0	$0
D. External Service Provider(s)			0	0	$0	$0	$0	$0
E. Plant & Facility			Total SF	Est SF Utilized	$0	$0	$0	$0
E-1	Data Center		0	0	$0	$0	$0	$0
E-2	Computer/Server Room		0	0	$0	$0	$0	$0
E-3	Office Space (e.g., lease & associated maintenance fees)		0	0	$0	$0	$0	$0
E-4	Utilities and Other (please specify in Footnotes Section below)				$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*					$0	$0	$0	$0
G. Total for IT Service					$0	$0	$0	$0

	Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: H:\2010-2011 Budget\LBR\SCH IV-C\AEIT\AEIT_FY2010-11_Sched_IV-C_Strategic.xls
Tab: Srvc02

Strategic IT Service:	**Agency Strategic IT Service #3**

Form: Schedule IV-C -Strategic; v.20090701

Dept/Agency:	**AEIT**
Prepared by:	**Jean-maree Phillips/Amy Caldeira**
Phone:	**(850) 922-7502**

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
				A	*B*	*C*	*D*
		Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel		**0.00**		$0	$0	$0	$0
A-1.1 **State FTE**		0.00		$0	$0	$0	$0
A-2.1 **OPS FTE**		0.00		$0	$0	$0	$0
A-3.1 **Contractor Positions** (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		**0**	**0**	$0	$0	$0	$0
B-1 **Servers** - Mainframe		0	0	$0	$0	$0	$0
B-2 **Servers** - Other than mainframe		0	0	$0	$0	$0	$0
B-3 **Server Maintenance & Support**				$0	$0	$0	$0
B-4 **Other Hardware Assets** (e.g., system mgt workstation, printers, UPS)				$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		0	0	$0	$0	$0	$0
E. Plant & Facility		**Total SF**	**Est SF Utilized**	$0	$0	$0	$0
E-1 **Data Center**		0	0	$0	$0	$0	$0
E-2 **Computer/Server Room**		0	0	$0	$0	$0	$0
E-3 **Office Space** (e.g., lease & associated maintenance fees)		0	0	$0	$0	$0	$0
E-4 **Utilities and Other** *(please specify in Footnotes Section below)*				$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$0	$0	$0	$0

	Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: H:\2010-2011 Budget\LBR\SCH IV-C\AEIT\AEIT_FY2010-11_Sched_IV-C_Strategic.xls
Tab: Srvc03

Strategic IT Service:	**Agency Strategic IT Service #4**							

Form: Schedule IV-C -Strategic; v.20090701

Dept/Agency:	**AEIT**
Prepared by:	**Jean-maree Phillips/Amy Caldeira**
Phone:	**(850) 922-7502**

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
				A	*B*	*C*	*D*
		Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel		0.00		$0	$0	$0	$0
A-1.1 **State FTE**		0.00		$0	$0	$0	$0
A-2.1 **OPS FTE**		0.00		$0	$0	$0	$0
A-3.1 **Contractor Positions** (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		0	0	$0	$0	$0	$0
B-1 **Servers** - Mainframe		0	0	$0	$0	$0	$0
B-2 **Servers** - Other than mainframe		0	0	$0	$0	$0	$0
B-3 **Server Maintenance & Support**				$0	$0	$0	$0
B-4 **Other Hardware Assets** (e.g., system mgt workstation, printers, UPS)				$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		0	0	$0	$0	$0	$0
E. Plant & Facility		Total SF	Est SF Utilized	$0	$0	$0	$0
E-1 **Data Center**		0	0	$0	$0	$0	$0
E-2 **Computer/Server Room**		0	0	$0	$0	$0	$0
E-3 **Office Space** (e.g., lease & associated maintenance fees)		0	0	$0	$0	$0	$0
E-4 **Utilities and Other** *(please specify in Footnotes Section below)*				$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$0	$0	$0	$0

Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: H:\2010-2011 Budget\LBR\SCH IV-C\AEIT\AEIT_FY2010-11_Sched_IV-C_Strategic.xls
Tab: Srvc04

Strategic IT Service:	Agency Strategic IT Service #5

Form: Schedule IV-C -Strategic: v.20090701

Dept/Agency:	AEIT
Prepared by:	Jean-maree Phillips/Amy Caldeira
Phone:	(850) 922-7502

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
				A	*B*	*C*	*D*
		Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel		**0.00**		$0	$0	$0	$0
A-1.1 **State FTE**		0.00		$0	$0	$0	$0
A-2.1 **OPS FTE**		0.00		$0	$0	$0	$0
A-3.1 **Contractor Positions** (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		**0**	**0**	$0	$0	$0	$0
B-1 **Servers** - Mainframe		0	0	$0	$0	$0	$0
B-2 **Servers** - Other than mainframe		0	0	$0	$0	$0	$0
B-3 **Server Maintenance & Support**				$0	$0	$0	$0
B-4 **Other Hardware Assets** (e.g., system mgt workstation, printers, UPS)				$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		0	0	$0	$0	$0	$0
E. Plant & Facility		**Total SF**	**Est SF Utilized**	$0	$0	$0	$0
E-1 **Data Center**		0	0	$0	$0	$0	$0
E-2 **Computer/Server Room**		0	0	$0	$0	$0	$0
E-3 **Office Space** (e.g., lease & associated maintenance fees)		0	0	$0	$0	$0	$0
E-4 **Utilities and Other** *(please specify in Footnotes Section below)*				$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$0	$0	$0	$0

	Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: H:\2010-2011 Budget\LBR\SCH IV-C\AEIT\AEIT_FY2010-11_Sched_IV-C_Strategic.xls
Tab: Srvc05

Strategic IT Service:	Agency Strategic IT Service #6							
Dept/Agency:	AEIT							Form: Schedule IV-C -Strategic; v.20090701
Prepared by:	Jean-maree Phillips/Amy Caldeira			**# of Assets & Resources apportioned to this IT Service**		**Estimated IT Service Costs**		
Phone:	(850) 922-7502					A	B	C	D
Service Provisioning -- Assets & Resources *(Cost Elements)*			**Footnote Number**	**Number used for this service**	**Number w/ costs in FY 2010-11**	**Initial Estimate for Fiscal Year 2009-10**	**Estimated FY 2009-10 Allocation of Recurring Base Budget** *(based on Column G64 minus G65)*	**Estimated FY 2010-11 Allocation of Recurring Base Budget** *(based on Column G64 minus G65)*	**Planned Increase/Decrease Use of Recurring Base Funding**
A. Personnel				0.00		$0	$0	$0	$0
A-1.1	**State FTE**			0.00		$0	$0	$0	$0
A-2.1	**OPS FTE**			0.00		$0	$0	$0	$0
A-3.1	**Contractor Positions** (Staff Augmentation)			0.00		$0	$0	$0	$0
B. Hardware				0	0	$0	$0	$0	$0
B-1	**Servers** - Mainframe			0	0	$0	$0	$0	$0
B-2	**Servers** - Other than mainframe			0	0	$0	$0	$0	$0
B-3	**Server Maintenance & Support**					$0	$0	$0	$0
B-4	**Other Hardware Assets** (e.g., system mgt workstation, printers, UPS)					$0	$0	$0	$0
C. Software						$0	$0	$0	$0
D. External Service Provider(s)				0	0	$0	$0	$0	$0
E. Plant & Facility				Total SF	Est SF Utilized	$0	$0	$0	$0
E-1	**Data Center**			0	0	$0	$0	$0	$0
E-2	**Computer/Server Room**			0	0	$0	$0	$0	$0
E-3	**Office Space** (e.g., lease & associated maintenance fees)			0	0	$0	$0	$0	$0
E-4	**Utilities and Other** *(please specify in Footnotes Section below)*					$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*						$0	$0	$0	$0
G. Total for IT Service							$0	$0	$0
	Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*								
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15					Page 157 of 246					

Strategic IT Service:	**Agency Strategic IT Service #7**							

Form: Schedule IV-C -Strategic: v.20090701

Dept/Agency: **AEIT**
Prepared by: **Jean-maree Phillips/Amy Caldeira**
Phone: **(850) 922-7502**

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
				A	*B*	*C*	*D*
		Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel		0.00		$0	$0	$0	$0
A-1.1 **State FTE**		0.00		$0	$0	$0	$0
A-2.1 **OPS FTE**		0.00		$0	$0	$0	$0
A-3.1 **Contractor Positions** (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		0	0	$0	$0	$0	$0
B-1 **Servers** - Mainframe		0	0	$0	$0	$0	$0
B-2 **Servers** - Other than mainframe		0	0	$0	$0	$0	$0
B-3 **Server Maintenance & Support**				$0	$0	$0	$0
B-4 **Other Hardware Assets** (e.g., system mgt workstation, printers, UPS)				$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		0	0	$0	$0	$0	$0
E. Plant & Facility		Total SF	Est SF Utilized	$0	$0	$0	$0
E-1 **Data Center**		0	0	$0	$0	$0	$0
E-2 **Computer/Server Room**		0	0	$0	$0	$0	$0
E-3 **Office Space** (e.g., lease & associated maintenance fees)		0	0	$0	$0	$0	$0
E-4 **Utilities and Other** *(please specify in Footnotes Section below)*				$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$0	$0	$0	$0

	Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Page 158 of 246

Strategic IT Service:	Agency Strategic IT Service #8							

Form: Schedule IV-C -Strategic; v.20090701

Dept/Agency: AEIT
Prepared by: Jean-maree Phillips/Amy Caldeira
Phone: (850) 922-7502

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2010-11	*A* Initial Estimate for Fiscal Year 2009-10	*B* Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*C* Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*D* Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel		0.00		$0	$0	$0	$0
A-1.1 **State FTE**		0.00		$0	$0	$0	$0
A-2.1 **OPS FTE**		0.00		$0	$0	$0	$0
A-3.1 **Contractor Positions** (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		0	0	$0	$0	$0	$0
B-1 **Servers** - Mainframe		0	0	$0	$0	$0	$0
B-2 **Servers** - Other than mainframe		0	0	$0	$0	$0	$0
B-3 **Server Maintenance & Support**				$0	$0	$0	$0
B-4 **Other Hardware Assets** (e.g., system mgt workstation, printers, UPS)				$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		0	0	$0	$0	$0	$0
E. Plant & Facility		Total SF	Est SF Utilized	$0	$0	$0	$0
E-1 **Data Center**		0	0	$0	$0	$0	$0
E-2 **Computer/Server Room**		0	0	$0	$0	$0	$0
E-3 **Office Space** (e.g., lease & associated maintenance fees)		0	0	$0	$0	$0	$0
E-4 **Utilities and Other** *(please specify in Footnotes Section below)*				$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$0	$0	$0	$0

	Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

File: H:\2010-2011 Budget\LBR\SCH IV-C\AEIT\AEIT_FY2010-11_Sched_IV-C_Strategic.xls
Tab: Srvc08

Strategic IT Service:	Agency Strategic IT Service #9							
Dept/Agency:	**AEIT**						Form: Schedule IV-C -Strategic; v.20090701	
Prepared by:	**Jean-maree Phillips/Amy Caldeira**							
Phone:	**(850) 922-7502**							

Service Provisioning -- Assets & Resources *(Cost Elements)*		Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
					A	*B*	*C*	*D*
			Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel			0.00		$0	$0	$0	$0
A-1.1	**State FTE**		0.00		$0	$0	$0	$0
A-2.1	**OPS FTE**		0.00		$0	$0	$0	$0
A-3.1	**Contractor Positions** (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware			0	0	$0	$0	$0	$0
B-1	**Servers** - Mainframe		0	0	$0	$0	$0	$0
B-2	**Servers** - Other than mainframe		0	0	$0	$0	$0	$0
B-3	**Server Maintenance & Support**				$0	$0	$0	$0
B-4	**Other Hardware Assets** (e.g., system mgt workstation, printers, UPS)				$0	$0	$0	$0
C. Software					$0	$0	$0	$0
D. External Service Provider(s)			0	0	$0	$0	$0	$0
E. Plant & Facility			Total SF	Est SF Utilized	$0	$0	$0	$0
E-1	**Data Center**		0	0	$0	$0	$0	$0
E-2	**Computer/Server Room**		0	0	$0	$0	$0	$0
E-3	**Office Space** (e.g., lease & associated maintenance fees)		0	0	$0	$0	$0	$0
E-4	**Utilities and Other** *(please specify in Footnotes Section below)*				$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*					$0	$0	$0	$0
G. Total for IT Service					$0	$0	$0	$0

	Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	Page 160 of 246

Strategic IT Service:	**Agency Strategic IT Service #10**							

Form: Schedule IV-C -Strategic; v.20090701

Dept/Agency:	**AEIT**
Prepared by:	**Jean-maree Phillips/Amy Caldeira**
Phone:	**(850) 922-7502**

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
				A	*B*	*C*	*D*
		Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel		0.00		$0	$0	$0	$0
A-1.1 **State FTE**		0.00		$0	$0	$0	$0
A-2.1 **OPS FTE**		0.00		$0	$0	$0	$0
A-3.1 **Contractor Positions** (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		0	0	$0	$0	$0	$0
B-1 **Servers** - Mainframe		0	0	$0	$0	$0	$0
B-2 **Servers** - Other than mainframe		0	0	$0	$0	$0	$0
B-3 **Server Maintenance & Support**				$0	$0	$0	$0
B-4 **Other Hardware Assets** (e.g., system mgt workstation, printers, UPS)				$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		0	0	$0	$0	$0	$0
E. Plant & Facility		Total SF	Est SF Utilized	$0	$0	$0	$0
E-1 **Data Center**		0	0	$0	$0	$0	$0
E-2 **Computer/Server Room**		0	0	$0	$0	$0	$0
E-3 **Office Space** (e.g., lease & associated maintenance fees)		0	0	$0	$0	$0	$0
E-4 **Utilities and Other** *(please specify in Footnotes Section below)*				$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$0	$0	$0	$0

	Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	Page 161 of 246

Strategic IT Service:	**Agency Strategic IT Service #11**							

Form: Schedule IV-C -Strategic; v.20090701

Dept/Agency:	**AEIT**
Prepared by:	**Jean-maree Phillips/Amy Caldeira**
Phone:	**(850) 922-7502**

			# of Assets & Resources apportioned to this IT Service		**Estimated IT Service Costs**			
					A	*B*	*C*	*D*
Service Provisioning -- Assets & Resources *(Cost Elements)*		**Footnote Number**	**Number used for this service**	**Number w/ costs in FY 2010-11**	**Initial Estimate for Fiscal Year 2009-10**	**Estimated FY 2009-10 Allocation of Recurring Base Budget** *(based on Column G64 minus G65)*	**Estimated FY 2010-11 Allocation of Recurring Base Budget** *(based on Column G64 minus G65)*	**Planned Increase/Decrease Use of Recurring Base Funding**
A. Personnel			0.00		$0	$0	$0	$0
A-1.1	**State FTE**		0.00		$0	$0	$0	$0
A-2.1	**OPS FTE**		0.00		$0	$0	$0	$0
A-3.1	**Contractor Positions** (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware			0	0	$0	$0	$0	$0
B-1	**Servers** - Mainframe		0	0	$0	$0	$0	$0
B-2	**Servers** - Other than mainframe		0	0	$0	$0	$0	$0
B-3	**Server Maintenance & Support**				$0	$0	$0	$0
B-4	**Other Hardware Assets** (e.g., system mgt workstation, printers, UPS)				$0	$0	$0	$0
C. Software					$0	$0	$0	$0
D. External Service Provider(s)			0	0	$0	$0	$0	$0
E. Plant & Facility			**Total SF**	**Est SF Utilized**	$0	$0	$0	$0
E-1	**Data Center**		0	0	$0	$0	$0	$0
E-2	**Computer/Server Room**		0	0	$0	$0	$0	$0
E-3	**Office Space** (e.g., lease & associated maintenance fees)		0	0	$0	$0	$0	$0
E-4	**Utilities and Other** *(please specify in Footnotes Section below)*				$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*					$0	$0	$0	$0
G. Total for IT Service					$0	$0	$0	$0
Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

File: H:\2010-2011 Budget\LBR\SCH IV-C\AEIT\AEIT_FY2010-11_Sched_IV-C_Strategic.xls
Tab: Srvc11

Strategic IT Service:	**Agency Strategic IT Service #12**						

Form: Schedule IV-C -Strategic; v.20090701

Dept/Agency:	**AEIT**
Prepared by:	**Jean-maree Phillips/Amy Caldeira**
Phone:	**(850) 922-7502**

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
				A	*B*	*C*	*D*
		Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel		0.00		$0	$0	$0	$0
A-1.1 **State FTE**		0.00		$0	$0	$0	$0
A-2.1 **OPS FTE**		0.00		$0	$0	$0	$0
A-3.1 **Contractor Positions** (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		0	0	$0	$0	$0	$0
B-1 **Servers** - Mainframe		0	0	$0	$0	$0	$0
B-2 **Servers** - Other than mainframe		0	0	$0	$0	$0	$0
B-3 **Server Maintenance & Support**				$0	$0	$0	$0
B-4 **Other Hardware Assets** (e.g., system mgt workstation, printers, UPS)				$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		0	0	$0	$0	$0	$0
E. Plant & Facility		Total SF	Est SF Utilized	$0	$0	$0	$0
E-1 **Data Center**		0	0	$0	$0	$0	$0
E-2 **Computer/Server Room**		0	0	$0	$0	$0	$0
E-3 **Office Space** (e.g., lease & associated maintenance fees)		0	0	$0	$0	$0	$0
E-4 **Utilities and Other** *(please specify in Footnotes Section below)*				$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$0	$0	$0	$0

	Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	Page 163 of 246

Strategic IT Service:	**Agency Strategic IT Service #13**							
Dept/Agency:	**AEIT**							Form: Schedule IV-C -Strategic; v.20090701
Prepared by:	**Jean-maree Phillips/Amy Caldeira**							
Phone:	**(850) 922-7502**							

| | | | # of Assets & Resources apportioned to this IT Service | | Estimated IT Service Costs | | | |
| | | | | | A | B | C | D |
Service Provisioning -- Assets & Resources *(Cost Elements)*		Footnote Number	Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel			0.00		$0	$0	$0	$0
A-1.1	**State FTE**		0.00		$0	$0	$0	$0
A-2.1	**OPS FTE**		0.00		$0	$0	$0	$0
A-3.1	**Contractor Positions** (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware			0	0	$0	$0	$0	$0
B-1	**Servers** - Mainframe		0	0	$0	$0	$0	$0
B-2	**Servers** - Other than mainframe		0	0	$0	$0	$0	$0
B-3	**Server Maintenance & Support**				$0	$0	$0	$0
B-4	**Other Hardware Assets** (e.g., system mgt workstation, printers, UPS)				$0	$0	$0	$0
C. Software					$0	$0	$0	$0
D. External Service Provider(s)			0	0	$0	$0	$0	$0
E. Plant & Facility			Total SF	Est SF Utilized	$0	$0	$0	$0
E-1	**Data Center**		0	0	$0	$0	$0	$0
E-2	**Computer/Server Room**		0	0	$0	$0	$0	$0
E-3	**Office Space** (e.g., lease & associated maintenance fees)		0	0	$0	$0	$0	$0
E-4	**Utilities and Other** *(please specify in Footnotes Section below)*				$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*					$0	$0	$0	$0
G. Total for IT Service					$0	$0	$0	$0

	Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	Page 164 of 246

Strategic IT Service:	**Agency Strategic IT Service #14**							

Form: Schedule IV-C -Strategic; v.20090701

Dept/Agency:	**AEIT**							
Prepared by:	**Jean-maree Phillips/Amy Caldeira**							
Phone:	**(850) 922-7502**							

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
		Number used for this service	Number w/ costs in FY 2010-11	*A* Initial Estimate for Fiscal Year 2009-10	*B* Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*C* Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	*D* Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel		0.00		$0	$0	$0	$0
A-1.1 **State FTE**		0.00		$0	$0	$0	$0
A-2.1 **OPS FTE**		0.00		$0	$0	$0	$0
A-3.1 **Contractor Positions** (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware		0	0	$0	$0	$0	$0
B-1 **Servers** - Mainframe		0	0	$0	$0	$0	$0
B-2 **Servers** - Other than mainframe		0	0	$0	$0	$0	$0
B-3 **Server Maintenance & Support**				$0	$0	$0	$0
B-4 **Other Hardware Assets** (e.g., system mgt workstation, printers, UPS)				$0	$0	$0	$0
C. Software				$0	$0	$0	$0
D. External Service Provider(s)		0	0	$0	$0	$0	$0
E. Plant & Facility		Total SF	Est SF Utilized	$0	$0	$0	$0
E-1 **Data Center**		0	0	$0	$0	$0	$0
E-2 **Computer/Server Room**		0	0	$0	$0	$0	$0
E-3 **Office Space** (e.g., lease & associated maintenance fees)		0	0	$0	$0	$0	$0
E-4 **Utilities and Other** *(please specify in Footnotes Section below)*				$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*				$0	$0	$0	$0
G. Total for IT Service				$0	$0	$0	$0

	Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*			
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15	Page 165 of 246			

File: H:\2010-2011 Budget\LBR\SCH IV-C\AEIT\AEIT_FY2010-11_Sched_IV-C_Strategic.xls
Tab: Srvc14

Strategic IT Service:	Agency Strategic IT Service #15							

Form: Schedule IV-C -Strategic; v.20090701

Dept/Agency:	**AEIT**
Prepared by:	**Jean-maree Phillips/Amy Caldeira**
Phone:	**(850) 922-7502**

			# of Assets & Resources apportioned to this IT Service		Estimated IT Service Costs			
					A	*B*	*C*	*D*
Service Provisioning -- Assets & Resources *(Cost Elements)*		Footnote Number	Number used for this service	Number w/ costs in FY 2010-11	Initial Estimate for Fiscal Year 2009-10	Estimated FY 2009-10 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Estimated FY 2010-11 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*	Planned Increase/Decrease Use of Recurring Base Funding
A. Personnel			0.00		$0	$0	$0	$0
A-1.1	**State FTE**		0.00		$0	$0	$0	$0
A-2.1	**OPS FTE**		0.00		$0	$0	$0	$0
A-3.1	**Contractor Positions** (Staff Augmentation)		0.00		$0	$0	$0	$0
B. Hardware			0	0	$0	$0	$0	$0
B-1	**Servers** - Mainframe		0	0	$0	$0	$0	$0
B-2	**Servers** - Other than mainframe		0	0	$0	$0	$0	$0
B-3	**Server Maintenance & Support**				$0	$0	$0	$0
B-4	**Other Hardware Assets** (e.g., system mgt workstation, printers, UPS)				$0	$0	$0	$0
C. Software					$0	$0	$0	$0
D. External Service Provider(s)			0	0	$0	$0	$0	$0
E. Plant & Facility			Total SF	Est SF Utilized	$0	$0	$0	$0
E-1	**Data Center**		0	0	$0	$0	$0	$0
E-2	**Computer/Server Room**		0	0	$0	$0	$0	$0
E-3	**Office Space** (e.g., lease & associated maintenance fees)		0	0	$0	$0	$0	$0
E-4	**Utilities and Other** *(please specify in Footnotes Section below)*				$0	$0	$0	$0
F. Other *(Please describe in Footnotes Section below)*					$0	$0	$0	$0
G. Total for IT Service					$0	$0	$0	$0

	Footnotes - *Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.*
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	Page 166 of 246

				Identified Funding as % of Total Cost of Service		Strategic Services															
			Agency: **AEIT**			Portal/Web Management Service	Agency Strategic IT Service #1	Agency Strategic IT Service #2	Agency Strategic IT Service #3	Agency Strategic IT Service #4	Agency Strategic IT Service #5	Agency Strategic IT Service #6	Agency Strategic IT Service #7	Agency Strategic IT Service #8	Agency Strategic IT Service #9	Agency Strategic IT Service #10	Agency Strategic IT Service #11	Agency Strategic IT Service #12	Agency Strategic IT Service #13	Agency Strategic IT Service #14	Agency Strategic IT Service #15
Budget Entity Name	**BE Code**	**Program Component Code**	**Program Component Name**	Costs within BE	Funding Identified for IT Service	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
1 Agency for Enterprise Information Te	31901000	160300000	Information Technology		$0																
2					$0																
3					$0																
4					$0																
5					$0																
6					$0																
7					$0																
8					$0																
9					$0																
10					$0																
11					$0																
12					$0																
13					$0																
14					$0																
15					$0																
16					$0																
17					$0																
18					$0																
19					$0																
20					$0																
21					$0																
22					$0																
23					$0																
24					$0																
25					$0																
26					$0																
27					$0																
28					$0																
29					$0																
30					$0																
				Sum of IT Cost Elements Across IT Services																	
		Personnel	State FTE (#)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			State FTE (Costs)		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
		Personnel	OPS FTE (#)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			OPS FTE (Cost)		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
		Personnel	Vendor/Staff Augmentation (# Positions)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Vendor/Staff Augmentaion (Costs)		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
		Hardware			$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
		Software			$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
		External Services			$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
		Plant & Facility			$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
		Other			$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
		Totals of Costs			$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
		Totals of FTE			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Strategic:: v.20090701

IT Cost Element Data as entered on IT Service Worksheets

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.

Agency:	**Agency for Health Care Administration, Department of Children and Family Services, Department of Health**
Contact Person:	Stephanie A. Daniel	Phone Number:	850-414-3666

Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	FLORIDA PEDIATRIC SOCIETY/THE FLORIDA CHAPTER OF THE AMERICAN ACADEMY OF PEDIATRICS; FLORIDA ACADEMY OF PEDIATRIC DENTISTRY, INC.; ASHLEY DOVE, as the next friend of Kaleb Kelley, a minor child; RITA GORENFLO and LES GORENFLO, as the next friends of Thomas and Nathanial Gorenflo, minor children, JESSY WATLEY, a minor child, by and through his next friend, Edna Watley; N.A., a minor child, by and through his next friend, C.R., K.S., as the next friend of J.S., S.B., as the next friend of S.M., S.C., as the next friend of L.C., and K.V., as the next friend of N.V.[a] v. HOLLY BENSON, in her official capacity as Secretary of the Florida Agency for Health Care Administration; GEORGE SHELDON, in his official capacity as acting Secretary of the Florida Department of Children and Family Services; and ANA M. VIAMONTE ROS, M.D., M.P.H., in her official capacity as the Surgeon General of the Florida Department of Health
Court with Jurisdiction:	Pending in the U.S. District Court for the Southern District of Florida.
Case Number:	05-23037-CIV-JORDAN/MCALILEY
Summary of the Complaint:	This is a putative class action for declaratory and injunctive challenging the administration of the Medicaid Early Periodic Screening, Diagnosis and Treatment Program. The action is brought pursuant to 42 U.S.C. §1983, and various provisions of the Social Security Act, 42 U.S.C. §1396 et seq. Plaintiffs assert that they are being denied access to necessary physician care as well as dental care. The Plaintiffs include both pediatric and dental associations, as well as individual plaintiffs. The named Defendants are the agency heads of the Department of Health, Agency for Health Care Administration, and the Department of Children and Family Services. If Plaintiffs succeed, they seek, among other things, increased reimbursement rates to physician and dentist providers, which they allege will ensure access to services for children.
Amount of the Claim:	This is an action for prospective declaratory and injunctive relief only. However, Plaintiffs seek an increase in Medicaid reimbursement rates for physicians and dentists. Plaintiffs have provided no precise estimates of the increased reimbursement rates they seek. Reportedly, they seek physician fees that are comparable to Medicaid rates (although

---

[a] This lawsuit involves minor children. While Plaintiffs failed to fully protect the identity of the minor children in the initial and amend complaint, they have complied with appropriate privacy requirements in filing the Second Amended Complaint. Accordingly, these children are identified by initial only.

	there are no pediatric equivalents in Medicare rates), and usual and customary fees for dentists. Some estimate that it would cost $400 million, if Plaintiffs obtain everything they seek.
Specific Statutes or Laws (including GAA) Challenged:	42 U.S.C. §§1396a(a)(8), (10), (30)(A) & 43.
Status of the Case:	The case has been pending since November 2005. A previously filed motion to dismiss was denied, except for one count of the complaint (dealing with a statutory claim not recited above, 42 U.S.C. §1396u-2(b)(5)). About 100 depositions have been taken in the case, and the case has been litigated by both sides. Both sides have multiple experts. Discovery is closed. A report and recommendation was issued on July 2, 2009, recommending certification of a class (defined as All children under the age of 21 who now, or in the future will, reside in Florida and who are, or will be, eligible under Title XIX of the Social Security Act for Early and Periodic Screening, Diagnosis and Treatment Services), on all remaining claims. Objections were filed, and have been fully briefed. The parties await an order on class certification. Defendants have also filed a motion for summary judgment, which is fully briefed. Presently the case does not have a specific trial date.

Who is representing (of record) the state in this lawsuit? Check all that apply.	x	Agency Counsel
	x	Office of the Attorney General or Division of Risk Management
	x	Outside Contract Counsel

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Stuart H. Singer, Esq. Carl E. Goldfarb, Esq. Damien J. Marshall, Esq. Boies, Schiller & Flexner LLP 401 East Las Olas Blvd. Suite 1200 Fort Lauderdale, FL 33301 Thomas K. Gilhool, Esq. James Eiseman, Jr., Esq., Public Interest Law Center of Philadelphia 125 South Ninth Street Suite 700 Philadelphia, PA 19107 Louis W. Bullock, Esq., Bullock, Bullock, & Blakemore 110 W. 7th Street Tulsa, Oklahoma 74112

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.

Agency:	**Attorney General of Florida; Office of Financial Regulation**		
Contact Person:	Blaine Winship	Phone Number:	850-414-3657

Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Bill McCollum, Attorney General of the State of Florida, and State of Florida, Office of Financial Regulation, plaintiffs, v. [YYY, foreign corporation doing business in Florida,] and [employees of YYY]
Court with Jurisdiction:	Circuit Court of the Second Judicial Circuit, in and for Leon County, Florida
Case Number:	[Unfiled]
Summary of the Complaint:	Enforcement action for violations of chapter 517, Florida Statutes (2008), with respect to sales of certain unregistered securities to various portfolio funds of State Board of Administration. Causes of action include: (1) unlawful sales of unregistered securities; (2) securities fraud; (3) statutory unworthiness for failure to know clients and relevant facts; (4) statutory unworthiness for supervisory failures. Remedies to be sought would include restitution (rescission, legal interest on face amount of transactions, attorneys' fees, costs); fines; supervisory improvements.
Amount of the Claim:	$500,000 plus (estimate), exclusive of attorneys' fees, costs, fines.
Specific Statutes or Laws (including GAA) Challenged:	Sections 517.07, 517.301, 517.061, Chapter 517, Florida Statutes (2008)
Status of the Case:	Unfiled to date

Who is representing (of record) the state in this lawsuit? Check all that apply.	James McAuley, OFR	Agency Counsel
	Blaine Winship, Scott Palmer, OAG	Office of the Attorney General or Division of Risk Management
	N/A	Outside Contract Counsel

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A

Office of Policy and Budget – July 2009

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.

Agency:	**Attorney General of Florida; Office of Financial Regulation**
Contact Person:	Blaine Winship	Phone Number:	850-414-3657

Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Bill McCollum, Attorney General of the State of Florida, and State of Florida, Office of Financial Regulation, plaintiffs, v. [XXX, foreign corporation doing business in Florida,] and [employees of XXX]
Court with Jurisdiction:	Circuit Court of the Second Judicial Circuit, in and for Leon County, Florida
Case Number:	[Unfiled]
Summary of the Complaint:	Enforcement action for violations of chapter 517, Florida Statutes (2008), with respect to sales of certain unregistered securities to various portfolio funds of State Board of Administration. Causes of action include: (1) unlawful sales of unregistered securities; (2) securities fraud; (3) statutory unworthiness for failure to know clients and relevant facts; (4) statutory unworthiness for supervisory failures. Remedies to be sought would include restitution (rescission, legal interest on face amount of transactions, attorneys' fees, costs); fines; supervisory improvements.
Amount of the Claim:	$25 million plus (estimate), exclusive of attorneys' fees, costs, fines.
Specific Statutes or Laws (including GAA) Challenged:	Sections 517.07, 517.301, 517.061, Florida Statutes (2008)
Status of the Case:	Unfiled to date
Who is representing (of record) the state in this lawsuit? Check all that apply.	James McAuley, OFR	Agency Counsel
	Blaine Winship, Scott Palmer, OAG	Office of the Attorney General or Office of Financial Regulation
	N/A	Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A	

Office of Policy and Budget – July 2009

Schedule VII: Agency Litigation Inventory

For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.

Agency:	**Department of Legal Affairs**		
Contact Person:	George Waas	Phone Number:	(850) 414-3662

Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Michael Welch v. Electra Theodorides-Bustle, Carl Ford, Fred O. Dickinson, Stacy Arias, Gregory S. Bickford, Larry Bilbo, Trisha Hancke, Rod McQueen, Dana Reiding, and John Does 1-10		
Court with Jurisdiction:	United States District Court, Northern District of Florida, Tallahassee Division		
Case Number:	4:09-cv-302-RH/WCS		
Summary of the Complaint:	Plaintiff purports to represent a class of all motor vehicles licensees who claim that the named Defendants (and others within the Department of Highway Safety and Motor Vehicles) unlawfully disclosed information protected by the federal Driver Privacy Protection Act (DPPA), which in turn is a violation of sec. 1983 of the Civil Rights Act.		
Amount of the Claim:	$25,000,000+ (The DPPA authorizes liquidated damages of not less than $2,500 per person. If millions of driver license records were unlawfully disclosed, the amount could well reach in excess of $25,000,000, not including damages under sec. 1983		
Specific Statutes or Laws (including GAA) Challenged:	18 USC secs. 2721-2725; 42 U.S.C. sec. 1983		
Status of the Case:	Discovery is about to begin		
Who is representing (of record) the state in this lawsuit? Check all that apply.			Agency Counsel
	X	Office of the Attorney General or Division of Risk Management	
		Outside Contract Counsel	

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Harke & Clasby, LLP 155 South Miami Avenue, Ste. 600 Miami, FL 33130 Burgess & Lamb, P. C. 1000 Broadway, Suite 400 Kansas City, MO 64105 Ralph Phalen 1000 Broadway, Suite 400 Kansas City, MO 64105 Saxton Law Firm, LLC 1000 Broadway, Suite 400 Kansas City, MO 64105

EXECUTIVE OFFICE OF THE GOVERNOR
Organization Chart

```
FLORIDA ENERGY &                              GOVERNOR ─────────── AGENCY ENTERPRISE FOR
CLIMATE CHANGE                                                     INFORMATION
COMMISSION                                                         TECHNOLOGY

TITLE INSURANCE          LIEUTENANT GOVERNOR ─────────── OFFICE OF THE
                                                         CHIEF INSPECTOR

                        OFFICE OF DRUG                   CABINET AFFAIRS
                        CONTROL                          OFFICE AND OFFICE OF
                                                         OPEN GOVENMENT
                                CHIEF OF STAFF
```

- FLORIDA ENERGY & CLIMATE CHANGE COMMISSION
- TITLE INSURANCE
- GOVERNOR
- AGENCY ENTERPRISE FOR INFORMATION TECHNOLOGY
- LIEUTENANT GOVERNOR
- OFFICE OF THE CHIEF INSPECTOR
- OFFICE OF DRUG CONTROL
- CABINET AFFAIRS OFFICE AND OFFICE OF OPEN GOVENMENT
- CHIEF OF STAFF

EXECUTIVE SUPPORT STAFF	DEPUTY CHIEF OF STAFF	DEPUTY CHIEF OF STAFF	DEPUTY CHIEF OF STAFF	DEPUTY CHIEF OF STAFF	LEGISLATIVE AFFAIRS OFFICE
	EXTERNAL AFFAIRS OFFICE	FLORIDA WASHINGTON OFFICE	ADMINISTRATION		C0MMUNICATIONS/ PRESS OFFICE
	GOVERNOR'S MANSION		OFFICE OF INFORMATION SYSTEMS		CITIZENS' SERVICES OFFICE
OFFICE OF THE FILM COMMISSIONER	OFFICE OF TOURISM, TRADE AND ECONOMIC DEVELOPMENT			NOTARIES PUBLIC	GOVERNOR'S GENERAL COUNSEL
	APPOINTMENTS OFFICE			SYSTEMS DESIGN AND DEVELOPMENT (LAS/PBS)	OFFICE OF POLICY AND BUDGET
	OFFICE OF CHILD ADVOCACY				

EXECUTIVE OFFICE OF THE GOVERNOR

```
                    ┌─────────────────────────┐
                    │ GOVERNOR                │
                    │ 00001                   │
                    └─────────────────────────┘
                                 │
┌─────────────────────────┐     │     ┌─────────────────────────┐
│ LIEUTENANT GOVERNOR     │     ├─────│ EXECUTIVE ASSISTANT- EOG │
│ 00010                   │     │     │ 00267                   │
└─────────────────────────┘     │     └─────────────────────────┘
                                 │
┌─────────────────────────┐     │
│ CHIEF OF STAFF          │     │
│ 00002                   │─────┘
└─────────────────────────┘
```

EXECUTIVE OFFICE OF THE GOVERNOR
Lieutenant Governor's Office

```
                    ┌─────────────────────────┐
                    │ LIEUTENANT GOVERNOR      │
                    │ 00010                    │
                    └─────────────────────────┘
                                 │
        ┌────────────────────────┴────────────────────────┐
┌─────────────────────────┐          ┌─────────────────────────┐
│ EXECUTIVE ASSISTANT-EOG  │          │ DEPUTY DIRECTOR OS       │
│ 00098                    │          │ SCHEDULING – LT. GOV.    │
│                          │          │ 00274                    │
└─────────────────────────┘          └─────────────────────────┘
        ┌────────────────────────┬────────────────────────┐
┌─────────────────────────┐          ┌─────────────────────────┐
│ CHIEF OF STAFF-          │          │ SPECIAL ASSISTANT TO THE │
│ LIEUTENANT GOVERNOR      │          │ LIEUTENANT GOVERNOR      │
│ 00464                    │          │ 00034                    │
└─────────────────────────┘          └─────────────────────────┘
```

EXECUTIVE OFFICE OF THE GOVERNOR
Chief of Staff

```
CHIEF OF STAFF
00002
```

```
DEPUTY CHIEF OF STAFF
00048
```

```
DEPUTY CHIEF OF STAFF
00029
```

```
DEPUTY CHIEF OF STAFF
00082
```

```
DEPUTY CHIEF OF STAFF
00469
```

```
EXECUTIVE ASSISTANT-EOG
00100
```

```
EXECUTIVE ASSISTANT
00078
```

```
ASSISTANT TO THE CHIEF
OF STAFF-EOG
00097
```

```
EXECUTIVE ASSISTANT I
00253
```

```
ADMINISTRATIVE ASST. II
00052
```

```
ASSISTANT DEPUTY CHIEF
OF STAFF
00467
```

```
DIRECTOR OF
PRESS
RELATIONS
00015
```

```
DIRECTOR OF
CABINET AFFAIRS
00028
```

```
DIRECTOR OF
APPOINTMENTS
00031
```

```
DIRECTOR OF
EXTERNAL
AFFAIRS-
PROGRAMS AND
EVENTS
```

```
SPECIAL
PROGRAMS
ADMINISTRATOR
000275
```

```
LEGISLATIVE AFFAIRS
DIRECTOR
00266
```

```
DIRECTOR OF
CITIZENS'
SERVICES
00116
```

```
OFFICE OF
PLANNING AND
BUDGET
00183
```

```
OFFICE OF TOURISM,
TRADE AND
ECONOMIC
DEVELOPMENT
00365
```

```
ASSISTANT CHIEF
OF STAFF-C/S
00026
```

```
OFFICE OF DRUG
CONTROL
00407
```

```
PROGRAM DIRECTOR
00068
```

```
MANSION MANAGER
00064
```

```
INFORMATION
SYSTEMS
DIRECTOR
00200
```

```
DIRECTOR OF
ADMINISTRATION
00003
```

```
DIRECTOR
STATE/FEDERAL
RELATIONS
00083
```

EXECUTIVE OFFICE OF THE GOVERNOR
Administration

```
ADMINISTRATION DIRECTOR
00003
```

```
ADMINISTRATIVE ASST. II
00416
```

```
PROGRAM ANALYST II
00013
```

```
PROGRAM ANALYST II
00277
```

```
ADMINISTRATIVE ASST. II
00049
```

```
SENIOR CLERK
00045
```

```
SENIOR CLERK
00054
```

```
PURCHASING DIRECTOR II –
SES
00044
```

```
FINANCE AND
ACCOUNTING DIRECTOR
00060
```

```
ACCOUNTING SERVICES
SUPERVISOR II
00379
```

```
ADMINISTRATIVE ASST. II
00380
```

```
ACCOUNTANT III
00346
```

```
ADMINISTRATIVE ASST. I
00310
```

```
ADMINISTRATIVE ASST. I
00055
```

EXECUTIVE OFFICE OF THE GOVERNOR
Agency for Enterprise Information Technology

```
EXECUTIVE DIRECTOR - AEIT
00518
```

```
OPERATIONS & MGMT
CONSULTANT II
00519
```

```
INFORMATION TECH BUSINESS
CONSULTANT
00541
```

```
INFORMATION TECH BUSINESS
CONSULTANT
00514
```

```
INFORMATION TECH BUSINESS
CONSULTANT
00545
```

```
ADMINISTRATIVE SECRETARY -
SES
00524
```

```
CHIEF INFORMATION SECURITY
OFFICER
00513
```

```
SENIOR INFO TECH
BUSINESS CONSULTANT
00515
```

```
SENIOR INFO TECH
BUSINESS CONSULTANT
00542
```

```
SENIOR INFO TECH
BUSINESS CONSULTANT
00516
```

```
SENIOR INFO TECH
BUSINESS CONSULTANT
00543
```

```
SENIOR INFO TECH
BUSINESS CONSULTANT
00517
```

```
SENIOR INFO TECH
BUSINESS CONSULTANT
00544
```

```
SENIOR INFO TECH
BUSINESS CONSULTANT
00546
```

EXECUTIVE OFFICE OF THE GOVERNOR
Appointments Office

DIRECTOR OF APPOINTMENTS
00031

ADMINISTRATIVE ASST. I
00072

SENIOR PROGRAM ANALYST
00273

PROGRAM ANALYST III
00475

PROGRAM ANALYST II
00424

PROGRAM ANALYST II
00248

PROGRAM ANALYST I
00059
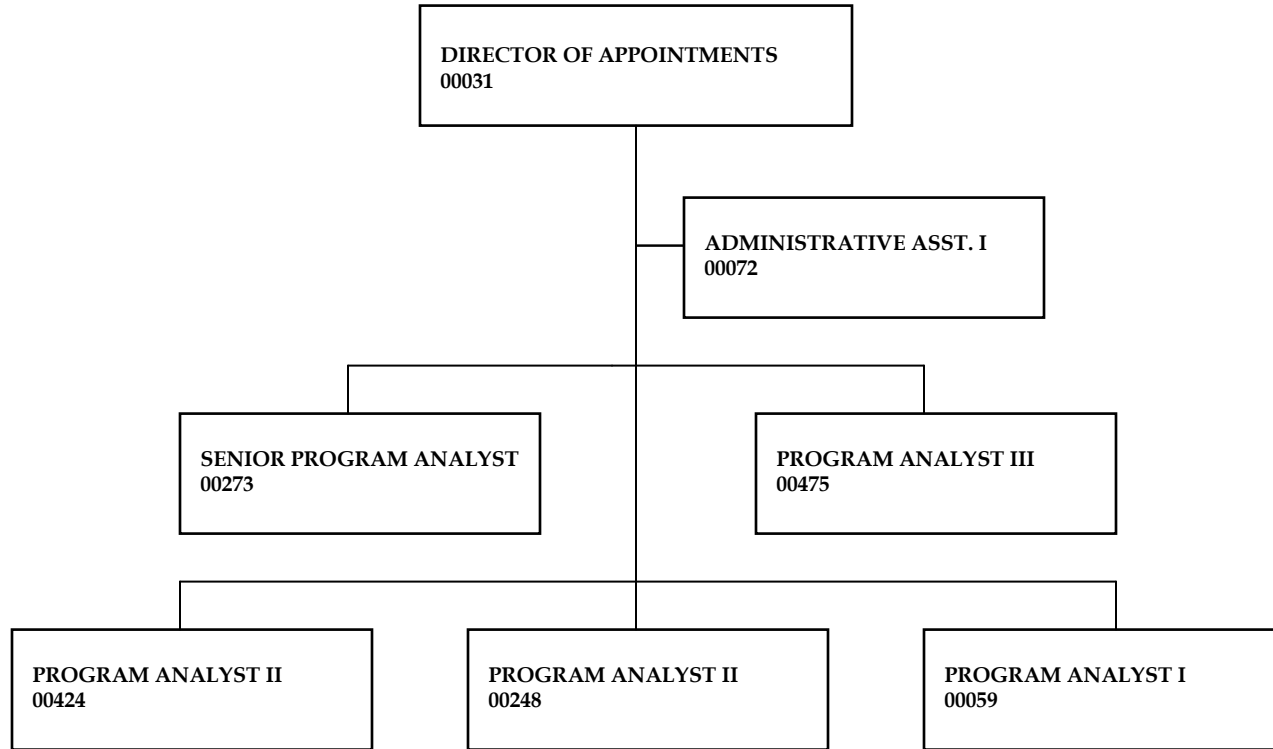
EXECUTIVE OFFICE OF THE GOVERNOR
Cabinet Affairs Office

DIRECTOR OF CABINET AFFAIRS
00028

PROGRAM ANALYST II
00423

PROGRAM ASSISTANT
00413

CHIEF CABINET AIDE-EOG
00148
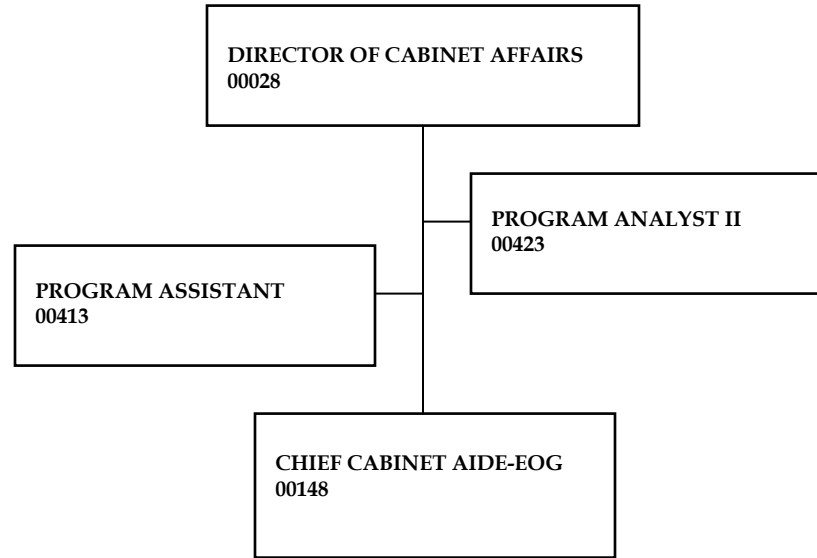
EXECUTIVE OFFICE OF THE GOVERNOR
Child Advocacy

> **SPECIAL PROGRAMS ADMINISTRATOR**
> **00275**

EXECUTIVE OFFICE OF THE GOVERNOR
Citizens' Services Office

ASSISTANT CHIEF OF STAFF
00026

DIRECTOR OF CITIZENS' SERVICES
00116

CONSUMER SERVICES ANALYST-EOG
00006

SENIOR CONSUMER SERVICES ANALYST-EOG
00141

CONSUMER SERVICES ANALYST-EOG
00102

CONSUMER SERVICES ANALYST-EOG
00027

PROGRAM ANALYST I
00061

CONSUMER SERVICES ANALYST-EOG
00117

CONSUMER SERVICES ANALYST-EOG
00038

CONSUMER SERVICES ANALYST-EOG
00476

CONSUMER SERVICES ANALYST-EOG
00103

CONSUMER SERVICES ANALYST-EOG
00079

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Drug Control

DIRECTOR,
OFFICE OF DRUG CONTROL
00407

EXECUTIVE ASSISTANT -EOG
00506

EXECUTIVE ASSISTANT I
00405

PROGRAM ANALYST II
00507

PROGRAM ANALYST II
00342

PROGRAM ASSISTANT
00406

SENIOR PROGRAM ANALYST
00039

EXECUTIVE OFFICE OF THE GOVERNOR
External Affairs Office

**DIRECTOR OF EXTERNAL AFFAIRS-
PROGRAMS AND EVENTS**
00037

ADMINISTRATIVE ASST. I
00041

PROGRAM ASSISTANT
00135

PROGRAM ANALYST I
00472

PROGRAM ASSISTANT
00471

**DEPUTY DIRECTOR OF
SCHEDULING**
00009

PROGRAM ASSISTANT
00042

**EXECUTIVE STAFF
DIRECTOR**
00063

**SPECIAL ASSISTANT TO THE
GOVERNOR**
00077

**SPECIAL ASSISTANT TO THE
GOVERNOR**
00087

**SPECIAL ASSISTANT TO THE
GOVERNOR**
00109

**SPECIAL ASSISTANT TO THE
GOVERNOR**
00324

DIRECTOR OF SCHEDULING
00276

EXECUTIVE OFFICE OF THE GOVERNOR
Office of the Film Commissioner

FILM COMMISSIONER
00400

PROGRAM ANALYST I
00402

SENIOR PROGRAM ANALYST
00403

DEVELOPMENT REPRESENTATIVE III
00401

EXECUTIVE OFFICE OF THE GOVERNOR
Florida Energy & Climate Change Commission

ENERGY OFFICE DIRECTOR
00525

ADMINISTRATIVE ASST. III
00526

DEPUTY DIRECTOR – PLANNING & STRATEGIC PROJECTS
00530

GOVERNOR'S ATTORNEY
00527

COMMUNITY PROGRAM ADMINISTRATOR
00535

CHIEF ANALYST
00536

GRANTS MANAGER – SES
00531

SENIOR MANAGEMENT ANALYST II
00532

CHIEF ANALYST
00529

GRANT MANAGER
00537

GRANT MANAGER – SES
00538

ADMINISTRATIVE ASSISTANT III
00533

BUDGET OFFICER
00534

OPERATIONS & MANAGEMENT CONSULTANT MANAGER
00528

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Information Systems

INFORMATION SYSTEMS DIRECTOR
00200

ADMINISTRATIVE ASST. II
00202

DISTRIBUTED COMPUTER
SYSTEMS CONSULTANT
00166

DISTRIBUTED COMPUTER
SYSTEMS ANALYST
00227

SYSTEMS PROJECT ANALYST
00440

DISTRIBUTED COMPUTER
SYSTEMS CONSULTANT
00441

EXECUTIVE OFFICE OF THE GOVERNOR
Office of the Chief Inspector General

CHIEF INSPECTOR GENERAL - EOG
00139

EXECUTIVE ASSISTANT I
00466

DEPUTY INSPECTOR GENERAL - EOG
00329

DIRECTOR OF AUDITING - EOG
00210

EXECUTIVE ASSISTANT EOG
00101

INSPECTOR SPECIALIST
00499

SENIOR MANAGEMENT ANALYST II
00381

SENIOR MANAGEMENT ANALYST II
00382

EXECUTIVE OFFICE OF THE GOVERNOR
Legal Affairs / Notaries Office

GOVERNOR'S GENERAL COUNSEL
00005

EXECUTIVE ASSISTANT-EOG
00122

GOVERNOR'S ATTORNEY
00492

DEPUTY GENERAL COUNSEL -
EOG
00080

ADMINISTRATIVE ASST. II
00493

EXECUTIVE ASSISTANT I
00088

ADMINISTRATIVE ASST. II
00051

GOVERNOR'S ATTORNEY
00500

GOVERNOR'S ATTORNEY
00016

GOVERNOR'S ATTORNEY
00011

GOVERNOR'S ATTORNEY
00081

PROGRAM ANALYST III
00446

PROGRAM ANALYST III
00491

PROGRAM ANALYST III
00020

EXECUTIVE OFFICE OF THE GOVERNOR
Legislative Affairs Office

LEGISLATIVE AFFAIRS DIRECTOR
00266

SENIOR PROGRAM ANALYST
00099

POLICY ANALYST II
00057

POLICY ANALYST II
00470

EXECUTIVE OFFICE OF THE GOVERNOR
Governor's Mansion

MANSION MANAGER
00064

PROGRAM DIRECTOR
00068

GOVERNOR'S MANSION CHEF
00065

ASSISTANT CHEF
00066

MANSION HOUSEKEEPER SUPERVISOR
00071

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget

DIRECTOR OF POLICY AND BUDGET
00183

DEPUTY DIRECTOR OF POLICY AND BUDGET-POLICY AND PLANNING
00186

ADMINISTRATIVE ASSISTANT II
00325

DIRECTOR OF OPEN GOVERNMENT
00503

DEPUTY DIRECTOR OF POLICY AND BUDGET - ADMINISTRATION
00190

CHIEF ANALYST
00280

SENIOR GOVERNMENTAL ANALYST
00201

CONSUMER SERVICES ANALYST
00448

SENIOR GOVERNMENTAL ANALYST
00341

CHIEF ANALYST
00299

POLICY COORDINATOR
00205 (*Budget Management Policy Unit*)

POLICY COORDINATOR
00206 (*Finance & Economic Analysis Policy Unit)*)

PTOGRAM ANALYST II
00449

CHIEF ANALYST
00323

POLICY COORDINATOR
00216 (*Public Safety Policy Unit*)

POLICY COORDINATOR
00334 (*Systems Design & Development Policy Unit)*)

GOVERNMENTAL ANALYST I
00211

EXECUTIVE ASSISTANT I
00239

SENIOR GOVERNMENTAL ANALYST
00218

POLICY COORDINATOR
00303 (*General Government Policy Unit*)

PROGRAM ANALYST I
00463

POLICY COORDINATOR
00219

POLICY COORDINATOR
00228

POLICY COORDINATOR
00252

POLICY COORDINATOR
00256

POLICY COORDINATOR
00215

Information Systems Unit

Education Policy Unit

Health and Human Services Policy Unit

Transportation, Economic Development and General Government Policy Unit

Environmental Policy Unit

DEPUTY DIRECTOR OF
PLANNING & BUDGT
00505

SENIOR PROGRAM ANALYST
00520

EXECUTIVE ASSISTANT – EOG
00309

PROGRAM ANALYST I
00521

POLICY COORDINATOR
00205

SENIOR GOVERNMENTAL
ANALYST
00522

STAFF ASSISTANT
00523

GOVERNMENTAL ANALYST III
00504

SENIOR GOVERNMENTAL
ANALYST
00212

CHIEF ANALYST
00412

CHIEF ANALYST
00251

CHIEF ANALYST
00123

CHIEF ANALYST
00204

GOVERNMENTAL ANALYST III
00361

SENIOR GOVERNMENTAL
ANALYST
00230

GOVERNMENTAL ANALYST I
00220

CHIRF ANALYST
00407

SENIOR GOVERNMENTAL
ANALYST
00409

SENIOR GOVERNMENTAL
ANALYST
00195

GOVERNMETNAL ANALYST III
00193

SENIOR GOVERNMENTAL
ANALYST
00410

SENIOR GOVERNMENTAL
ANALYST
00411

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Education Policy Unit

POLICY COORDINATOR
00228

ADMINISTRATIVE ASST. II
00286

GOVERNOR'S ATTORNEY
00115

CHIEF ANALYST
00326

CHIEF ANALYST
00203

GOVERNMENTAL ANALYST III
00030

GOVERNMENTAL ANALYST III
00217

POLICY ANALYST III
00058

ADMINISTRATIVE ASSISTANT II
00232

SENIOR GOVERNMENTAL ANALYST
00233

GOVERNMETNAL ANALYST III
00133

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Environmental Policy Unit

POLICY COORDINATOR
00215

CHIEF ANALYST
00189

CHIEF ANALYST
00127

SENIOR GOVERNMENTAL
ANALYST
00363

SENIOR GOVERNMENTAL
ANALYST
00187

SENIOR GOVERNMENTAL
ANALYST
00502

ADMINISTRATIVE ASST. II
00450

SENIOR GOVERNMENTAL
ANALYST
00480

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Finance and Economic Analysis Policy Unit

POLICY COORDINATOR
00206

DEPUTY POLICY COORDINATOR
00199

CHIEF ANALYST
00196

SENIOR ECONOMIST
00197

GOVERNMENTAL ANALYST II
00224

SENIOR ECONOMIST
00481

GOVERNMENTAL ANALYST
III
00091
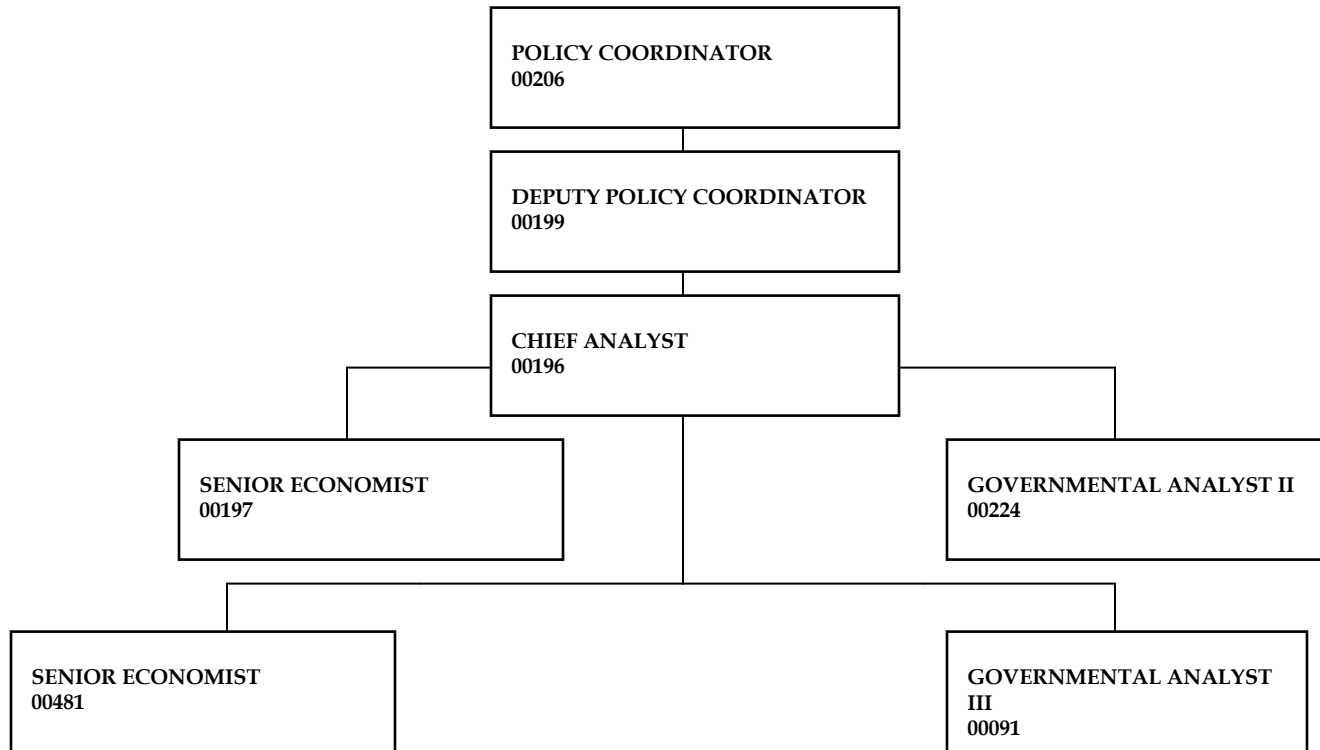
EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
General Government Policy Unit

POLICY COORDINATOR
00303

ADMINISTRATIVE ASST. II
00207

SENIOR GOVERNMENTAL
ANALYST
00245

CHIEF ANALYST
00226

CHIEF ANALYST
00237

GOVERNMENTAL ANALYST III
00355

SR. GOVERNMENTAL ANALYST
00243

GOVERNMENTAL ANALYST III
00265

GOVERNMENTAL ANALYST II
00321
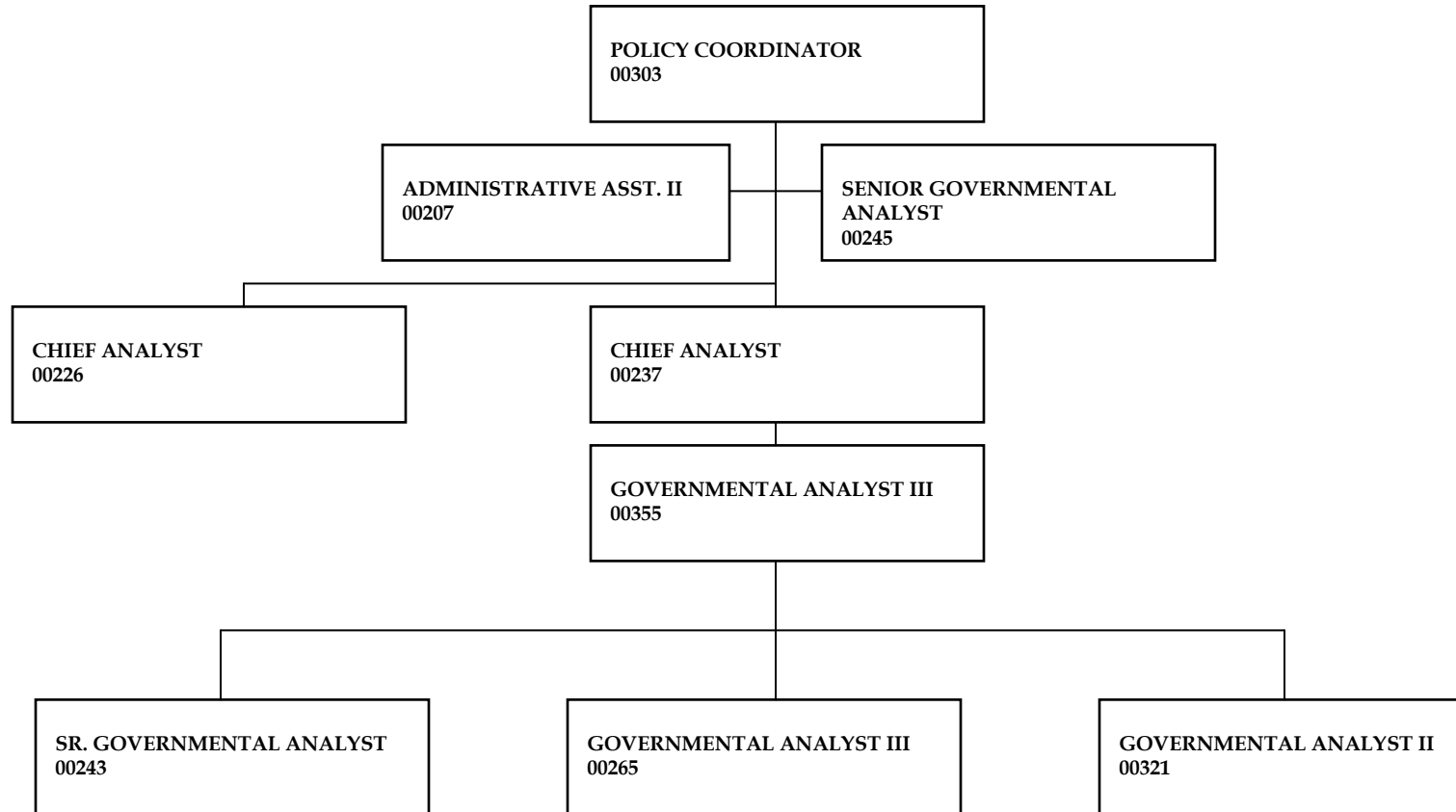
EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Health and Human Services Policy Unit

POLICY COORDINATOR
00252

CHIEF ANALYST
00111

CHIEF ANALYST
00241

CHIEF ANALYST
00242

ADMINISTRATIVE ASST. II
00305

SENIOR GOVERNMENTAL
ANALYST
00244

SENIOR GOVERNMENTAL
ANALYST
00188

POLICY ANALYST III
00194

GOVERNMENTAL ANALYST I
00304

SENIOR GOVERNMENTAL
ANALYST
00234

SENIOR GOVERNMENTAL
ANALYST
00138

SENIOR GOVERNMETNAL
ANALYST
00225
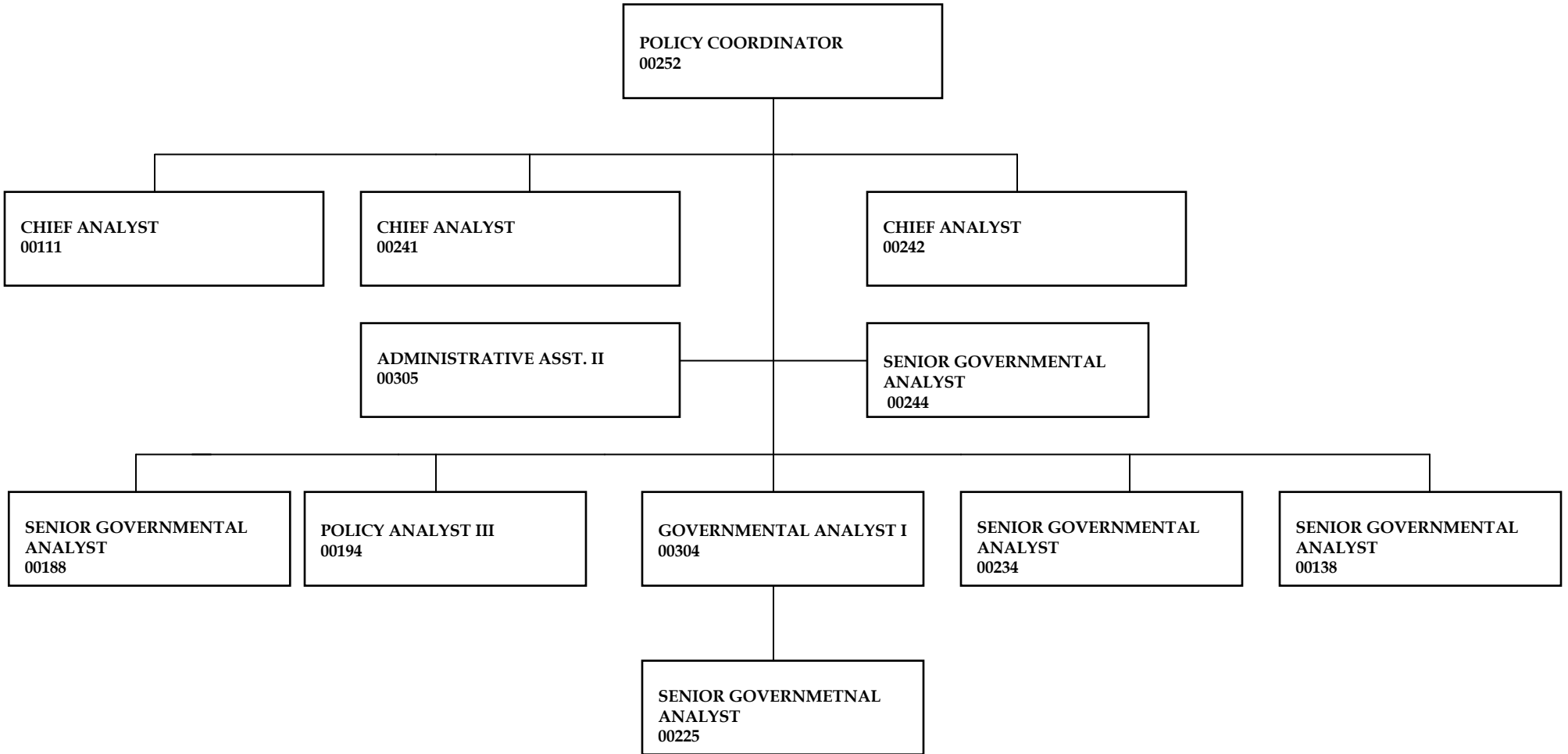
EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Public Safety Policy Unit

POLICY COORDINATOR
00216

ADMINISTRATIVE ASST. II
00236

CHIEF ANALYST
00249

CHIEF ANALYST
00501

SENIOR GOVERNMENTAL
ANALYST
00136

GOVERNMENATL ANALYST II
00221

GOVERNMENTAL ANALYST II
00134

GOVERNMENTAL ANALYST III
00350
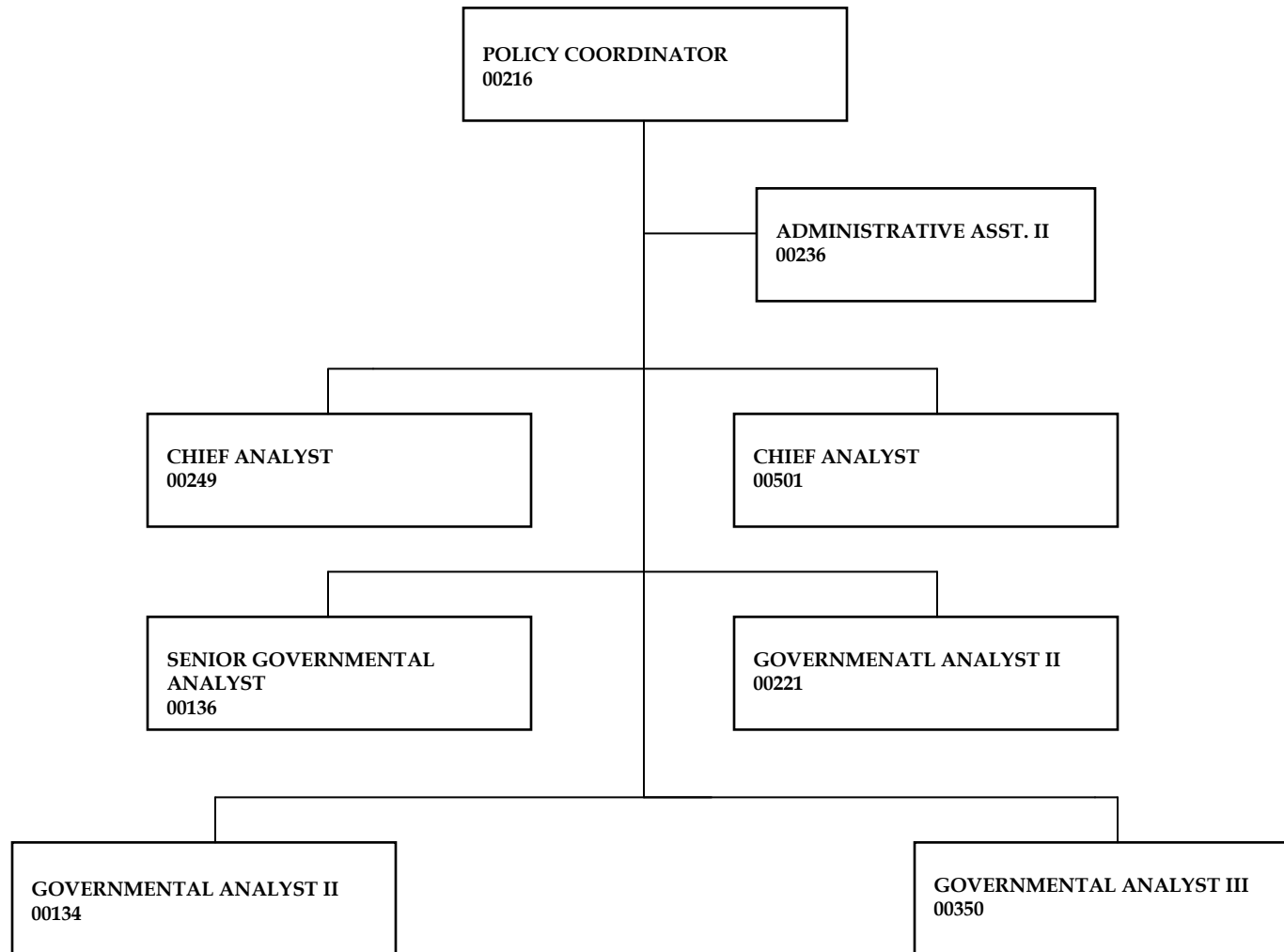
EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Transportation, Economic Development

POLICY COORDINATOR
00256

ADMINISTRATIVE ASST. III
00191

CHIEF ANALYST
00284

CHIEF ANALYST
00238

CHIEF ANALYST
00289

GOVERNMENTAL ANALYST III
00124

GOVERNMENTAL ANALYST III
00258

SENIOR POLICY ANALYST
00208

SENIOR GOVERNMENTAL ANALYST
00347

SENIOR GOVERNMENTAL ANALYST
00317

SENIOR GOVERNMENTAL ANALYST
00290

SENIOR GOVERNMENTAL ANALYST
00258
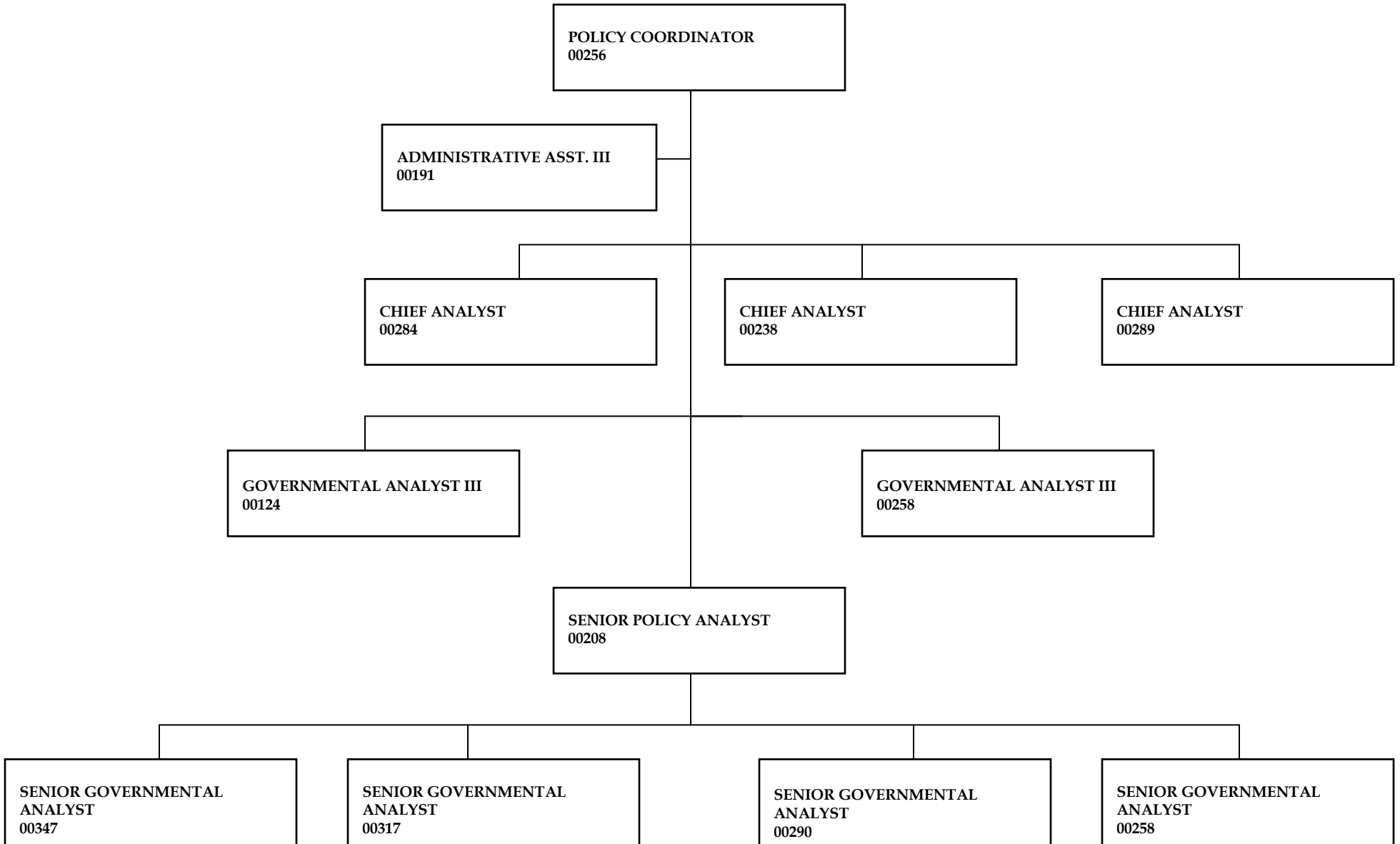
EXECUTIVE OFFICE OF THE GOVERNOR
Communications/Press Office

DIRECTOR OF PRESS RELATIONS
00015

EXECUTIVE ASSISTANT I
00046

INFORMATION SPECIALIST III
00121

CHIEF SPEECH WRITER
00032

SPEECH WRITER
00033

PRESS SECRETARY - EOG
00018

DEPUTY PRESS SECRETARY
00023

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Tourism, Trade and Economic Development

DIRECTOR, OFFICE OF TOURISM, TRADE AND ECONOMIC DEVELOPMENT
00365

PROGRAM ANALYST I
00378

DEPUTY DIRECTOR, OFFICE OF TOURISM, TRADE AND ECONOMIC DEVELOPMENT
00373

SENIOR MANAGEMENT ANALYST II
00368

DEVELOPMENT REPRESENTATIVE SUPERVISOR
00374

DEVELOPMENT REPRESENTATIVE SUPERVISOR
00376

GOVERNOR'S ATTORNEY
00370

DEVELOPMENT REPRESENTATIVE III
00367

DEVELOPMENT REPRESENTATIVE III
00369

DEVELOPMENT REPRESENTATIVE III
00371

DEVELOPMENT REPRESENTATIVE III
00372

DEVELOPMENT REPRESENTATIVE
00375

DEVELOPMENT REPRESENTATIVE II
00377

DEVELOPMENT REPRESENTATIVE III
00387

DEVELOPMENT REPRESENTATIVE II
00386

DEVELOPMENT REPRESENTATIVE II
00388

SPECIAL ASSISTANT TO THE GOVERNOR
00385

FILM COMMISSIONER
00400

EXECUTIVE OFFICE OF THE GOVERNOR
Florida Washington Office

```
┌─────────────────────────────┐
│ DEPUTY CHIEF OF STAFF       │
│ 00082                       │
└─────────────────────────────┘
         │
┌─────────────────────────────┐
│ FEDERAL STATE RELATIONS     │
│ DIRECTOR                    │
│ 00083                       │
└─────────────────────────────┘
```

EXECUTIVE ASSISTANT I 00322	POLICY ANALYST I 00084

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Systems Design and Development

POLICY COORDINATOR –
SYSTEMS DESIGN &
DEVELOPMENT
00334

DATA CENTER DIRECTOR
00339

SENIOR PROGRAM ANALYST
00174

(Continued Page 2 of 5)

CHIEF ANALYST – SYSTEMS
DESIGN AND DEVELOPMENT
00179

(Continued Page 5 of 5)

OPERATIONS AND
MANAGEMENT
CONSULTANT II
00312

DATA CENTER DIRECTOR
00330

DATA CENTER DIRECTOR
00359

(Continued Page 3 of 5)

(Continued Page 4 of 5)

ADMINISTRATIVE ASST. II
00213

ADMINISTRATIVE ASST. II
00176

PURCHASING SPECIALIST
00320

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Systems Design and Development

POLICY COORDINATOR – SYSTEMS DESIGN & DEVELOPMENT
00334

DATA CENTER DIRECTOR
00339

SYSTEMS PROJECT ANALYST
00092

SYSTEMS PROGRAMMING CONSULTANT
00348

DISTRIBUTED COMPUTER SYSTEMS ANALYST
00364

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Systems Design and Development

POLICY COORDINATOR –
SYSTEMS DESIGN &
DEVELOPMENT
00334

CHIEF ANALYST – SYSTEMS
DESIGN & DEVELOPMENT
00179

SYSTEMS PROGRAMMING
CONSULTANT
00511

DATA CENTER DIRECTOR
00330

SYSTEMS PROGRAMMING
CONSULTANT
00510

SYSTEMS PROGRAMMING
CONSULTANT
00171

SYSTEMS PROGRAMMING
CONSULTANT
00180

SYSTEMS PROJECT ANALYST
00308

SYSTEMS PROGRAMMING
CONSULTANT
00316

SYSTEMS PROGRAMMING
CONSULTANT
00349

SYSTEMS
PROJECTADMINISTRATOR
00318

SYSTEMS PROJECT
ADMINISTRATOR
00358

DATA PROCESSING
MANAGER
00104

DATA PROCESSING
MANAGER
00287

SYSTEMS PROJECT ANALYST
00022

SYSTEMS PROJECT ANALYST
00295

SYSTEMS PROJECT ANALYST
00301

SYSTEMS PROJECT
ADMINISTRATOR
00508

SYSTEMS PROJECT ANALYST
00302

SYSTEMS PROJECT ANALYST
00360

SYSTEMS PROGRAMMING
CONSULTANT
00509

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Systems Design and Development

```
                    POLICY COORDINATOR –
                    SYSTEMS DESIGN &
                    DEVELOPMENT
                    00334
                          |
                    CHIEF ANALYST – SYSTEMS
                    DESIGN & DEVELOPMENT
                    00179
```

SYSTEMS PROGRAMMING CONSULTANT 00294	SYSTEMS PROGRAMMING CONSULTANT 00311	SYSTEMS PROJECT ADMINISTRATOR 00335	SYSTEMS PROJECT ADMINISTRATOR 00357

SYSTEMS PROJECT ADMINISTRATOR 00170	SYSTEM PROGRAMMING CONSULTANT 00314	COMPUTER SYSTEMS PROGRAMMER ANALYST 00512	SYSTEMS PROJECT ANALYST 00043	SYSTEMS PROJECT ANALYST 00246

EXECUTIVE OFFICE OF THE GOVERNOR
Office of Policy and Budget
Systems Design and Development

POLICY COORDINATOR –
SYSTEMS DESIGN &
DEVELOPMENT
00334

CHIEF ANALYST – SYSTEMS
DESIGN & DEVELOPMENT
00179

DATA CENTER DIRECTOR
00359

SYSTEMS PROGRAMMING
CONSULTANT
00178

SYSTEMS PROGRAMMER III
00173

SYSTEMS PROGRAMMER I
00293

SYSTEMS PROGRAMMER II
00313

SYSTEMS PROJECT ANALYST
00172

SYSTEMS PROJECT ANALYST
00175

DISTRIBUTED COMPUTER
SYSTEMS ANALYST
00288

OFFICE AUTOMATION
ANALYST
00177

		FISCAL YEAR 2008-09	
GOVERNOR, EXECUTIVE OFFICE OF THE			
SECTION I: BUDGET		**OPERATING**	**FIXED CAPITAL OUTLAY**
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		153,074,455	52,050,000
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		45,898,978	15,847,000
FINAL BUDGET FOR AGENCY		198,973,433	67,897,000

SECTION II: ACTIVITIES * MEASURES	Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)				67,897,000
Drug Control Coordination * Number of drug control coordination contacts	1,800	2,689.53	4,841,158	
Business Expansion, Retention And Recruitment * Number of active projects worked	339	6,637.60	2,250,146	
Economic Development Comprehensive Marketing * Number of Marketing Leads Generated	1,527	476.75	727,991	
International Representation, Marketing, Research And Inward Investment Assistance * Number of companies assisted	1,514	4,660.43	7,055,895	
Trade And Export Assistance * Number of businesses assisted	6,590	130.55	860,352	
Brownfield Redevelopment * Number of projects approved for funding	1	1,474,094.00	1,474,094	
Enterprise Florida Assistance To Rural And Urban Core Businesses * Number of direct full-time jobs facilitated	70	7,563.51	529,446	
Rural Community Development Loans And Grants * Total non-state funds leveraged in rural economic development programs	5	80,000.00	400,000	
Statewide Black Business Investment Corporations (bbic) Franchising And Capitalization Programs * Number of jobs created or retained	983	2,653.93	2,608,815	
Amateur Sports Development/Sunshine State Games/Senior State Games * Number of amateur athletes competing in the games	23,149	8.29	191,997	
Film Business Development And Marketing * Number of qualified leads generated	772	2,905.16	2,242,787	
Film Industry-government Liaison And Policy Development * Number of liaison and policy development activities conducted.	364	2,072.39	754,349	
Film Production Support Services * Production entities making on-site visits to Florida (location scouts)	1,145	479.61	549,153	
Sports Economic Development Programs * Number of out-of-state visitors attending events funded through grant programs	523,737	4.54	2,377,075	
Space Business Development * Number of Florida businesses provided technical or financial assistance	152	25,262.78	3,839,943	
Visit Florida Marketing * Leads and visitor inquiries generated by VISIT FLORIDA events and media placements	4,100,000	7.46	30,569,368	
Visit Florida Sales Services * Number of visitor inquiries generated by VISIT FLORIDA sales events	4,100,000	0.61	2,489,921	
Visit Florida Tourism Partnership Development * Amount of private sector partner financial contributions	3,600,000	0.35	1,244,960	
Visit Florida Welcome Center Visitor Services * Number of visitors at the Florida Welcome Centers	2,442,791	0.51	1,244,960	
High Impact Performance Incentives * Number of projects approved for funding	2	787,500.00	1,575,000	
Qualified Defense Contractor Program * Number of projects approved for funding	2	320,625.00	641,250	
Qualified Target Industry Program * Number of projects approved for funding	59	307,752.49	18,157,397	
Quick Action Closing Fund * Number of projects approved for funding	18	1,385,555.56	24,940,000	
Military Base Protection * Military Installations Retained	11	87,271.55	959,987	
International Business Advocacy * Securing the Permanent Secretariat for the FTAA	3	287,995.67	863,987	
Local Economic Development Initiatives * Number of projects approved for funding	6	5,599,162.50	33,594,975	
Energy Efficiency And Renewable Energy Grants And Incentives * Number of grants and incentives processed	3,818	1,533.53	5,855,011	
Energy And Climate Program Coordination * : Number of energy and climate program contacts	3,046	2,397.40	7,302,495	
Agency For Enterprise Information Technology-technology And Security Coordination * Number of hours of information security training provided.	121	63,108.15	7,636,086	
TOTAL			167,778,598	67,897,000

SECTION III: RECONCILIATION TO BUDGET			
PASS THROUGHS			
TRANSFER - STATE AGENCIES			
AID TO LOCAL GOVERNMENTS			
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS			
OTHER		12,722,996	
REVERSIONS		18,471,836	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)		198,973,430	67,897,000

SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY

(1) Some activity unit costs may be overstated due to the allocation of double budgeted items.

(2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.

(3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.

(4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Executive Office of the Governor   Contact: Kelley Sasso

Article III, Section 19(a)3, Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.

1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2009 contain revenue or expenditure estimates related to your agency?

   Yes _____   No │X│_____

2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2010-2011 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2010-2011 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a				
b				
c				
d				
e				
f				

3) If your agency's Legislative Budget Request does not conform to the long range financial outlook with respect to the revenue estimates (from your Schedule I) or budget drivers, please explain the variance(s) below.
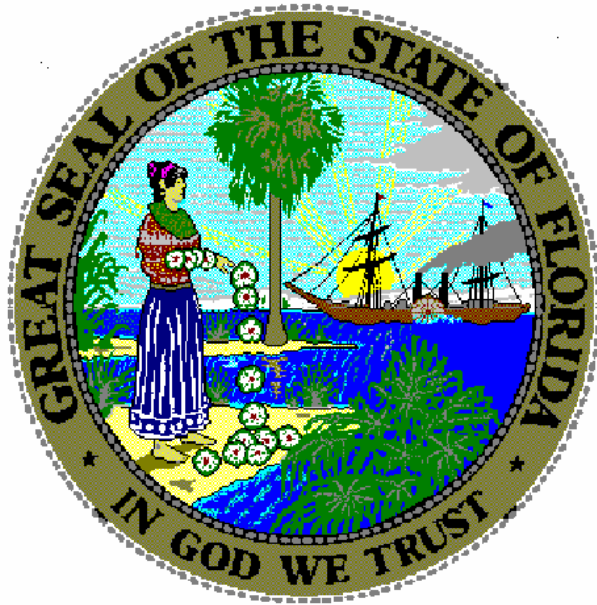
* R/B = Revenue or Budget Driver

Office of Policy and Budget - July 2009
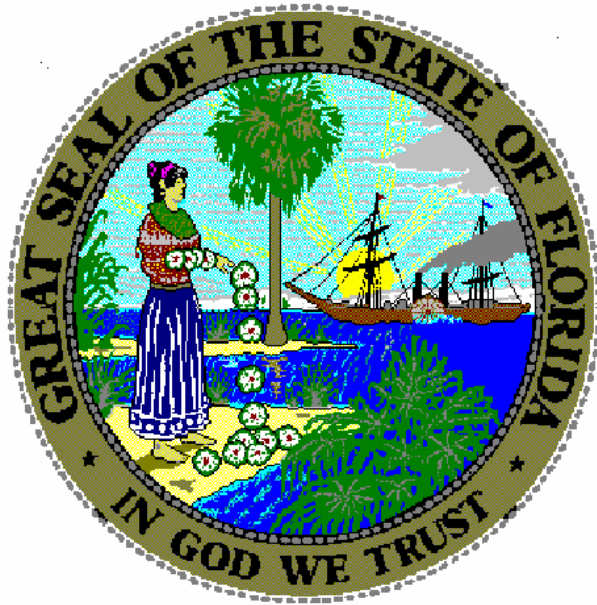
State of Florida
Executive Office of the Governor

Budget Entity Level Exhibits and Schedules

LEGISLATIVE BUDGET REQUEST

2010-2011

State of Florida
Executive Office of the Governor

Schedule I Series

LEGISLATIVE BUDGET REQUEST

2010-2011

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of The Govern   **Budget Period: 2010-2011**
Program: Economic Development Prog & Proj
Fund: 2175-Economic Development Transportation Trust Fund (31800000)

Specific Authority: 288.063, Florida Statutes
Purpose of Fees Collected: To fund transportation projects as defined in Section 288.063, FL Statutes.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)
x	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	**ACTUAL**	**ESTIMATED**	**REQUEST**
	FY 2008-2009	**FY 2009-2010**	**FY 2010-2011**
Receipts:			
Transfers from Dept of Transportation	25,561,018	53,786,570	10,000,000
Total Fee Collection to Line (A) - Section III	25,561,018	53,786,570	10,000,000

SECTION II - FULL COSTS

Direct Costs:			
Salaries and Benefits			
Other Personal Services			
Expenses			
Operating Capital Outlay			
Fixed Capital Outlay	15,436,107	36,750,000	10,000,000
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	15,436,107	36,750,000	10,000,000
Basis Used:			

SECTION III - SUMMARY

TOTAL SECTION I	(A)	25,561,018	53,786,570	10,000,000
TOTAL SECTION II	(B)	15,436,107	36,750,000	10,000,000
TOTAL - Surplus/Deficit	(C)	10,124,911	17,036,570	-

EXPLANATION of LINE C:

Office of Policy and Budget - July 2009

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2010-11

Department Title: **Executive Office of the Governor**

Trust Fund Title: **Economic Development Transportation TF**

LAS/PBS Fund Number: **2175**

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-09   **9,396,763.27** (A)

Add/Subtract:

SWFS ADJ to Acct Receivable   **(8,399,131.21)**

SWFS ADJ to Reserved to FCO   (997,632.06) (B)

Other Adjustment(s):

(C)

(C)

ADJUSTED BEGINNING TRIAL BALANCE: **0.00** (D)

UNRESERVED FUND BALANCE, SCHEDULE IC   **0.00** (E)

DIFFERENCE: **0.00** (F)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July 2009

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2010-11

Department Title: Executive office of the
Trust Fund Title: Economic Development Transportation TF
Budget Entity: 3180000
LAS/PBS Fund Number: 2175

	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	14,076,132.03		14,076,132.03
ADD: Other Cash (See Instructions)			
ADD: Investments			
ADD: Outstanding Accounts Receivable	32,521,783.36	8,399,131.21	40,920,914.57
ADD: _____			
Total Cash plus Accounts Receivable	**46,597,915.39**	8,399,131.21	54,997,046.60
LESS Allowances for Uncollectibles			
LESS Approved "A" Certified Forwards	-45833.33		-45833.33
Approved "B" Certified Forwards			
Approved "FCO" Certified Forwards	-54,951,177.78		-54,951,177.78
LESS: Other Accounts Payable (Nonoperating)	-35.49		-35.49
LESS: _____			
Unreserved Fund Balance, 07/01/08	**-8,399,131.21**	8,399,131.21	0.00 **

Notes:

*SWFS = Statewide Financial Statement

** **This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.**

Office of Policy and Budget - July 2009

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of The Govern   **Budget Period: 2010-2011**
Program: Economic Development Prog & Proj
Fund: 2177-Economic Development Trust Fund (31800000)

Specific Authority: 288.095, Florida Statutes
Purpose of Fees Collected: To support authorized economic development activities for the Office of
                                 Tourism, Trade, and Economic Development.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)
x	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	**ACTUAL**	**ESTIMATED**	**REQUEST**
	FY 2008-2009	**FY 2009-2010**	**FY 2010-2011**
Receipts:			
Community Match Funds	2,458,978	2,500,000	2,500,000
Interest	305,545		
Interest on loans	284,943	285,000	285,000
Transfer from DMS			
Total Fee Collection to Line (A) - Section III	3,049,466	2,785,000	2,785,000

SECTION II - FULL COSTS			
Direct Costs:			
Rural Community Developn			
Brownfield Program	216,919	218,000	218,000
QTI Program/Economic Dev	3,860,766	3,900,000	3,900,000
Operating Capital Outlay			
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	4,077,685	4,118,000	4,118,000
Basis Used:			

SECTION III - SUMMARY				
TOTAL SECTION I	(A)	3,049,466	2,785,000	2,785,000
TOTAL SECTION II	(B)	4,077,685	4,118,000	4,118,000
TOTAL - Surplus/Deficit	(C)	(1,028,219)	(1,333,000)	(1,333,000)

EXPLANATION of LINE C:

Deficits noted will be funded by cash already in the trust fund. Local financial support refund will be provided until
the cash is received. There are typically timing differences between receiving the match funds and the expenditure of
the cash is received.

Office of Policy and Budget - July 2009

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2010-2011

Department Title: Executive Office of the Governor

Trust Fund Title: Economic Development Transportation TF Trade & Tourism

LAS/PBS Fund Number: 2177

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-09	**14,145,949.57**	(A)
SWFS adjustment to receivable	**(868,366.29)**	
SWFS adjustment to payable	**1,062,626.58**	
Fund balance reserved for L T receivables	**2,786,916.08**	
SWFS Adjustment to adjust Cash GLC 11300	**(14.19)**	
SWFS Adjustment to record Obligation under security land trans	53,200,579.24	
SWFS adjustment to record investments with SBA	18,913,938.95	
Amount represent diff between restic to Eco Develop,rev,exp	(72,404,921.94)	
Add/Subtract:		
Net adjustments	2,690,758.43	(B)

Other Adjustment(s):

		(C)
		(C)
ADJUSTED BEGINNING TRIAL BALANCE:	**16,836,708.00**	(D)
UNRESERVED FUND BALANCE, SCHEDULE IC	**16,836,708.00**	(E)
DIFFERENCE:		(F)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July 2009

HEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE REVIS

Budget Period: 2010-2011

Department Title: Executive Office of the Governor
Trust Fund Title: Economic Development Development TF Trade & Tourism
Budget Entity: 3180000
LAS/PBS Fund Number: 2177

	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	16,248,815.73		16,248,815.73
ADD: Other Cash (See Instructions)	20,264.00	-14.19	20,249.81
ADD: Investments	284,634,010.39	18,913,938.95	303,547,949.34
ADD: Outstanding Accounts Receivable	4,899,978.30	-868,366.29	4,031,612
ADD: Other Investments	100,000.00		100,000.00
Total Cash plus Accounts Receivable	**305,903,068.42**	18,045,558.47	323,948,627
LESS Allowances for Uncollectibles			
LESS Approved "A" Certified Forwards	-2,542,731.07	757,256.97	-1,785,474.10
Approved "B" Certified Forwards			
Approved "FCO" Certified Forwards			
LESS: Other Accounts Payable (Nonoperating)	-310,406.51	305,369.61	-5,036.90
LESS: Oblig under Security Land Trans SBA	-135,363,628.63	53,200,579.12	-82,163,049.51
LESS: Restriction for Economic Development Pro	-150,753,436.75	-72,404,921.94	-223,158,358.69
Unreserved Fund Balance, 07/01/08	**16,932,865.46**	-96,157.77	16,836,708 **

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of The Govern   **Budget Period: 2010-2011**
Program: Economic Development Prog & Proj
Fund: 2338-International Trade and Promotion TF (31800000)

Specific Authority: 288.26, Florida Statutes
Purpose of Fees Collected: To fund international trade/economic development activities in Florida

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)
x	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	**ACTUAL**	**ESTIMATED**	**REQUEST**
	FY 2008-2009	**FY 2009-2010**	**FY 2010-2011**
Receipts:			
Transfers from Department of Revenue	5,593,498	5,200,000	5,300,000
(rental car surcharge)			
Interest on Dividends	33		
Total Fee Collection to Line (A) - Section III	5,593,531	5,200,000	5,300,000

SECTION II - FULL COSTS

Direct Costs:			
Salaries and Benefits	405,000	495,000	495,000
Other Personal Servies			
Lump Sum			
Expenses	77,073		
Contracted Services			
Enterprise Florida	5,512,500	4,900,000	4,900,000
Risk Mgt & Statewide HR Contract	981		
Total Full Costs to Line (B) - Section III	5,995,554	5,395,000	5,395,000

Basis Used:

SECTION III - SUMMARY

TOTAL SECTION I	(A)	5,593,531	5,200,000	5,300,000
TOTAL SECTION II	(B)	5,995,554	5,395,000	5,395,000
TOTAL - Surplus/Deficit	(C)	(402,023)	(195,000)	(95,000)

EXPLANATION of LINE C:

Office of Policy and Budget - July 2009

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2010-2011

Department Title: **Executive Office of the Governor**

Trust Fund Title: **Florida International Trade and Promotion Trust Fund**

LAS/PBS Fund Number: **2338**

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-09   **3,608.60** (A)

Add/Subtract:

Financial Statement adjustment for receivable   (540,037.19) (B)

Financial Statement adjustment for payable   1,233,013.56

     Other Adjustment(s):

     (C)

     (C)

ADJUSTED BEGINNING TRIAL BALANCE: **696,584.97** (D)

UNRESERVED FUND BALANCE, SCHEDULE IC   **696,584.97** (E)

DIFFERENCE: **0.00** (F)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July 2009

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2010-2011

Department Title: Executive Office of the Governor
Trust Fund Title: Florida International Trade and Promotion Trust Fund
Budget Entity: 3180000
LAS/PBS Fund Number: 2338

	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,858,090.47		1,858,090.47
ADD: Other Cash (See Instructions)			
ADD: Investments	1115		1115
ADD: Outstanding Accounts Receivable	920,808.17	-540,037.19	380,770.98
ADD: Interest and Dividends Receivable	5.59		5.59
Total Cash plus Accounts Receivable	2,780,019.23	-540,037.19	2,239,982.04
LESS Allowances for Uncollectibles			
LESS Approved "A" Certified Forwards	-2,776,408.56	1,233,013.56	-1,543,395.00
Approved "B" Certified Forwards			
Approved "FCO" Certified Forwards			
LESS: Other Accounts Payable (Nonoperating)	-2.07		-2.07
LESS: _____			
Unreserved Fund Balance, 07/01/09	3,608.60	692,976.37	696,584.97 **

Notes:

*SWFS = Statewide Financial Statement

** **This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.**

Office of Policy and Budget - July 2009

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department:	Executive Office of The Govern‹	**Budget Period: 2010-11**
Program:	Executive Direction	
Fund:	2339-Grants and Donations Trust Fund (31000000)	

Specific Authority:	216 Florida Statutes
Purpose of Fees Collected:	To fund contract, grant and notary activities.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)
x	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	**ACTUAL**	**ESTIMATED**	**REQUEST**
	FY 2008-2009	**FY 2009-2010**	**FY 2010-11**
Receipts:			
Transfers from Dept of State (notary)	339,051	350,000	350,000
Enforcing Underage Drinking Laws Grant	420,655	430,000	430,000
Gang Reduction Grant	573,628	600,000	600,000
Repayment of Bridge Loans	762,114	780,000.00	780,000.00
Transfer from DFS	242,003	250,000.00	250,000.00
Transfer from DEP	6,067,301	6,100,000.00	6,100,000.00
U.S. DOE Adm Formula	708,820	710,000.00	710,000.00
U.S. Umbrella and Omnibus	54,722	55,000.00	55,000.00
Interest on Loan	103,170	110,000.00	110,000.00
Refund PY Expenditures	522		
Refund	187,600		
Transfer from FDLE	55,661	317,104.00	300,000.00
Total Fee Collection to Line (A) - Section III	9,515,247	9,702,104	9,685,000

SECTION II - FULL COSTS

Direct Costs:			
Salaries and Benefits	670,146	675,000	675,000
Other Personal Servies	157,799		
Lump Sum			
Expenses	199,992		
Transfer to DJJ	510,128	520,000	520,000
Contracted Services	39,616		
Enforcing underage drinking laws	495,392	496,000	496,000
Total Full Costs to Line (B) - Section III	2,073,073	1,691,000	1,691,000
Basis Used:			

SECTION III - SUMMARY

TOTAL SECTION I	(A)	9,515,247	9,702,104	9,685,000
TOTAL SECTION II	(B)	2,073,073	1,691,000	1,691,000
TOTAL - Surplus/Deficit	(C)	7,442,174	8,011,104	7,994,000

EXPLANATION of LINE C:

Office of Policy and Budget - July 2009

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2010-11

Department Title: Executive Office of the Governor

Trust Fund Title: Grants and Donations TF

LAS/PBS Fund Number: 2339

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-09	**600,890.72**	(A)
SWFS receivable adjustment	(65,184.65)	
SWFS payable adjustment	15,503.93	
SWFS non operating payable adjustment	630,110.02	
		(B)

Other Adjustment(s):

		(C)
		(C)

ADJUSTED BEGINNING TRIAL BALANCE:	**1,181,320.02**	(D)
UNRESERVED FUND BALANCE, SCHEDULE IC	1,181,320.02	(E)
DIFFERENCE:		(F)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July 2009

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2010-11

Department Title:	Executive Office of the Governor
Trust Fund Title:	Grants and Donations TF
Budget Entity:	3180000
LAS/PBS Fund Number:	2339

	Balance as of 6/30/2009	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	**5,298,594.29**		5,298,594.29
ADD: Other Cash (See Instructions)			
ADD: Investments	2,048,715.86		2,048,715.86
ADD: Outstanding Accounts Receivable	98,380.43	-65,184.65	33,195.78
ADD: _____			
Total Cash plus Accounts Receivable	**7,445,690.58**	-65,184.65	7,380,505.93
LESS Allowances for Uncollectibles			
LESS Approved "A" Certified Forwards	-241,744.08	15,503.93	-226,240.15
Approved "B" Certified Forwards	-59,437.96		-59437.96
Approved "FCO" Certified Forwards	-5,892,324.52		-5892324.52
LESS: Other Accounts Payable (Nonoperating)	-631,110.68	630,110.02	-1,000.66
LESS: Due to other department	-20,182.62		-20,182.62
Unreserved Fund Balance, 07/01/09	**600,890.72**	580,429.30	1,181,320.02 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2009

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of The Govern   **Budget Period: 2010-11**
Program: Information Technology
Fund: 2535-Planning and Budgeting System TF (31100000)

Specific Authority: CH 216(02-133, Laws of Florida)
Purpose of Fees Collected: To fund activities related to the development, enhancement, and support of the LAS/PBS.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)
x	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	**ACTUAL**	**ESTIMATED**	**REQUEST**
	FY 2007-2008	**FY 2008-2009**	**FY 2009-2010**
Receipts:			
Transfers from the Legislature	3,963,124	5,377,664	5,377,664
Total Fee Collection to Line (A) - Section III	3,963,124	5,377,664	5,377,664

SECTION II - FULL COSTS

Direct Costs:			
Salaries and Benefits	4,248,319	5,377,664	5,377,664
Other Personal Servies	124,788		
Lump Sum			
Expenses	585,658		
Contracted Services	239,075		
Operating Capital Outlay	167,252		
Risk Mgt & Statewide HR Contract			
Total Full Costs to Line (B) - Section III	5,365,092	5,377,664	5,377,664

Basis Used:

SECTION III - SUMMARY

TOTAL SECTION I	(A)	3,963,124	5,377,664	5,377,664
TOTAL SECTION II	(B)	5,365,092	5,377,664	5,377,664
TOTAL - Surplus/Deficit	(C)	(1,401,968)	-	-

EXPLANATION of LINE C:
Deficits are handled through cash available in the trust fund.

Office of Policy and Budget - July 2008

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2010-11

Department Title:	Executive Office of the Governor
Trust Fund Title:	Planning and Budgeting System Trust Fund
Budget Entity:	3180000
LAS/PBS Fund Number:	2535

	Balance as of 6/30/2009		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,754,975.36	(A)		1,754,975.36
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	1,754,975.36	(F)		1,754,975.36
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-60,040.30	(H)	7524.37	-52,515.93
Approved "B" Certified Forwards	963.19	(H)	-9,819.20	-8856.01
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)		(I)		
LESS: September 2008 reversion		(J)		
Unreserved Fund Balance, 07/01/09	1,695,898.25	(K)	-2294.83	1,693,603.42 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2008

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2010-11

Department Title: Executive Office of the Governor
Trust Fund Title: Planning and Budgeting System Trust Fund
LAS/PBS Fund Number: 2535

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-08 | **1,695,898.25** | (A)

Add/Subtract:

SWFS adjustment to payables | 7,524.37 | (B)
SWFS adjustment for Fund balance encumbrances | (9,819.20) |
   Other Adjustment(s):

| | (C) |
| | (C) |

ADJUSTED BEGINNING TRIAL BALANCE: | **1,693,603.42** | (D)

UNRESERVED FUND BALANCE, SCHEDULE IC | **1,693,603.42** | (E)

DIFFERENCE: | | (F)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July 2008

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of The Govern   **Budget Period: 2010-2011**
Program: Economic Development Prog and Proj
Fund: 2551-Professional Sports Development Trust Fund (31800000)

Specific Authority: 320.0858 Florida Statutes
Purpose of Fees Collected: To fund sports related economic development programs in Florida.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)
x	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	**ACTUAL** **FY 2008-2009**	**ESTIMATED** **FY 2009-2010**	**REQUEST** **FY 2010-2011**
Receipts:			
Transfers from DMSMV	2,562,543	2,949,658	2,950,000
Total Fee Collection to Line (A) - Section III	2,562,543	2,949,658	2,950,000

SECTION II - FULL COSTS

Direct Costs:			
Salaries and Benefits			
Other Personal Servies			
Lump Sum			
Expenses			
Florida Sports Foundation	2,592,207	2,600,000	2,600,000
Operating Capital Outlay			
Risk Mgt & Statewide HR Contract			
Total Full Costs to Line (B) - Section III	2,592,207	2,600,000	2,600,000

Basis Used:

SECTION III - SUMMARY

TOTAL SECTION I	(A)	2,562,543	2,949,658	2,950,000
TOTAL SECTION II	(B)	2,592,207	2,600,000	2,600,000
TOTAL - Surplus/Deficit	(C)	(29,664)	349,658	350,000

EXPLANATION of LINE C:

Office of Policy and Budget - July 2009

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2010-2011

Department Title: Executive Office of the Governor
Trust Fund Title: Professional Sports Development Trust Dund
LAS/PBS Fund Number: 2551

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-09	**222,991.63**	(A)
Add/Subtract:		
SWFS adjustment for Acct receivable	(17,050.00)	
SWFS adjustment for Acct payable	(215,132.25)	(B)
Non-Operating payable adjustment	(91,789.25)	
Other Adjustment(s):		
		(C)
		(C)
ADJUSTED BEGINNING TRIAL BALANCE:	**(100,979.87)**	(D)
UNRESERVED FUND BALANCE, SCHEDULE IC	**100,979.87**	(E)
DIFFERENCE:	**0.00**	(F)*

*SHOULD EQUAL ZERO.

Office of Policy and Budget - July 2009

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2010-2011

Department Title:	Executive Office of the Governor
Trust Fund Title:	Professional Sports Development Trust Fund
Budget Entity:	3180000
LAS/PBS Fund Number:	2551

	Balance as of 6/30/2009		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	236,987.87	(A)		
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable	76,925.00	(D)	17,050.00	93,975.00
ADD: _____		(E)		
Total Cash plus Accounts Receivable	313,912.87	(F)	17,050.00	330,962.87
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-396,395.25	(H)	215,132.25	-181,263.00
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	-140,509.25	(I)	91,789.25	-48,720.00
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/09	-222,991.63	(K)	323,971.50	100,979.87 **

Notes:

*SWFS = Statewide Financial Statement

** **This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.**

Office of Policy and Budget - July 2008

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Executive Office of The Govern   **Budget Period: 2010-2011**
Program: Economic Development Prog and Proj
Fund: 2722-Tourism Promotion Trust Fund (31800000)

Specific Authority: 288.122 Florida Statutes
Purpose of Fees Collected: To fund tourism/economic development programs in Florida

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

	Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach **Examination of Regulatory Fees** Form - Part I and II.)
x	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	**ACTUAL**	**ESTIMATED**	**REQUEST**
	FY 2008-2009	**FY 2009-2010**	**FY 2010-2011**
Receipts:			
Transfers from Department of Revenue	19,317,753	19,100,000	19,700,000
Total Fee Collection to Line (A) - Section III	19,317,753	19,100,000	19,700,000

SECTION II - FULL COSTS

Direct Costs:			
Salaries and Benefits	444,665	445,000	445,000
Other Personal Servies			
Lump Sum			
Expenses	70,217		
Fl Commission on Tourism	24,899,209	24,899,209	24,899,209
Operating Capital Outlay			
Risk Mgt & Statewide HR Contract	2,344		
Total Full Costs to Line (B) - Section III	25,416,435	25,344,209	25,344,209
Basis Used:			

SECTION III - SUMMARY

TOTAL SECTION I	(A)	19,317,753	19,100,000	19,700,000
TOTAL SECTION II	(B)	25,416,435	25,344,209	25,344,209
TOTAL - Surplus/Deficit	(C)	(6,098,682)	(6,244,209)	(5,644,209)

 EXPLANATION of LINE C:

Office of Policy and Budget - July 2009

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2010-2011

Department Title: Executive Office of the Governor
Trust Fund Title: Tourism Promotion TF
Budget Entity: 3180000
LAS/PBS Fund Number: 2722

	Balance as of 6/30/2009		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	2,149,652.07	(A)		2,149,652.07
ADD: Other Cash (See Instructions)		(B)		
ADD: Investments	7,526.14	(C)		7,526.14
ADD: Outstanding Accounts Receivable	3,412,444.47	(D)	-2,001,314.29	1,411,130.18
ADD: _____		(E)		
Total Cash plus Accounts Receivable	5,569,622.68	(F)	-2,001,314.29	3,568,308.39
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	-5,100,567.62	(H)	2,001,358.62	-3,099,209.00
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	-684.99	(I)	671.06	-13.93
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/09	468,370.07	(K)	715.39	469,085.46 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.

Office of Policy and Budget - July 2009

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2010-2011

Department Title: Executive Office of the Governor

Trust Fund Title: Tourism Promotion TF

LAS/PBS Fund Number: 2722

BEGINNING TRIAL BALANCE:

Unreserved Fund Balance Per Trial Balance, 07-01-09	**468,370.07**	(A)
Add/Subtract:		
Financial Statement Adjustment to correct receivable	(2,001,314.29)	(B)
Financial Statement Adjustment to correct payable	2,002,029.68	(B)
Net adjustment		
Other Adjustment(s):		
		(C)
		(C)
ADJUSTED BEGINNING TRIAL BALANCE:	**469,085.46**	(D)
UNRESERVED FUND BALANCE, SCHEDULE IC	**469,085.46**	(E)
DIFFERENCE:	**0.00**	(F)*

*SHOULD EQUAL ZERO.

AGENCY SCHEDULE

Office of Policy and Budget - July 2009

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS   **Budget Period: 2010 - 2011**

Department: Executive Office of the Governor   **Chief Internal Auditor:** Kim Mills

Budget Entity: Office of the Chief Inspector General   **Phone Number:**   (850) 922-4637

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
CIG Report No. 2009-09, dated June 2009	December 2008	Audit of the Office of Tourism, Trade, and Economic Development's (OTTED) Management of the Funding and Program Agreements with Enterprise Florida, Inc.	**Finding**: While OTTED staff verbally described the various aspects of the contract administration process, policies and procedures were not in writing. Having policies and procedures in writing promotes consistency in the review process across program areas, provides more consistent transition in times of staff turnover and vacancies and improves the overall quality of contract administration. **Recommendation:** OTTED should put policies and procedures for contract administration in writing. The formalized procedure should address the duties and responsibilities of the Agreement administrator and the program managers, specific tasks to be performed in the review of the quarterly report, the methodology for approving invoices for payment, the process for verifying that deliverables are provided in accordance with requirements of the Agreements, and the requirements for documenting contract administration activities.	OTTED had already taken steps in anticipation of the need to improve process and procedures. This led to the hiring of addtional staff to assist with the implementation of enhancements that were identified. To the extent possible, OTTED will immediately begin to better formalize the appropriate policies and procedures regarding this contract.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS   **Budget Period: 2010 - 2011**

Department: Executive Office of the Governor   **Chief Internal Auditor:** Kim Mills

Budget Entity: Office of the Chief Inspector General   **Phone Number:**   (850) 922-4637

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			Finding: Program managers do not receive a copy of the executed Agreements between Enterprise Florida and OTTED and do not always receive EFI's executed sub-recipients' agreements. The information in these documents is needed by the program managers so they can be more effective in their review and approval of EFI's request for payment and their determination of compliance with key provisions of the Agreements. **Recommendation:** The Agreement administrator should ensure that each program manager is provided copies of the Agreement and applicable sub-recipient agreements or, alternatively, a listing of the deliverables required to be submitted by Enterprise Florida before payment can be approved.	OTTED will begin work immediately with Enterprise Florida to improve the deliverables review process. Program managers will receive copies of the appropriate contract(s).	
CIG Report No. 2009-09, dated June 2009 (continued)		Audit of the Office of Tourism, Trade, and Economic Development's (OTTED) Management of the Funding and Program Agreements with Enterprise Florida, Inc.	**Finding:** Although OTTED and Enterprise Florida personnel communicate on a regular basis regarding Enterprise Florida and sub-recipient grant activities, OTTED staff do not currently perform any reviews of Enterprise Florida's files. **Recommendation:** To independently validate information submitted by Enterprise Florida, OTTED should perform prompt on-site reviews of Enterprise Florida's files related to the Agreements and sub- recipient grant agreements. As an alternative, OTTED should routinely require Enterprise Florida to submit copies of their files to OTTED for prompt, documented review.	Reviews of the EFI files related to the contract(s) will be documented, and subject to the availability of travel funds, on-site visits will be increased.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS   **Budget Period: 2010 - 2011**

Department: Executive Office of the Governor   **Chief Internal Auditor:** Kim Mills

Budget Entity: Office of the Chief Inspector General   **Phone Number:**   (850) 922-4637

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
CIG Report No. 2009-09, dated June 2009 (continued)		Audit of the Office of Tourism, Trade, and Economic Development's (OTTED) Management of the Funding and Program Agreements with Enterprise Florida, Inc.	**Finding:** OTTED's tracking system for funds disbursed under the Agreements should be enhanced to include a methodology for verifying funds being held by Enterprise Florida and accounting for all appropriated funds. **Recommendation:** OTTED should enhance its system for tracking grant program funds through the collection and verification of data. At a minimum, the system should include processes for: (1) identifying quarterly disbursements made by Enterprise Florida to sub-recipients for all programs for all fiscal years; (2) identifying quarterly, for all programs, the amount of funds not expended but transferred for use in another year; and (3) identifying quarterly funds on hand and funds not obligated by Enterprise Florida for all programs for all fiscal years.	 OTTED will begin work immediately to underpin the accountability of encumbered and disbursed funds. Data relating to grant program funds dispensed to Enterprise Florida will be verified.	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS   **Budget Period: 2010 - 2011**

Department: Executive Office of the Governor   **Chief Internal Auditor:**   Kim Mills

Budget Entity: Office of the Chief Inspector General   **Phone Number:**   (850) 922-4637

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
CIG Report No. 2009-09, dated June 2009 (continued)		Audit of the Office of Tourism, Trade, and Economic Development's (OTTED) Management of the Funding and Program Agreements with Enterprise Florida, Inc.	**Finding:** OTTED's tracking system for funds disbursed under the Agreements should be enhanced to include a methodology for specifying a timeframe for Enterprise Florida to return unobligated funds to OTTED. **Recommendation:** OTTED should establish and implement a policy specifying circumstances and a timeframe for Enterprise Florida to return unspent funds to OTTED.	OTTED concurs with the finding.	

Fiscal Year 2010-11 LBR Technical Review Checklist

Department/Budget Entity (Service): Executive Office of the Governor
Agency Budget Officer/OPB Analyst Name: Kelley Sasso/Janice Hatter

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)				
	311	318	319		
1. GENERAL					
1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? **(CSDI)**	yes	yes	yes		
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? **(CSDI)**	yes	yes	yes		
AUDITS:					
1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. **(EXBR, EXBA)**	yes	yes	yes		
1.4 Has security been set correctly? **(CSDR, CSA)**	yes	yes	yes		
TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					
2. EXHIBIT A (EADR, EXA)					
2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 of the LBR Instructions?	yes	yes	yes		
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	yes	yes	yes		
2.3 Are the issue codes and titles consistent with *Section 3* of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	yes	yes	yes		
2.4 Have the coding guidelines in *Section 3* of the LBR Instructions (pages 15 through 27) been followed?	yes	yes	yes		
3. EXHIBIT B (EXBR, EXB)					
3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	yes	yes	yes		
AUDITS:					
3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? **(NACR, NAC - Report should print "No Negative Appropriation Categories Found")**	yes	yes	yes		
3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? **(EXBR, EXBC - Report should print "Records Selected Net To Zero")**	yes	yes	yes		
TIP Generally look for and be able to fully explain significant differences between A02 and A03.					

Action	Program or Service (Budget Entity Codes)				
	311	318	319		
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					

4. EXHIBIT D (EADR, EXD)

Action	311	318	319		
4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions?	yes	yes	yes		
4.2 Is the program component code and title used correct?	yes	yes	yes		
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					

5. EXHIBIT D-1 (ED1R, EXD1)

Action	311	318	319		
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	yes	yes	yes		
AUDITS:					
5.2 Do the fund totals agree with the object category totals within each appropriation category? **(ED1R, XD1A - Report should print "No Differences Found For This Report")**	yes	yes	yes		
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? **(EXBR, EXBB - Negative differences need to be corrected in Column A01.)** *Please note that the LBR Instructions reference the wrong B column.*	yes	yes	yes		
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? **(EXBR, EXBD - Differences need to be corrected in Column A01.)** *Please note that the LBR Instructions reference the wrong B column.*	yes	yes	yes		
TIP If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2008-09 approved budget. Amounts should be positive.					
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					

6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)

Action	311	318	319		
6.1 Are issues appropriately aligned with appropriation categories?	yes	yes	yes		

Technical Review Checklist
for FY 2009-10 LBR

		Program or Service (Budget Entity Codes)				
	Action	311	318	319		
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.)	yes	yes	yes		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	yes	yes	yes		
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 70 of the LBR Instructions?	yes	yes	yes		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	yes	yes	yes		
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	yes	yes	yes		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	yes	yes	yes		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	yes	yes	yes		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	yes	yes	yes		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	yes	yes	yes		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #10-002?	yes	yes	yes		
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. **(PLRR, PLMO)**	yes	yes	yes		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	yes	yes	yes		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	yes	yes	yes		
7.14	Do the amounts reflect appropriate FSI assignments?	yes	yes	yes		
7.15	Do the issues relating to *salary and benefits* have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 26 and 86 of the LBR Instructions.)	yes	yes	yes		

Technical Review Checklist
for FY 2009-10 LBR   Page 3

	Action	Program or Service (Budget Entity Codes)				
		311	318	319		
7.16	Do the issues relating to *Information Technology (IT)* have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	yes	yes	yes		
7.17	Are the issues relating to *major audit findings and recommendations* properly coded (4A0XXX0, 4B0XXX0)?	yes	yes	yes		
AUDIT:						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. **(EADR, FSIA - Report should print "No Records Selected For Reporting")**	yes	yes	yes		
7.19	Does the General Revenue for 160XXXX issues net to zero? **(GENR, LBR1)**	yes	yes	yes		
7.20	Does the General Revenue for 180XXXX issues net to zero? **(GENR, LBR2)**	yes	yes	yes		
7.21	Does the General Revenue for 200XXXX issues net to zero? **(GENR, LBR3)**	yes	yes	yes		
7.22	Have FCO appropriations been entered into the nonrecurring column A04? **(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))**	yes	yes	yes		
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run **OADA/OADR** from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2009-10 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level *or* SC1R, SC1D - Department Level)						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	yes	yes	yes		
8.2	Has a Schedule I been completed in LAS/PBS for each operating trust fund?	yes	yes	yes		

		Program or Service (Budget Entity Codes)				
	Action	311	318	319		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)?	yes	yes	yes		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	yes	yes	yes		
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	yes	yes	yes		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling $100,000 or more for the fiscal year?	yes	yes	yes		
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	yes	yes	yes		
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to *section 215.32(2)(b), Florida Statutes* - including the Schedule ID and applicable legislation?	yes	yes	yes		
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)?	yes	yes	yes		
8.10	Are the statutory authority references correct?	yes	yes	yes		
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	yes	yes	yes		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	yes	yes	yes		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	yes	yes	yes		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	yes	yes	yes		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	yes	yes	yes		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	yes	yes	yes		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	yes	yes	yes		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available?	yes	yes	yes		
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	yes	yes	yes		
8.20	Are appropriate service charge nonoperating amounts included in Section II?	yes	yes	yes		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	yes	yes	yes		

Technical Review Checklist
for FY 2009-10 LBR   Page 5

Action	311	318	319		
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling $100,000 or more.)	yes	yes	yes		
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	yes	yes	yes		
8.24 Are prior year September operating reversions appropriately shown in column A01?	yes	yes	yes		
8.25 Are current year September operating reversions appropriately shown in column A02?	yes	yes	yes		
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	yes	yes	yes		
8.27 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	yes	yes	yes		
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	yes	yes	yes		
AUDITS:	yes	yes	yes		
8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	yes	yes	yes		
8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? **(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")**	yes	yes	yes		
8.31 Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. **(SC1R, DEPT)**	yes	yes	yes		
TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.)					
TIP Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? **(BRAR, BRAA - Report should print "No Records Selected For This Request")** Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See *Base Rate Audit* on page 156 of the LBR Instructions.)	yes	yes	yes		
10. SCHEDULE III (PSCR, SC3)					
10.1 Is the appropriate lapse amount applied in Segment 3? (See page 88 of the LBR Instructions.)	yes	yes	yes		
10.2 Are amounts in *Other Salary Amount* appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use **OADI** or **OADR** to identify agency other salary amounts requested.	yes	yes	yes		

Page 244 of 246

		Program or Service (Budget Entity Codes)				
Action		311	318	319		

11. SCHEDULE IV (EADR, SC4)

		311	318	319		
11.1	Are the correct Information Technology (IT) issue codes used?	yes	yes	yes		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					

12. SCHEDULE VIIIA (EADR, SC8A)

		311	318	319		
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	yes	yes	yes		

13. SCHEDULE VIIIB-1

		311	318	319		
13.1	This schedule is not required in the October 15, 2009 LBR submittal.					

14. SCHEDULE VIIIB-2 (EADR, S8B2)

		311	318	319		
14.1	Do the reductions comply with the instructions provided on pages 101 and 102 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds?	yes	yes	yes		

15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions)

		311	318	319		
15.1	Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to *section 216.023(4)(b), Florida Statutes,* the Legislature can reduce the funding level for any agency that does not provide this information.)	yes	yes	yes		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB?	yes	yes	yes		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (**GENR, ACT1**)	yes	yes	yes		
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (**Audit #1 should print "No Activities Found"**)	yes	yes	yes		
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (**Audit #2 should print "No Operating Categories Found"**)	yes	yes	yes		
15.6	Has the agency provided the necessary demand (Record Type 5) for all activities which should appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	yes	yes	yes		
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (**Audit #4 should print "No Discrepancies Found"**)	yes	yes	yes		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					

16. MANUALLY PREPARED EXHIBITS & SCHEDULES

		311	318	319		
16.1	Do exhibits and schedules comply with LBR Instructions (pages 109 through 153 of the LBR Instructions), and are they accurate and complete?	yes	yes	yes		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	yes	yes	yes		

Action	Program or Service (Budget Entity Codes)				
	311	318	319		
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	yes	yes	yes		

AUDITS - GENERAL INFORMATION					
TIP Review *Section 6: Audits* of the LBR Instructions for a list of audits and their descriptions.					
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	yes	yes	yes		
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	yes	yes	yes		
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	yes	yes	yes		
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	yes	yes	yes		
17.5 Are the appropriate counties identified in the narrative?	yes	yes	yes		
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					

Technical Review Checklist
for FY 2009-10 LBR